



## **Emergency Fund Application**

This application is completed by a school on behalf of a family who is experiencing unforeseen circumstances which are causing a financial burden for the family. The CSF will not accept applications from the family nor letters from the family included in an application. It is the responsibility of the school to advocate for the family and clearly state the family's need.

The applications are reviewed by a committee every six weeks. Below are the criteria the committee uses to evaluate the applications:

- There is an immediate and urgent need.
- The request clearly illustrates how the situation will have a strong impact on the student and his/her family financially.
- The school currently assists the family through tuition aid and other efforts.
- The school has a concrete and detailed plan to support the family in the future.
- The student will likely withdraw if he/she does not receive additional aid.

### **FY20 Timeline**

#### Round 1:

- October 1: Application available on Survey Monkey Apply
- November 12: Deadline: Round 1 for February distribution
- November 19: Notification: Round 1 decisions for February distribution

#### Round 2:

- December 20: Deadline: Round 2 for February distribution
- January 10: Notification: Round 2 decisions for February distribution

#### Round 3:

- January 31: Deadline: Round 3 for April distribution
- February 7: Notification: Round 3 decisions for April distribution

#### Round 4:

- March 17: Deadline: Round 4 for April distribution
- March 20: Notification: Round 4 decisions for April distribution

#### Round 5:

- April 24: Deadline: Round 5 for June distribution
- May 1: Notification: Round 5 decisions for June Distribution