Date of request

Student Emergency Fund Request

Mount St. Joseph University

Please return completed form to Wellness.Center@msj.edu

MOUNT ST. JOSEPH UNIVERSITY®

Student Name | Student ID | Phone number

Program/Major

Undergraduate Year: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ 4 +

Graduate Program Level: ☐ Master's ☐ Doctoral ☐ Certificate / Non-Degree

Reason for Request

Nature of Emergency *(please check all that apply)*:

- ☐ Rent or housing Emergency
- ☐ Utility bill assistance
- ☐ Medical
- ☐ Food Resources
- ☐ Other *(please specify)*
- ☐ Transportation issues
- ☐ Student Fees
- ☐ Academic supplies
- ☐ Books *(please list below)*

Amount Requested $

Explanation of Need

Provide a brief description of the circumstances leading to the emergency and how the funds will be used

Action Requested

- ☐ Full amount requested
- ☐ Partial amount requested
- ☐ Additional resources or referral *(please specify)*:

Previous Assistance or Resources Used

Have you received support from the Student Emergency Fund before?

- ☐ Yes
- ☐ No

If yes, when and how much was received?

_____

_____

Are you receiving any additional financial assistance through community or university resources? *(I.e. Parent PLUS, Grad PLUS, Personal loan etc.)*

- ☐ Yes
- ☐ No

If yes, please describe:

_____

_____

Next Steps / Follow-up

All requests for Emergency Funds will be reviewed by a designated Wellness Center staff member. The staff member will follow up with the student within 48 business hours to schedule a meeting to gather information, confirm eligibility, and identify other available supports through campus and community resources as applicable. If you are submitting a request for assistance with a specific bill (housing, utility, water, medical etc.) please attach documentation of the current statement/invoice to this form. Below you can provide your typical availability (Monday-Friday 8am-4:30pm) for a follow-up meeting with the Wellness Center staff member.

☐	Monday	
☐	Tuesday	
☐	Wednesday	
☐	Thursday	
☐	Friday	

Student Signature

Date