

Kenneth D. and Carolyn T. Gray Student Emergency Fund

The Kenneth D. and Carolyn T. Gray Student Emergency Funds are reserved for currently enrolled students who experience a **true emergency** causing a financial hardship such as money needed for unplanned trips home due to a death or illness of a family member, replacement clothing or books due to a fire or other disaster, medical emergencies or other unforeseen but urgent situations.

I. GENERAL INFORMATION

1. Emergency monies are not to exceed \$300.00 unless unusual documented circumstances exist.
2. Students may receive only one Emergency Fund disbursement within an academic year.
3. Emergency Funds are not intended for tuition and fees or standard living expenses.
4. Emergency Fund disbursements are not made when school is not in session.
5. Each Emergency Fund application will be considered on its own merits.
6. Supporting documentation showing need may be required.
7. Students must be registered for a minimum of 6 credit hours.

II. PROCESSING AND DISBURSEMENT

1. Applications are reviewed immediately or no later than 24 hours.
2. Once approved, emergency items will be purchased by the Office of Student life staff with a credit card issued expressly for this purpose. Itemized receipts will be retained to document expenses. **There will be no cash disbursements.**
3. **You must have proper identification in order to receive assistance (i.e. valid driver's license AND your WVU ID {Mountaineer Card.})**

APPLICATION

STUDENT INFORMATION:

1. _____
First Name Middle Initial Last Name
2. WVU ID number: _____
3. Phone number: _____
4. E-mail address: _____
5. Campus address: _____
6. Permanent address: _____
7. Cumulative GPA: _____ 8. Class rank: _____
9. Credit Hours Currently Enrolled _____ (Fr., Soph., Jr., Sr., Grad.)

EXPLANATION OF WHY STUDENT IS APPLYING FOR EMERGENCY FUNDS AND HOW THE FUNDS WILL BE USED:

AMOUNT OF EMERGENCY FUNDS REQUESTED: \$ _____

I affirm that the information I have included on this application is true to the best of my knowledge.

Signature Date

Approved: ____ Denied: ____ Reason: _____

Assistant Dean and Executive Director of Campus Life Approval Date

Chief Student Affairs Business Officer Approval Date