



<b>Policy Number and Title:</b>	<b>400.201 Emergency Advance of Financial Aid Policy</b>		
<b>Approval Authority:</b>	President	<b>Date Effective:</b>	January 24, 2014
<b>Responsible Office:</b>	Financial Aid	<b>Responsible Office Contact:</b>	Financial Aid

**1. POLICY STATEMENT/REASON FOR POLICY**

The purpose is to provide assistance to students with emergency expenses prior to the disbursement of financial aid each semester.

**2. ENTITIES AFFECTED BY THIS POLICY**

All BMCC students and staff who receive financial aid.

**3. WHO SHOULD READ THIS POLICY**

All BMCC students and staff who receive financial aid.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

-Form Emergency Advance of Financial Aid can be found at the Financial Aid Office.

**6. HISTORY**

-Amended: January 24, 2014

-Next Review Date: January 24, 2017

-BMCC reserves the right to revise policies at any time.

## 7. THE POLICY

### BAY MILLS COMMUNITY COLLEGE EMERGENCY ADVANCE OF FINANCIAL AID POLICY

#### **PURPOSE**

The purpose of the Emergency Advance of Financial Aid is to provide assistance to students with emergency expenses prior to the disbursement of financial aid each semester.

#### **EMERGENCY ADVANCE CRITERIA**

1. The student must be in good standing with class attendance, which is defined as meeting the minimum 70% attendance requirement, in at least 50% of the credits enrolled for the semester.
2. The student must have an approved financial aid file and have sufficient financial aid to create a credit balance after tuition, fees, books, and other charges are paid.
3. Emergencies are defined as being unexpected or beyond the control of the student. Examples include, but are not limited to: transportation breakdowns, house fire, or natural disasters.
4. Emergency advances will not be authorized for normal cost-of-living expenses, such as, but not limited to: food, car payments, car insurance, gas, car license fees, rent, and utilities.
5. Emergency advances will not be authorized to purchase books or buy gas for traveling to college. However, students who have approved financial aid may charge their bookstore purchases unless the financial aid does not include books. They must contact the Financial Aid Office before classes begin to obtain a financial aid charge approval memo.

#### **APPLICATION PROCESS**

1. Students may apply for an emergency advance after the 10-day add/drop period.
2. Students must see the Student Support Services Specialist to request an emergency advance and complete the required paperwork.
3. Emergency advances in excess of \$100 require documentation, such as an estimated car repair bill.
4. The student may request an emergency advance up to two times per semester; however, the requests may not be within 2 weeks of each other. Because of the financial aid check distribution schedule, it will be rare to receive more than one emergency advance per semester.
5. The decision to approve or disapprove emergency advances is made by the Student Support Services Specialist, Financial Aid Office, and the College President or authorized check signer. The Financial Aid Office may not approve the advance unless there is an approved financial aid file and there is enough excess financial aid to cover the advance after deducting the costs of tuition, fees, books and other charges on the account.

## **CHECK DISTRIBUTION**

1. If the student is approved for the advance, the check will be processed 24-48 hours from the date on the request.
2. The issued check will be given to the Student Support Specialist for distribution to the student.

## **REPAYMENT PROCESS**

1. The emergency advance will be entered on the student's account.
2. When Financial Aid processes the student's financial aid refund, the amount of the advance will be deducted from the excess financial aid check.
3. If the advance cannot be deducted from the student's account, the student is responsible for paying the advance in full within 30 days. In no case shall the repayment period extend beyond the end of the semester in which the advance is made. This situation may occur when a financial aid adjustment is required on the student's account.
4. The college will not issue transcripts and reserves the right to withhold grades, diplomas, and deny subsequent registration to any student whose account has an outstanding balance.
5. Accounts that are 30 days past due will be referred to Tribal Court or an outside agency for collection. The student is responsible for paying all charges due to the college as well as all collection agency or legal fees incurred to collect the delinquent account.



## Emergency Advance of Financial Aid Form

Amount Requested: \_\_\_\_\_ Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ authorizes that BMCC shall include these funds as part of the student's receivable balance and shall have the right to access funds due to the student in the form of refund, reimbursements, and/or awards to recover the amount due. If financial aid awards need to be reduced and there is an amount owing on the student's account, the student agrees to repay the funds within 30 days.

The purpose of the Emergency Advance of Financial Aid is to provide assistance to students with emergency expenses prior to the disbursement of financial aid each semester. Emergencies are defined as being unexpected or beyond the control of the student. Examples include, but are not limited to: transportation breakdowns, house fire, or natural disasters. Emergency advances will not be authorized to purchase books or buy gas for traveling to college.

Student Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_