



Student Emergency Relief Fund Fact Sheet

- Established by an anonymous donor in 2015 to assist families who encounter unexpected challenges during the school year
- Intended to provide temporary financial relief during times of hardship (fire, flood, medical expenses, loss of access to transportation, catastrophic damage to home, etc.)
- Is not considered financial aid or scholarship
- **Maximum award - up to one month's tuition payment as stated on student's tuition account**
- **Only one award will be granted per year per family**
- Can also be used to provide assistance to students should they be in need of lunch money or bus fare. (Maximum award of \$6 per request. Only 3 requests for lunch money or bus fare can be made per school year.)
- **Annual enrollment fee of \$20 per student must be paid no later than September 29, 2017 – NO EXCEPTIONS**
- Enrollment forms will be available on Registration Day (Saturday, February 4, 2017) and can also be obtained in the Business Office
- Claims process:
 - A parent/guardian experiencing a temporary hardship contacts the Business Office and requests to file a claim through the Student Emergency Relief Fund
 - The parent/guardian provides a written explanation of hardship and submits supporting materials to substantiate the request (bills, invoices, etc.)
 - A committee will review the claim and will render a decision in 7-10 days
 - A member of the Business Office staff will contact the parent/guardian to inform him/her of the committee's decision and the amount awarded, which will be applied directly to the student's tuition account
- For additional information, please contact the Business Office at (201) 332-5970