ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**STUDENT EMERGENCY FUND**
EFFECTIVE DATE:	**JANUARY 11, 2016**
REVISED DATE:	**JULY 9, 2025**

DEFINITIONS
ACE Scholars: CSUSM Program that supports former foster youth.

Cougar Care Network: Support Services department under CSUSM Dean of Students Office that provides information, services, and support to students in need.

Degree Seeking Program: Major or program that culminates in the attainment of a bachelor's or master's degree.

Maxient: CSUSM Internal database for managing student cases.

PURPOSE

The ASI Student Emergency Fund (SEF) provides one-time financial assistance to currrently enrolled CSUSM students who encounter unforeseen financial emergencies or catastrophic events that disrupt their progress toward a degree. These funds are not intended to be used for routine expenses nor as a consistent supplement to a student's education funding sources. These funds are not required to be repaid.

POLICY

I. Funding for ASI Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.

II. Funds for ASI Student Emergency Fund are managed by and contained within the budget of the ASI Vice President of Finance & Operations

III. All requests must be urgent in nature. The event/situation must have occurred within the past three months.

IV. Automatic denials include:
    1. Student applicants are not enrolled in the current semester at CSUSM. If an applicant is not a current CSUSM Student, a case will not be created.

2. Students are not in a degree seeking program (Open University).
3. Student is not enrolled in a program that pays the ASI Student Body Fee
    a. However, money collected from other revenue sources can fund these student applicants as long as funds are available.
4. Students have already been approved for funding for the same event/situation.
5. The student's financial impact of the event/situation is under $350.
6. If suspicious and/or altered evidence and student will be sent to the Office of Student Conduct and Ethical Development Office within the Dean of Students Office.
7. An application will be denied if a student has not responded to Cougar Care Network (CCN) or ASI after three outreach efforts (phone call, email to personal/CSUSM email, etc.) for required meeting with CCN member.
    a. Students will be asked to submit and provide additional documentation or information regarding the emergency.

V. Funds will not be awarded to the same student more than once during an academic year. The committee will consider the academic year July 1- June 30.
    1. Summer applicants must be enrolled in either summer and/or fall classes.
        a. Summer awards through Financial Aid and Student Financial Services will need to be awarded to the prior spring semester disbursement to avoid delay of award to the student recipient
        b. If a student is an incoming freshman or incoming transfer student, funds cannot be disbursed until fall semester Financial Aid awards are processed. Funds cannot be awarded for a previous semester because they were not previously enrolled.
    2. Winter applicants must be enrolled in winter intersession and/or spring classes.
    3. Students will be ineligible to apply more than once during the academic year.
        a. Exceptions can be made if there has been another financial emergency or catastrophic, unforeseen circumstance unrelated to prior application; the student may apply again. The team will make a final approval or denial decision.
        b. Students will not be funded for a circumstance more than once. If student approved for exception, it will only be for new unrelated unforeseen financial emergency.
    4. Students will only be eligible three (3) times for funding during the duration of their time at CSU San Marcos as an undergraduate student. Graduate students are eligible for one (1) time for funding during their program.
        a. Any applications received beyond this maximum will be reviewed but not guaranteed. Special approval will be required by ASI Vice President of Finance & Operations.

VI. ACE Scholar students will be encouraged to first reach out to ACE at **ace@csusm.edu** before applying to ASI Student Emergency Fund to ensure students explore all available options.

VII. Students seeking funding for medical related expenses under $500 will be encouraged to contact and apply for SHCS Health Assistance Fund prior to ASI SEF application submission.
    a. If the funding request is over $500, the student is eligible to apply for both funding sources.
    b. Application will ask students if they have received funding or applied for the SHCS Health Assistance Fund.

VIII. Qualifying students facing housing insecurity will be encouraged to utilize CSUSM CCN/Basic Needs financial assistance first. If a student has already or will be approved for CSUSM financial support related to housing insecurity, they will be denied SEF unless an exception is made by the funding team.
    a. The application will ask students if they have received funding or applied for emergency housing.

PROCEDURES

I. The application is located online on the ASI website, and requests are automatically downloaded into Maxient.
    1. Application, backup documentation, and student enrollment will be reviewed and verified by ASI upon review of application and documentation.
        a. Submitted applications must be thorough and include as much information as possible regarding the need for emergency funds. Students must also submit true and accurate backup documentation for emergency situations. See above for automatic denial process for suspicious and/or altered evidence.
        b. If the situation is of a confidential matter or time urgent circumstance, the ASI will assign CCN to meet with students and document the situation in written letter that can be submitted in lieu of personal documents.
        c. ASI will verify unforeseen circumstances, current enrollment, confirmation in degree seeking program, amount of times awarded SEF, and enrollment in program that pays the ASI student body fee.
        d. If a circumstance falls under one of the automatic denials notes above, the case will be sent directly to CCN for review and additional documentation will not be collected.
    2. ASI will assign file to CCN after confirmation of above information
        a. CCN will review student's request, submitted documentation, and confirmation it meets SEF policies.
        b. CCN determines if application is eligible for automatic approval with resources or if CCN needs to meet with student applicant prior to award.
            i. This includes specified criteria including housing insecurity, food insecurity, physical and/or mental safety.

ii. If a meeting is needed, a student will meet with a member of the CCN prior to the application being sent to the Team for approval or denial.

c. This could include in person, phone calls, or zoom /Teams meetings.
   i. An application will be denied if a student has not responded to Cougar Care Network after three outreach efforts (phone call, email to personal/CSUSM email, etc.) for required meeting with CCN member.

d. Students will be asked to submit and provide additional documentation or information regarding the emergency.

II. Awards are determined by the Student Emergency Fund Team which includes university staff members who work directly with the Cougar Care Network, as well as the ASI Vice President of Finance & Operations and reviewed by an ASI staff member, as designated by the ASI Executive Director.
   a. A decision must be made by a majority of the team members.
   b. The team will consider awarding $350 based on documented need in the form of a Financial Aid Scholarship.

III. Funds are distributed to the SEF recipient in the form of a Financial Aid Scholarship.
   a. An ASI staff member will send notification of award or denial to student applicants via their campus email account after review and approval by ASI Student Emergency Fund team.
   b. Notification and student information sent to Student Financial Services who will apply award to student account. Student Financial Services will post money to student accounts. Payment will be issued by Accounts Payable to student in next check run or delivered via Direct Deposit
   c. Accounts Payable will deliver checks to Student Financial Services.
   d. Cashiers will notify students that the check is available for pick-up. If campus is closed, a check will be mailed to the student's address in their MyCSUSM.
   e. CSUSM will bill back ASI for Scholarship award via invoice process.

IV. If a student is awarded the Cost of Attendance, Financial Aid will notify ASI. ASI will get in contact with students about the appeal process. The award will be held until the appeal has been processed and the award has been determined. If the financial aid package cannot be adjusted, the award will be canceled.

V. In the event that the SEF funds are depleted, the ASI Vice President of Finance & Operations can choose to transfer funds from ASI Leadership Fund and/or request that additional funds be transferred into SEF from reserves or from funds donated to the

Student Emergency fund via donations made on the University Advancement website or payroll deductions.

VI. Funds donated to the ASI Student Emergency Fund via donations made on the University Advancement website or payroll deductions will be transferred to ASI SEF fund at the beginning of each fiscal year.

VII. A list of all applicants, both approved and denied, will be maintained by an ASI Professional Staff member in coordination with other members of the ASI Student Emergency Funding Team. The list will include student names, student ID, and amount awarded, if applicable.

a. Each applicant will also receive information about any available Financial Aid awards and/or loan opportunities available to them.

RELATED DOCUMENTS

I. Student Emergency Fund application
II. https://www.csusm.edu/asi/services/emergency_fund.html
https://cm.maxient.com/reportingform.php?CSUSanMarcos&layout_id=11
III. ASI Student Emergency Fund website
https://www.csusm.edu/asi/services/emergency_fund.html
IV. CSUSM Student Financial Services
https://www.csusm.edu/sfs/index.html
V. CSUSM Financial Aid
https://www.csusm.edu/finaid/index.html