



## Student Success Fund Criteria and Application

*The Student Success Fund assists Lake Michigan College students by providing immediate support for students who are in need of emergency financial assistance. Students may submit an application and supporting documentation to the office of the Vice President, Student Services. Funds are distributed with an average range of \$50 to \$500. Applicants may be required to meet with the Vice President, Student Services to discuss their application. The **maximum** Student Success Fund award is **\$500** per request. Lake Michigan College retains the right to determine the amount that each individual may receive. The number of students who can be served by the Student Success Fund is subject to the availability of funds. The fund is sustained by continual contributions from the Winners Circle Scholarship Fund.*

### **Types of Expenses Covered**

- Medications and other costs related to medical care
- General health physicals required for extra-curricular participation
- Student success resources
  - i.e. text books, computers, materials, uniforms, equipment, and other essential academic necessities
- Safety needs (i.e. changing a lock)
- Assistance with replacement of essential personal belongings due to fire, theft, or natural disaster.
- Unanticipated essential utilities replacement or repair (water, electric, heat)
- Unanticipated child care expense
- Essential Vehicle repair
- Cap & gown fees for commencement
- Tuition, fees, and housing

### **Types of Expenses Not Covered**

- Non-essential utilities (cable, internet service)
- Household costs not related to damage or theft or natural disaster
- Parking tickets and other fines
- Costs for entertainment, recreation, non-emergency travel or other non-essential expenses
- Expenditures resulting from poor financial management
- Monthly utility bills, vehicle payments, insurance

### **Eligibility**

To be considered for emergency funds, the student must first meet the following criteria:

- Student's request is not eligible for funding through the Ali Loan Fund.
- Must be a student in good standing as defined by Financial Aid at the beginning of the semester
- Class attendance record will be considered.
- Must have no other overdue debt to the College
- Must be enrolled for 6 or more credit hours at Lake Michigan College
- Demonstrate an immediate emergency that is documented, i.e., invoice, notice of utility turn-off
- Student can receive funding once per academic year with a lifetime cap of 2 disbursements.

### **Application Process**

The application must be completed and signed with all required documentation. Applications should be submitted to the office of the Vice President, Student Services. Processing can take up to eight (8) business days. The office of the Vice President, Student Services will notify applicants via college e-mail or phone once a decision has been made. Checks should be picked up at the Cashier's window at the Napier Campus unless other previous arrangements have been made with other campus locations.

## **Documentation**

Documentation will be required for the following things:

- Purpose of the funds request, see examples below
  - If funds are to be used for books, submit cost estimate from the bookstore of the amount needed
  - If funds are to be used for vehicle repair, an estimate or receipt is required from a reputable repair shop
  - If funds are to be used for another purpose, provide most logical documentation. If you are unsure, see the office of the Vice President, Student Services for further guidance.

# Lake Michigan College Student Success Fund **Application & Contract**

**Student Information** (Please print neatly in pen)

Student Name (Print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ or Date of Birth: \_\_\_\_\_

LMC email address: \_\_\_\_\_

A COPY OF THE APPROVED/DENIED APPLICATION WILL BE E-MAILED TO YOUR LMC E-MAIL ACCOUNT

Recommended by: \_\_\_\_\_ (LMC employee assisting student)

**Fund Request:**     Student Success Fund                       Book Advance (bookstore)

Please briefly explain why funds are needed and what they are needed for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Semester/Term: \_\_\_\_\_ of Academic year: \_\_\_\_\_  
*(Cannot exceed \$500)*

(Documentation to support your request is required; i.e. schedule bill and B&N book pricing or other estimates)

**SELECT ONE**

- I understand that I will reimburse the Program when my financial aid for this semester becomes available. At that time, I will give the Financial Aid Office permission to deduct, from my financial aid account, the amount of money owed as stated in this contract. Bookstore credit will be available the day after approval of this contract.
- I understand that I will reimburse the College from my personal funds by the end of the semester. Charge PO when purchasing books.
- I understand this is a Gift Scholarship on behalf of the Lake Michigan College Student Success Fund. Charge PO when purchasing books.

*I hereby certify that all of the above information is complete and correct. I understand that this application will not be reviewed if all of the information is not provided. I have read and understand the terms outlined in the application.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Denied \_\_\_\_\_ Approved \_\_\_\_\_ Conditions/Follow up \_\_\_\_\_

Vice President's (or Designee) Signature \_\_\_\_\_ Date \_\_\_\_\_

This is to acknowledge that the Lake Michigan College Student Success Fund will purchase tuition/books and/or supplies in the amount totaling \$ \_\_\_\_\_ for the \_\_\_\_\_ term of 20 \_\_\_\_\_.

Original: Vice President, Student Services.

Copies: AR Coordinator; Director, Financial Aid; Director, Financial Services; Director, Foundation/Mary Klemm; student.)

(Left blank intentionally for double-sided printing)

**If you are unsure of the answers to the following questions, please have a conversation with the student to determine the answer.** These questions are based on eligibility guidelines, and also include basic information that the recommending person should take into consideration before recommending a student for SSF/VEAF.

Please do not refer students to the office of the Vice President of Student Services for “more information” about SSF/VEAF without reviewing these general guidelines for eligibility. Mentioning the fund should not be considered a way to appease a student or pass students off. Students often rely on this money as a certainty; if a student is denied after being told this was a viable option this may cause financial strain and added stress. Students applications should be accompanied by a staff referral (often, the referring person knows more about the student and student’s background or has a better relationship with the student than the VPSS Office). Students caught in this loop between the VPSS Office and the referring staff often feel frustrated, and sometimes embarrassed, so please consider this before sending a student to the VPSS Office. The VPSS Office reviews & approves the referral after it has been completed. If you have questions about the process, please contact the VPSS Office directly rather than sending the student on your behalf. Thank you.

**Checklist is for Internal Staff Use Only**

**Recommending employee should submit this completed checklist with the application**

- Yes       No      Is the student eligible for funds through the Ali Loan Fund?  
Ali Loan Fund cannot be used to cover tuition or books. If unsure, check with Financial Aid. If Financial Aid refunds have already gone out, student is not eligible for Ali Loan
- Yes       No      Has student previously submitted a SSF application?  
RPISTCI – If amount approved is 0, student previously submitted an application but it was not approved/voided. Will need to check previous application for more detail.
- Yes       No      Is the student In-District?  
SPAIDEN—Based on physical address, or,  
TSAAREV—Students who live in Beckwith Hall are In-District (look for housing or In-District). Some veterans receive In-District tuition (although should be referred to VEAF if student is a veteran)
- Yes       No      Does the student have an overdue debt to the college?  
SOAHOLD – an active hold will have a future date as the “TO” date  
ROAHOLD—For FinAid holds and notes
- Yes       No      Is the student in Good Standing as defined by Financial Aid?  
ROASTAT – code should be O (for okay). If code indicates student is on a plan as the result of an approved appeal, let VPS & EM know
- Yes       No      Is the student expecting a financial aid refund? Has the student received a refund?  
Charges subtracted from Credits on schedule/bill; if refunds have already been sent, will be noted on schedule/bill. Can also confirm with Business Office
- Yes       No      Has student applied for loans?  
Schedule/bill, or RRAAREQ (Loan Request form listed, will need to check Status/Satisfied)
- Yes       No      Has student applied for scholarships? (RPAAWRD or check scholarship database)
- Yes       No      Maxient report  
Check with the Director of Student Discipline or VPSS office
- \_\_\_\_\_      How many classes has the student missed this semester?  
Check Attendance (link on the left-hand side of student’s CRM account)  
If semester has not yet started, check attendance/final GPA for last semester attended
- \_\_\_\_\_      How many credits is the student taking?  
SFAREGQ—Banner or CRM, or on student’s schedule/bill (attach schedule/bill)
- \_\_\_\_\_ Current Cumulative GPA (SHATERM)      \_\_\_\_\_ Credits already successfully completed (SHATERM)

**(Make sure appropriate documentation is included/attached)**