

## COLLEGE OF EDUCATION GUIDELINE

**Title:** Emergency Tuition Aid for Students

**Number:** 05-2-02

**Functional Area:** Finance

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Effective: January 1, 2025  
Supersedes: All previous

Approved by: Interim Dean Joe Wehrman  
Date Approved: February 12, 2025

Responsible Office: Finance and Administration  
Primary Contact: Finance and Administration Manager

Applies to: College of Education

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### A. INTRODUCTION

This guideline is designed to provide clarity around the disbursement of emergency tuition aid funds to students as provided by the College of Education Support Fund. This fund is intended to support students who face unexpected hardships that have an immediate impact on their personal and/or academic wellbeing. The fund is designated to offset short-term financial need. Emergency funds are automatically applied to the tuition account balance.

### B. STATEMENT

The College of Education Emergency Tuition Aid is a one-time award available to current graduate and undergraduate students in the College of Education (COE) who are experiencing unanticipated circumstances that jeopardize their ability to pay tuition in full and to successfully continue in their program. The fund is supported by the College of Education faculty, staff, alumni, and other donor contributions.

The COE Emergency Tuition Aid is not intended to replace financial aid, nor can it be used for conference travel or relocation expenses. Students are encouraged to seek out all other possibilities, including submitting a Free Application for Federal Student Aid (FAFSA) and applying for scholarships annually to maximize opportunities for support. Funding requests will be reviewed on a case-by-case basis with a goal of decisions to be made within 10 business days.

### C. ELIGIBILITY

1. Current active student in a COE program
2. Must be in good academic standing (i.e., not suspended or on probation in COE)
3. Provide a written statement detailing hardship and request for support
4. Plans to pay for tuition beyond the current semester (or academic year)
5. Have not received COE emergency funding in the past

### D. PROCESS

1. COE will establish an intake process whereby students may request funds. The maximum award amount is \$3000.
2. Requests will be reviewed by the department chair or designee, the Finance and Administration Manager, and the Dean's Office. Criteria for approval will be based on eligibility, documentation of need, and availability of funds.
3. Funds will be disbursed via a Third-Party Payment with the Bursar Office.
4. All records of requests for and awards of Emergency Tuition Aid will be kept confidential and in a secure location that has limited access.

**Notes**

1. History:  
Initial guideline approval                      February 12, 2025, by Interim Dean Joe Wehrman