



SAU TECH STUDENT LEADERSHIP TEAM BENEVOLENCE FUND POLICY

The SAU Tech ("SAUT") Student Leadership Team Benevolence Fund was established to provide funds to students who are in need of urgent, short-term, non-recurring funds to take care of an emergency and to bridge the financial gaps that could prevent otherwise qualified students from succeeding at SAUT.

To be eligible for consideration, a student must be currently enrolled, full- or part-time, as a degree-seeking student at SAUT.

The student must complete the *SAU Tech Student Leadership Team Benevolence Fund* application and submit it to the college's Director of Human Resources. The student must provide a detailed explanation of the reason the financial assistance is needed and attach photocopies of supporting documentation whenever possible. The *SAU Tech Student Leadership Team Benevolence Fund* application is available at mycollege.sautech.edu.

All applications will be kept confidential in accordance with SAUT's privacy policy.

All applications for SAUT Student Leadership Team Benevolence Fund assistance will be reviewed by the SAUT Student Benevolence Fund Review Team. This team will consist of the SAUT's Catastrophic Leave Bank Program Review Committee and the Executive Director of the SAUT Foundation. The chair of the college's Catastrophic Leave Bank Program Review Committee will serve as the chair of the SAUT Student Benevolence Fund Review Team. The SAUT Student Benevolence Fund Review Team will meet on an as-needed basis to review applications.

The SAUT Student Benevolence Fund Review Team makes the decisions whether or not to fund requests. In the event funding is approved, the maximum amount of assistance provided and the frequency of award(s) per student will be determined by the SAUT Student Benevolence Fund Review Team. The SAUT Student Benevolence Fund Review Team may award an amount other than the amount requested by the student. The decision of the SAUT Student Benevolence Fund Review Team will be final.

The funds awarded from the SAU Tech Student Leadership Team Benevolence Fund are not required to be paid back.

The SAUT Student Benevolence Fund Review Team will endeavor to notify the student of the outcome of their application within three business days of reviewing the application.

If approved, the college's Director of Human Resources will notify the SAUT Foundation for payment of funds. Funds will be paid directly to the student's debtor or in the case of money needed for gas expenses, arrangements will be made through the college's Director of Human Resources to a local vendor for fuel costs only.

The student must present his/her student ID card to the Director of Human Resources to receive the funds. The student must collect the funds in person; no delegate may be appointed.

Any student who is found to have misled the SAUT Student Benevolence Fund Review Team regarding the genuine nature of his/her application, either verbally or in writing, will be required to return the amount awarded in full.

This policy may be subject to change without notice. SAUT and SAUT Foundation may discontinue the SAUT Student Leadership Team Benevolence Fund at any time, at their discretion.



SAU TECH STUDENT LEADERSHIP TEAM
BENEVOLENCE FUND APPLICATION

The Southern Arkansas University Tech ("SAUT") Student Leadership Team Benevolence Fund provides limited financial assistance to full- and part-time SAUT students in need. The SAUT Student Benevolence Fund Review Team will review each application to determine the merit of the application. If the application is approved, the SAUT Student Benevolence Fund Review Team will determine the amount to be awarded.

Please complete the details below and submit the request to the Director of Human Resources, Administration Building, Room 108.

Name _____ Student ID No. _____

Email _____ Telephone _____

Amount Requested _____

Reason for Request

Four horizontal lines for writing the reason for request.

Please attach supporting documentation if appropriate. Continue on a separate sheet if necessary.

Signature _____ Date _____

FOR SAUT STUDENT BENEVOLENCE FUND REVIEW TEAM USE ONLY

Date Reviewed _____ Assistance Awarded [] Yes [] No Amount Awarded _____

Review Team Member Signature _____ Review Team Member Signature _____

Review Team Member Signature _____ Review Team Member Signature _____

Review Team Member Signature _____ Review Team Member Signature _____

Student Notified On _____

Payment Received _____ Date _____

The student must collect the funds in person and present his/her student ID card to the Director of Human Resources.