

## **Dean of Students CARE Team Emergency Funding**

### **Overview**

The Dean of Students CARE (Campus Assessment, Response, and Education) Team at Clark University is focused on creating sustainable systems of support that are accessible, inclusive, and equitable so students can thrive as they work towards reaching their full potential. Caring for our students is at the heart of our systems and policies. We understand that unexpected financial emergencies arise. Our goal is to assist when possible, to address these financial concerns to prevent any further disruption to a student's personal and academic success.

### **Requesting Emergency Funding Through the Dean of Students Office**

Emergency funding is not intended to be used for routine expenses or as a supplement to a student's educational funding sources. Currently enrolled and active Clark students are eligible to apply for limited emergency funding through the Dean of Students Office to assist with unforeseen, significant, and temporary emergency expenses related to:

- Food insecurity
- Course supplies/books/course-related online licenses
- Educational testing related to accommodations
- Medications and other costs related to emergency medical care or transportation, not covered by other resources
- On-campus break stay housing
- Travel to address a personal or family crisis
- Replacement of essential personal belongings due to fire, theft, or natural disaster, not covered by other resources
- Other requests (i.e. emergency transportation or technology resources) will be considered and allocated at the discretion of the committee upon request and with submission of supporting documentation

*Emergency funding cannot be granted for:*

- Long-term housing costs (rent, utilities, etc.)
- Tuition
- Personal travel (flights home at the end of the semester, gas money, Uber costs associated with an internship, etc.)
- Post-graduate costs related to schooling, testing, or application fees
- Requests outside the scope, mission, and intent of the CARES Committee funding objectives

For more information about the application process and to receive the application, please email [DOS@Clarku.edu](mailto:DOS@Clarku.edu). Once your application is received, a member of the Dean of Students CARE Team along with the Emergency Fund Committee will: a) review all requests and identify if there are emergency funds available to cover the need; and b) identify any other local or campus resources that may be available to assist you. Decisions will be communicated in 7-10 business days via email and any accompanying information related to how any approved funds will be made available.

### **Requirements to Apply for Emergency Funding**

To be eligible to receive emergency funding from our current Dean of Students funding sources, you must:

- Have exhausted all other financial aid funding options with the Office of Student Financial Assistance and;
- Be prepared to provide a brief description of your emergency expense(s).

Please note: Students that have never received emergency funding will be made a priority when processing requests.

Meeting the eligibility requirements is not an automatic approval for funding. Resources are extremely limited and reserved for the highest need students with emergent circumstances. These resources are meant to be an interim measure to provide safety and security for basic needs.

### **Application Process**

- Students can complete the emergency funding request form after it is sent by the Dean of Students Office.
- Monitor your Clark email in case a staff member from the Dean of Students CARE Team needs to discuss your application as well as how additional campus and community resources may be helpful.
- Make sure you have set up [Direct Deposit](#) or ensure that you update your current address for a check to be mailed to you directly.

### **Connecting with the Dean of Students CARE Team**

Although meeting with a member of the Dean of Students CARE Team is not a requirement of the emergency funding process, staff members are happy to meet with students and discuss other on and off-campus resources.

Students set up a meeting with one of the Dean of Students CARE Team members via their Calendly link

- Lamara J. Burgess, Director of Student Support Management:  
<https://calendly.com/ljburgess>

*Approval of emergency and equity funding is at the discretion of the Emergency Fund Committee and dependent on availability of funds.*