

# EMERGENCY FUNDS REQUEST

Through the generosity of the Wolpoff Family Foundation, AUWCL is able to offer a limited amount of funding to students who have encountered a non-volitional emergency situation.

A complete request includes this form and the required supplemental information. An incomplete request will not be reviewed. Submission of this request does not guarantee funding. The Committee reviewing requests may seek additional documentation and/or information to render a decision.

Students must have exhausted all other financial resources available, including through the AUWCL Financial Aid Office, before submitting a request. Offers of assistance must be in compliance with financial aid rules and regulations.

The completed request and supplemental documentation may be submitted to the AUWCL Financial Aid Office via email at [finaid@wcl.american.edu](mailto:finaid@wcl.american.edu).

Please note that if awarded, actual disbursement of payments/awards can take up to 30 days as they will be paid via direct deposit/ACH or check.

Awarded emergency funding may be classified as taxable income to the recipient and require the University to make appropriate withholdings and report the payment information to the IRS. It may also impact a student's financial aid award.

## WHAT IS AN EMERGENCY?

Per the donor, a qualifying emergency is one that the student did not foresee and had little to no control over the outcome. It must also be one that the student will not receive future payment or reimbursement from another party. A student may not request funding due to expenses related to another individual unless they are a dependent of the student. A student may not receive funding for the same event multiple times.

Below is a non-comprehensive list of common requests that cannot be covered by emergency funds as they do not meet the criteria set forth by the donor:

- Requests to reduce education loan or private debt.
- Pay for clothing or transportation related to a job or job search.
- Pay for summer programs.
- Defray expenses of bar exam preparation.
- Inadequate budgeting, including relocation expenses.

The decision rendered by the Committee based on a completed request is final and cannot be appealed.

More information regarding eligibility and covered expenses for emergency funds may be found online at <https://www.american.edu/wcl/school/admissions/finaid/emergency-funds.cfm>.

## STUDENT INFORMATION

Name: \_\_\_\_\_

AUID: \_\_\_\_\_

## EMERGENCY EVENT INFORMATION

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**Summary:** Please attach a brief description of the emergency.

**Amount Requested:** \_\_\_\_\_

**Additional Documentation:** Please attach the required paid receipts corresponding to the amount requested.