

## Graduate School

### Application for Graduate School Dean's Emergency Fund Program

The Graduate School Dean's Emergency Fund Program assists Cornell graduate students experiencing an emergency financial hardship. Applicant must be a registered graduate student at the time of the request, have no Cornell bursar holds on account, and be matriculated in a degree program offered through Cornell's Graduate School. (The Veterinary College, Law School, and Johnson School have their own assistance programs; students in these colleges should contact their college for more information).

The Emergency Fund Assistance Program typically provides grants up to \$500 to help students offset necessary emergency expenses that cannot be funded by other means. In rare cases with demonstrated hardship need, up to \$1,000 may be awarded. Funding priority is based on the urgency of the situation, level of hardship, and the student's overall financial situation. Depending on the situation, students may be referred to additional resources including financial aid to explore loan options. Allowable expenses include (but are not limited to):

- travel expenses relating to emergencies (such as the death of a significant person);
- basic living expenses due to fire, destruction, or natural disaster;
- replacement of stolen goods (not lost due to negligence);
- or emergency medical or emergency dental expenses not covered by insurance.

Graduate School Dean's Emergency Funds are not designed to cover standard expenses included in the budgeted cost of attendance for the academic year (including tuition), non-emergency expenses, and so forth. Grants are on a first-come-first-serve basis, and funds are limited. The Graduate School Deans Office administers the Graduate School Dean's Emergency Fund Program.

**Please complete the following questions to apply for the Graduate School Dean's Emergency Fund Program.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ NET ID: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DEGREE PROGRAM: \_\_\_\_\_ GRADUATE FIELD: \_\_\_\_\_

1. Why do you require assistance from the Graduate School Dean's Emergency Fund? Please explain the nature of the emergency, when it occurred, and how the Graduate School Dean's Emergency Fund will help you resolve the emergency.
  
2. When did you (or when will you) incur the emergency expense? If you have already incurred the expense, please provide documentation of costs. If you have not yet incurred any costs, please provide documentation of anticipated expenses\*\*. We understand that it may be difficult in some situations to obtain documentation, but because the Graduate School Emergency Fund is a limited fund restricted to emergencies, applicants must verify expenses to qualify.
  
3. Is this for medical or dental reasons?  Yes (follow specific instructions below)  No

4. To which other resources (both external and internal to Cornell) have you/will you apply to assist you with these expenses? What is the status of these applications?

5. Amount of grant request? \_\_\_\_\_ Full cost of emergency expense? \_\_\_\_\_

6. If a grant is approved, how would you like to receive these funds?

Debit Card (available 1-2 business days) OR  Personal Check (7-10 days)

And

Mailed to you OR  Pick up from Accounting Office (341 Pine Tree Road)

If Mailed to you, please provide address: \_\_\_\_\_

(If these payment options don't seem appropriate to your situation, please let us know.)

I understand that the Graduate School Emergency Fund is an emergency grant available to graduate students. I certify that to the best of my knowledge, the information on this application and the documentation are correct and complete. I have no other resources to cover this emergency expense. If this request is for medical/dental support, I permit the Graduate School to work with the Student Health Benefits Office to ensure that health insurance has been applied to my case. I also permit the Graduate School financial aid office to release information about my financial support to review my eligibility for assistance. Any monies received via the Graduate School Dean's Student Emergency Fund may be considered taxable income and I accept that responsibility. If I fail to submit the required documentation, the Graduate School may take disciplinary action against me. I understand that falsification or misrepresentation of information on this application and documentation will result in disciplinary action against me.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Janna Lamey, Sr. Assistant Dean for Graduate Student Life at [JSL62@cornell.edu](mailto:JSL62@cornell.edu)

#### Additional information about the Graduate School Dean's Emergency Fund Program

##### \*\* Please provide the appropriate documentation for your situation:

- Emergency travel: Ticket receipts and final ticket stubs. If you apply for funding before departure, you must provide the final ticket stub within two weeks of your return date. The Crisis Management Team can provide email verification to support requests.
- Fire, destruction, or natural disaster: A copy of a police report. If you have renter's insurance, provide documentation showing your deductible. The Crisis Management Team can provide email verification to support requests.
- Replacement of stolen essential items: A copy of a police report, telephone confirmation from the police department, and a receipt for the replacement product (note: essential items may include basic household goods, laptops, or equipment necessary for academic progress). The Crisis Management Team can provide email verification to support requests.
- If this is a medical/dental emergency request, please work with the Graduate school to help secure your medical information so that we can appropriately capture your information needed to evaluate the request.

**Applying:** Please speak to Janna Lamey when submitting your application ([jsl62@cornell.edu](mailto:jsl62@cornell.edu) or 607-255-5184). This requirement is waived if your application is being forwarded to the office by Cornell Health, Cornell Police, or the Crisis Management Team.

**Review process:** Once your application has been received, decisions are typically made within seven business days. Decisions are made in consultation with the Graduate School Deans Leadership Team. You will be notified by Janna Lamey of your application's status at the end of that period and be informed of the next steps.

If you are homeless, do not have enough money for food, or if you do not have the funding needed to cover immediate emergency travel expenses, please advise our office of your situation so we can expedite funding.