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# Emergency Funds

## Award Process, Procedures and Application

(Updated December 2018)

### What Are Emergency Funds?

The Foundation for South Seattle College and the Foundation for the Seattle Colleges district provides Emergency Funds to support student success, retention and completion by providing grants for students to overcome financial barriers students may encounter. The Emergency Fund process is an educational opportunity in which applicants meet with Emergency Fund committee members who can connect students with other opportunities on campus to fund their education and work toward financial security.

There is **no deadline** for applications; submissions can be made at any point in the quarter. Available funding is limited per quarter.

### What Can Emergency Funds Be Used For?

Emergency Funds are a **one-time** award for tuition and fees.

Emergency Funds can be **used once a calendar year** for *required* textbooks, transportation, or other related challenges that will inhibit academic progress or completion. **Note:** Textbooks purchased for students will be obtained in collaboration with the Center for Equity, Inclusion & Diversity's Textbook Lending Program.

### Student Eligibility Guidelines:

- The award is **not** intended to substitute for the regular Foundation scholarship process or the Financial Aid (FAFSA/WASFA) process. Students who did not meet the Financial Aid deadline are not eligible for tuition assistance.
- SAP – Students not meeting Satisfactory Academic Progress with Financial Aid may or may not be eligible. Please inquire with an Emergency Fund Committee member to discuss your circumstances.
- Students should:
  - Have completed at least one quarter at South, or within the Seattle Colleges district.
  - Have a GPA of 2.0 or higher.
  - Be pursuing, at South, a Financial Aid-eligible certificate, degree, or BAS program.
  - Have no registration holds, fines, or outstanding college-related debt.
  - Have a plan to pay for the remaining costs of their college education.
  - Be residents or non-resident waiver eligible for tuition assistance. International students may apply for books and transportation support only.

## Application and Awarding Process:

1. **Student completes the online application (see further instructions in “Emergency Funds Online Application Instructions” below).**
2. **Student makes appointment with Emergency Fund Committee member (see #4 under “Emergency Funds Online Application Instructions” below).**
3. Committee member reviews application with the student.
4. If eligible, committee member forwards application to co-chairs for review and placing of “hold” on student’s registration account.
5. Applicants will be notified by committee member or co-chair via email or phone of the application outcome. Processing is typically completed in approximately one week, but may be faster or take longer, depending on individual situations.
6. Funds will be distributed via [Bank Mobile](#) (with some exceptions).
7. If awarded, student must meet with a committee member midway through the quarter to monitor progress.
8. If not approved, the registration hold will be removed three business days after the student is notified.

## Emergency Funds Online Application Instructions:

**PLEASE NOTE:** We use Academicworks for our online application. If you have applied for a Foundation Scholarship, you will recognize the software. However, any information you entered in the Foundation Scholarship site does not transfer to the Emergency Funds application, and vice versa. We apologize for any confusion.

1. Create an account (just email and password) at:  
<https://southseattle-emergencyfund.academicworks.com/>
2. Confirm your account through your email.
3. Fill out the online application to the best of your ability.
  - a. Complete the General Application.
    - i. You can use the “Save and Keep Editing” function to continue working.
    - ii. Click “Submit” when you have answered all the questions.
  - b. You will then be directed to Opportunities: Emergency Funds Foundation.
    - i. Click on “apply” and complete the Supplemental Questions:
      1. Gather the following documents: A copy of your information in the Financial Aid Portal, saved as a PDF (see instructions below); documentation for textbooks, if applicable; and documentation for other requests, if applicable.

2. Use this short cut to save online documents as PDFs rather than having to print, scan, save and upload the above documents:

<https://www.digitaltrends.com/computing/how-to-save-a-webpage-as-a-pdf/>

4. To make an appointment via email or phone with an Emergency Funds Committee Member, you must email [southemergencyfunds@seattlecolleges.edu](mailto:southemergencyfunds@seattlecolleges.edu). Do as much of the application as you can ahead of time, but the committee member will help you complete the application, including uploading the extra documents, at your meeting together.

**PLEASE NOTE:** Your application will not be considered if you do not notify the committee of your request through the use of this email account.

- a. Your email should include your first and last name, your Student ID number, and a phone number. Please also let us know if you are a TRIO SSS student.

**South Seattle College does not discriminate against individuals on the basis of race, color, creed, national origin, sex, disability, age, religion, honorably discharged veteran or military status, or sexual orientation.**