

## **STUDENT EMERGENCY FUND PROCESS**

1. Student contact Office of Student Services when experiencing financial hardship.
2. Complete and submit the Tougaloo College Student Financial Hardship form, with all needed supporting documentations.
3. Student interview/screening conducted by the Office of Student Services to establish their needs at that time
  - a. Domestic students-financial aid reviewed
  - b. International students-no review of financial aid
4. Check requisition completed by Office of Student Services with hardship form and documentation for whatever is being purchased
  - a. Submit requisition to Institutional Advancement for approval
5. Institutional Advancement will provide:
  - a. the account number, and
  - b. the amount of monies that are received for the account
  - c. Copies of documents that we have created
6. The Check Requisition is submitted to Finance for processing
7. Finance gives notification that the check is ready
8. Student Services will track the students who are serviced so that we can give reports and show impact
  - a. Type of assistance (food, technology, travel, etc.)