The School of Public Service  
Dean's Emergency Support Fund

The **SPS Dean's Emergency Support Fund** is designed to help students who are confronted with an emergency financial need that, if not met, could result in an inability to complete classes or a degree program. To be considered, students must meet the following requirements:

**Eligibility Requirements**
1. Applicant must have a financial hardship resulting from an emergency, accident, or other unplanned event.
2. Applicant must be currently enrolled as a full-time student.
3. All other resources, including emergency loans through Student Financial Aid must have been considered and are insufficient, unavailable, or not available in a timely manner.
4. Applicants must complete all questions in full and submit supporting documentation.

**Award Amount**
Amount varies based on need and available funds. Typically, 1-2 awards ranging from $250 to $500 will be awarded each term.

**To apply for this scholarship, qualified students should:**
- Fill out and submit the below application.
- Meet all eligibility requirements described above.
- Include an essay that meets the requirements laid out in the Deans Emergency Fund Application.
- Include supporting documentation highlighting your need.

Funds are awarded to qualified students enrolled in a degree program within SPS. The number and profile of applicants will vary by term. A student may only receive this emergency scholarship once during their academic career as a full-time student at Boise State University. Boise State University employees and/or family members who qualify for tuition remission are not eligible to receive this scholarship.

**Types of Covered Expenses** *(This is not an exhaustive list)*
- Rent, utilities and other essential household expenses
- Medications and other costs related to medical care
- Books and other essential academic expenses
- Safety needs (i.e. changing a lock)
- Replacement of essential personal belongings due to fire, theft or natural disaster
- Travel costs related to a death or illness in the immediate family

**Types of Expenses Not Covered** *(This is not an exhaustive list)*
- Tuition, Fees, Health Insurance, and study abroad costs
- Non-essential utilities (i.e. cable), household or furniture costs not related to damage or theft
- Parking Tickets
- Costs for entertainment, recreation, non-emergency travel or other non-essential expenses
SPS Dean’s Emergency Fund Application
Application for Student Emergency Fund
Please print all information
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Date of Application: __________________________      Student ID ______________________________

Full Name
_____________________________________________________________________________________

Address __________________________________________________________________________________

Phone ______________________________  Email ______________________________

Are you currently receiving financial aid/scholarships?      Yes          No

If yes, what type and how much?  Attach any available documentation. __________________________

_____________________________________________________________________________________

*If you are currently receiving financial aid, please be aware that receiving funding from the
Emergency Fund may affect your future aid package.

☐ Have you received monies from the Emergency Fund before?      Yes          No

If yes, when and how much? ______________________________

Mark the box next to any items with which you need emergency assistance:

☐ Personal effects (e.g. clothing, toiletries)

☐ Emergency Travel (Immediate Family illness or death)

☐ General household items (e.g. bedding, furniture, dishes)

☐ Textbooks and school supplies
☐ Food and other basic necessities

☐ Bills (e.g. electric, phone, medical)

☐ Other immediate needs (e.g. medications), please specify below

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Please explain in detail the reasons why the emergency funds are needed and what the funds will be used for. **Priority will be given to students whose enrollment in The School of Public Service at Boise State University may be at risk because of unexpected expenses.** You may continue your explanation on a separate sheet of paper if needed. Please attach copies of all available documentation. Documentation may include copies of bills, receipts, legal notices, etc.

Please explain how these unexpected expenses might affect your ability to remain enrolled at Boise State University.
Please describe what other efforts you have made to secure funds.
I certify that the information I have provided is true and complete to the best of my knowledge. I will notify the Office of the Dean in The School of Public Service by letter immediately if after submission of this application there is any change in the information I have provided in this application. I understand that falsifying or withholding information in this application could result in disciplinary action.

Signature_______________________________________________________  Date _______________

For the Office of the Dean Use Only:

Amount Approved _____________________

Reason for disapproving ____________________________________________

Department Chair ________________________________________________

Amount Approved _____________________

Reason for disapproving ____________________________________________

Associate Dean of Students _________________________________________

Amount Approved _____________________

Reason for disapproving ____________________________________________

SPS Dean ________________________________