

Approved By: President

Date Approved: August 25, 2017

Effective Date: August 25, 2017

1. **Summary:** This policy establishes the criteria by which student benevolence funds can be distributed to students of the College.
2. **Rationale:** This policy ensures that benevolence funds are distributed in a consistent and equitable manner to qualified students.
3. **Entities Affected:** students
4. **Definitions:** not applicable
5. **Policy:** Criswell College maintains a Benevolence Fund designed to financially assist students in emergency situations. The fund is administered by a Student Benevolence Committee comprised of faculty and staff members. Committee members are chosen by the Dean of Students.

Benevolence funds are gathered through donations from friends of the College and are limited, so funds may not always be available. Benevolence funds are restricted to emergencies that threaten immediate health and well-being. Qualifying needs are limited to medical emergencies and lack of adequate food. Financial needs concerning transportation, housing, credit indebtedness, tuition, books, or College fees usually do not qualify for student benevolence. In some situations, public utility costs may be considered for funding.

Students requesting assistance must be currently enrolled and in good standing with the College. Applications for benevolence are available in the Student Services Office. Applications are held in confidence. There is a maximum amount per request for any student in a given academic year. Financial assistance provided through the Student Benevolence Fund is given as a gift and students are not required to repay funds.

6. **Procedure:**
 - a. **Implementation:** The Student Services Office is responsible for maintaining procedures by which this policy can be implemented.
 - b. **Responsibility for Compliance:** Vice President of Student Affairs and Communications
 - c. **Notification:** This policy will be posted on the College's website and a summary of the policy will be published in the College's *Student Handbook*.
 - d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 2.0

Policy number: 2.020

Related policies:

Policy History

Version 1.0	Not Available
Version 2.0	August 25, 2017