

MTSU College of Behavioral and Health Sciences  
Emergency Grant Application Form

This fund was established to provide small grants to students who encounter unexpected financial hardships. Students must be in good academic standing and enrolled as a full-time student in CBHS. Only one grant may be given per student per semester. Amount of grant will vary; maximum amount of grant will be \$500. Students seeking support should complete this form and submit it to their Advisor.

Name \_\_\_\_\_ M number \_\_\_\_\_

MTSU email \_\_\_\_\_ Phone \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ (minimum of a 2.0 overall cumulative GPA required)

Credit hours completed prior to this semester \_\_\_\_\_ Credits needed for graduation \_\_\_\_\_

Credit hours enrolled this semester \_\_\_\_\_ *a minimum of 12 credit hours is required*

Are you classified as a degree seeking student? \_\_\_\_\_

Are you currently on financial aid warning, probation or suspension? \_\_\_\_\_

Do you have a FAFSA for current academic year filed with Financial Aid Office? \_\_\_\_\_

Do you have a direct deposit account with the MTSU Business Office? \_\_\_\_\_

Do you have an outstanding student account balance? \_\_\_\_\_ If so, what is the amount? \_\_\_\_\_

Emergency Grant amount requested \_\_\_\_\_

Have you met with an advisor? \_\_\_\_\_ Who and when? \_\_\_\_\_

Reason for your request and how the funds will be used.

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I have read the terms and process of the grant and understand that I can only receive this Emergency Grant one time per semester and that it cannot put my financial aid over the total cost of attendance.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature to support your request \_\_\_\_\_

Decision \_\_\_\_\_

Dean signature \_\_\_\_\_ Date \_\_\_\_\_

## **Dr. Harold D. Whiteside, Dean, College of Behavioral and Health Sciences**

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Through the support of the College of Behavioral and Health Sciences community, a dedicated pool of funds has been made available to help our students with emergency needs that may impact their ability to continue their education. These Emergency Grants are designed to provide funding to address verified needs associated with a student's education; such as they may be used to help provide funds for tuition/fees, books, housing, transportation, etc.

These funds are awarded as grants and do not have to be repaid. This Emergency Grant is available up to an amount of \$500. Students who are undergraduate, graduate, and international may apply. Students may be awarded this Emergency Grant only one time per semester during their tenure at MTSU.

To be eligible, students must be in academic good standing, with a minimum of a 2.0 overall cumulative GPA at the time of the request. Student must be classified as degree seeking and be enrolled in twelve (12) credit hours. Students must also demonstrate satisfactory academic progress as determined by the MTSU Financial Aid office. Students currently on financial aid warning, probation or suspension are not eligible. Students receiving other forms of financial aid may not receive the Emergency Grant if it will cause them to exceed their allowable Total Cost of Attendance calculation.

Award process for the Emergency Grant is as follows:

Students seeking support must contact their academic or college advisor and provide basic details on the need for support by completing the grant application form. The advisor will sign the form in support of the request and forward to the dean's office.

The dean or associate dean will review the student's situation and determine a final recommendation. The CBHS Dean's Office will initiate awarding of the Emergency Grant via email request to the MTSU Financial Aid Office.

Upon recommendation from the dean, the Financial Aid Office will check the status of the student's FAFSA, if applicable, to ensure the student is eligible to receive funds. The total aid awarded to a student from all sources cannot exceed their cost of attendance. If there is unmet need, the FAO will coordinate with the Bursar's Office to arrange for the student to have funds either credited to their University account, or if necessary, provided directly to the student. Student may request the funds to pay off a small prior term balance if that balance is preventing their continuing registration. However, the Emergency Grant will NOT be routinely used to pay off outstanding student debts on the student account. In other words, if the dean is allocating the Emergency Grant to assist the student with immediate food needs, outstanding library, health services or parking fees on the student account will NOT be deducted from the award prior to disbursement.

While a student does NOT have to have an active FAFSA to be eligible for the Emergency Grant, the majority of MTSU students do have a FAFSA filed with MTSU. If the student has a FAFSA and is receiving financial aid, our Financial Aid office must verify that the Emergency Grant will not cause the student to exceed the established Cost of Attendance (COA). If the student is determined to be eligible, the financial aid contact will authorize payment of the Emergency Grant to the student account within one working day.

If a student has already established a direct deposit account with the Business Office, the funds will automatically be sent via direct deposit the next business day after the funds are fed to their account. The students will have the funds in their bank account the next business day after we process the direct deposit. This means that total turnaround time from notification to the Financial Aid office to money in the student's bank account or pocket will usually be three days. If the student is not on direct deposit, the MTSU Business Office will manually issue a check and the student will be able to pick up the check from the Business Office the next business day.