



Student Emergency Fund Policy and Application Process

The Rowan-Virtua School of Osteopathic Medicine Student Emergency Fund (SEF) was established as a partnership between the Dean's Office, the Office of Student Affairs and the Student Financial Aid Office to support students who are in need of immediate, short-term financial assistance due to unexpected, acute emergency expenses during medical school. Students may apply for funds when they are experiencing financial hardship and have exhausted all other resources, including loans, through the Student Financial Aid Office.

These funds are not designed to be used for routine expenses or as a consistent supplement to a student's educational funding sources. Students who are experiencing long-term financial hardships due to a change in circumstances should review information with a Student Financial Aid administrator. An acute event or unforeseeable circumstance must be the cause of the hardship to be eligible for student emergency funds. The fund cannot be used to support a student before enrollment and registration, while on Leave of Absence, or beyond graduation.

We try to exhaust every avenue of support we have available to a student, whether financial or otherwise, in the outcome of a case. All applicants receive individual guidance and support from the committee in identifying any resources available to them, regardless of the funding decision.

Eligibility Requirements

Applicants must demonstrate temporary financial hardship resulting from an unexpected, acute emergency situation. Costs must be incurred while the student is enrolled *and* registered at SOM. Costs incurred during a previous academic year, prior to active enrollment, or while a student is on leave of absence are not eligible.

The following is a list of example eligible expenses for which students can request assistance to help cover, as well as a list of example ineligible expenses. Please note that neither list is exhaustive. If the reason you are seeking funds is not listed, you can still submit an Emergency Aid Request for consideration.

Example Eligible Expenses

Emergency medical/dental costs

Replacement of essential personal belongings due to natural disaster, fire, theft, flood not covered by insurance

Emergency/Temporary Housing and living expenses due to displacement by fire or other unforeseen environmental hazard not covered by insurance

Support shelter for a student in a dangerous situation due to acts of violence or other victimization

Personal safety needs (e.g. changing a lock)

Travel costs related to a personal or immediate family emergency, crisis or death (Documentation such as an obituary or official notice of death may be required.)

The emergency (non-warranty) repair/replacement of a University issued laptop up to the cost of replacement through the SOM IT department

Example Ineligible Expenses

Normal and anticipated expenses already covered through financial aid (tuition, fees, books and supplies, health insurance and living expenses as outlined in the Rowan-Virtua SOM program [Cost of Attendance](#))

Expenses for periods in which the student is on leave or not actively enrolled at SOM, including post-graduation costs

Expenses incurred by someone other than the student.

Scholarly and professional conference attendance

New or replacement expense for a cell phone or non-university issued computer

Regular anticipated fixed expenses, such as rent and utilities, household or furniture costs not related to damage or theft

Moving expenses not related to displacement by fire or other unforeseen environmental hazard

Parking tickets, library fines or other expenses mistakenly incurred or preventable expenses

Credit collections or expenditures resulting from poor financial management

Alcohol and drug related offenses, fines and court fees/penalties, tickets, legal fees or jail bonds

Flights to or from home for Winter break or Spring break

Costs of optional programs, entertainment, recreation, non-emergency travel and other non-essential expenses

For circumstances that may not qualify for this program, other funding and loans may be available. Your Student Financial Aid administrator can provide additional information. Additional information about financial assistance programs and free or low-cost services and discounts available to those with need can be found on the Rowan-Virtua SOM Weekly Wellness Newsletter emailed to the student community every Wednesday.

Students who receive financial assistance from another source (such as the Rowan University Student Emergency Fund that was established through the Rowan University Foundation) for an emergency situation are not eligible to receive financial assistance from the Rowan-Virtua School of Osteopathic Medicine Student Emergency Fund for the same emergency situation. Additionally, students who receive financial assistance from the Rowan-Virtua School of Osteopathic Medicine Student Emergency Fund are not eligible to receive financial assistance from the general Rowan University Student Emergency Fund.

Grant Conditions and Disbursement

Funding is not guaranteed. Emergency grants are made as resources allow, with priority given to the students with unexpected expenses based on the urgency of the situation and level of hardship presented.

Grants may be awarded from \$150 to \$2,500 per emergency situation.

If approved,

- you will receive a notice of award from the Assistant Dean, Student Affairs with the terms and conditions of the award within 2 weeks of your application.
 - o you will be required to complete a W-8BEN form (international taxpayer) or W-9 form (domestic taxpayer). You are responsible for reporting the grant income to the IRS and paying applicable taxes.
 - o you must use the funds for the purposes specified in your award notification.
 - o you will not be required to repay the grant unless you fail to meet the terms of your notice of award.
- you must be [enrolled in eRefund service](#) or a paper check will be mailed to the permanent address listed in your Rowan-Virtua SOM Profile.

If you provide misleading or falsified information or supporting documentation during the application or award process, any grant funds will be rescinded, and you will be referred to the Senior Associate Dean for disciplinary action. This extends to the use of grant funds for purposes other than those specified.

Application and Review Process

Funding will be limited to one award per year. You may not apply more than once per academic year to the Student Emergency Fund. Typically, recipients will not receive support more than once. Applications are reviewed on a rolling basis by a committee of staff from Student Affairs and Student Financial Aid. Applicants should provide as much detail as needed for reviewers to understand and evaluate their situation and needs. You may be asked to provide additional documentation or information needed to evaluate your request. In addition, you may be asked to schedule a one-on-one meeting or call with an SEF Committee member to review the application and discuss related issues. All committee decisions are final.

A complete application includes the following:

- Online [Application Form](#).
- Supporting documentation as applicable (to be uploaded on the Online Application Form)
 - Documentation of cost: detailed invoice, bill, or other documentation of the expense.
 - Students requesting reimbursement for prior purchases: Proof of payment for any purchases or payments you are reporting. Documentation should include the payment date, purchaser name, and an itemized list of items purchased with cost. The cost must have occurred while matriculated (in an active student status) during the current academic year.

We are committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to, or use of, the information collected online.