



# **DRAKE LAW WOMEN EMERGENCY FUND APPLICATION**

## **About the Drake Law Women Emergency Fund**

The Drake Law Women Emergency Fund (the “Fund”) is the product of a long-standing partnership between the Drake Law Women (“DLW”) student organization and the faculty members of Drake Law School. The Fund is replenished through the annual Professor’s Auction fundraiser organized by DLW with auction items donated by faculty members.

The purpose of the Fund is to provide monetary relief to any Drake Law student in an emergency situation while keeping identities and circumstances confidential. If you’re unsure whether your circumstances constitute an emergency, it is always best to apply.

An emergency is a sudden and unexpected occurrence. Emergencies include situations such as medical expenses, vehicle repairs, large home repairs, utility shut-offs, or unexpected loss of income. Failure to plan or budget appropriately does not constitute an emergency. Whether a situation constitutes an emergency is left to the discretion of the Emergency Fund Committee (the “Committee”). The Committee is composed of a Drake Law dean, administrator, or staff member, a faculty member, and two students. The identities of Committee members are kept confidential to maintain the integrity of the determination process.

Each DLW Emergency Fund Award (“Award”) is given in \$100 increments up to a maximum of \$1,000. A student may receive an Award only once per semester, unless the Committee determines extenuating circumstances warrant dispersing further allotment. Applications cannot be processed on days which campus is closed. Expect a longer processing time during winter break and summer semester.

## **How Your Application is Handled and Considered**

Your application will be considered completely confidentially. The only points during the process when your name will be used are upon submission prior to redaction, and as necessary to notify you of the Committee’s decision or to distribute the Award to your account.

You must answer all portions of the application and provide as much detail as possible. If the Committee determines there is insufficient information to make a decision, your application may be denied for this reason. You may then re-submit with more information.

The Committee shall consider the following factors in determining whether the student is eligible for an award:

- The student’s financial hardship;
- Any disclosed medical conditions;
- Potential or actual loss, or threat of loss, of living conditions;
- Whether the student has dependents;

- Whether the student has recently been separated from a spouse or domestic partner in a way which would cause financial hardship;
- Any other extenuating factors not related to the applicant's general hardship as a law student.

Factors not applicable to a student's situation shall not be considered and the absence of a factor will not disqualify an applicant.

The Committee shall not consider the following factors in determining whether the student is eligible for an award:

- The race, ethnicity, sex, gender identity, sexual orientation, or religious affiliation of the student;
- The academic performance of the student;
- Whether the student is involved in Drake Law student organizations;
- Any other factors which would be superficial for the purposes of determining financial need.

Return your completed application to Abbie Cram in the Conlin Student Services Suite or via email to [abbie.cram@drake.edu](mailto:abbie.cram@drake.edu).

Once submitted, the process typically takes two weeks and includes the following steps:

1. Abbie Cram will redact the identifying information from the application and send it to the Emergency Fund Officer (the "Officer").
2. The Officer will send a copy to each member of the Committee.
3. Each Committee member will review the redacted application and vote on whether the applicant should receive the Award. In the event of a tie, the Officer will cast the tie-breaking vote.
4. Once the Committee has made its decision, Abbie Cram will turn over the identifying information to the Officer who will notify the applicant.
5. If the Committee has decided to give an Award, the Officer will write the check to Drake University. The Award will then be applied to the recipient's Drake student account.
6. The recipient will receive the Award in the same manner that the student receives loan check refunds (either through direct deposit or paper check, whichever has been set up).

*Note: If you have a current balance on your Drake account, this will reduce the amount of funds disbursed to you. Be sure to discuss this step when you consult with the Financial Aid Office.*

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Student Information:**

Number of dependents and relation to applicant: \_\_\_\_\_

\_\_\_\_\_

Itemize any income you receive: \_\_\_\_\_

\_\_\_\_\_

Award amount requested: \$ \_\_\_\_\_

Have you applied for a Drake Law Women Emergency Fund Award in the past? \_\_\_\_\_

If yes, did you receive an Award? \_\_\_\_\_

If yes, why did you receive an Award? \_\_\_\_\_

If so, when and for what amount? \$ \_\_\_\_\_

**Statement of Need:**

Provide a brief statement detailing your current financial need, specifically the emergency situation giving rise to your financial need. Include a copy of the receipt showing the cost of the emergency situation when turning in your application.

### **Consultation with Financial Aid Office:**

Before your application will be reviewed, you must contact the Financial Aid Office to understand how receiving an Award will impact your current financial aid including scholarships, grants, work study, and/or loans. Please contact Michele Dunne first. If she is unavailable, contact one of the other individuals listed below.

- Michele Dunne, Financial Aid Coordinator ([michele.dunne@drake.edu](mailto:michele.dunne@drake.edu); 515-271-3148)
- Ryan Zantingh, Director ([ryan.zantingh@drake.edu](mailto:ryan.zantingh@drake.edu); 515-271-3048)
- Chris Ditter, Associate Director ([chris.ditter@drake.edu](mailto:chris.ditter@drake.edu); 515-271-4681)
- Brandi Miller, Assistant Director ([brandi.l.miller@drake.edu](mailto:brandi.l.miller@drake.edu); 515-271-3889)
- Kristi Fuller, Assistant Director ([kristi.fuller@drake.edu](mailto:kristi.fuller@drake.edu); 515-271-2779)

The Financial Aid Office will explore three manners in which you may receive an Award in compliance with federal regulations.

You may qualify to receive emergency financial assistance that is exempt from cost of attendance budget restrictions, if the following criteria are met:

1. The student has incurred an unexpected expense that was not considered when the original determination of a student's need was made.
2. The unexpected expense can be included in a component of the student's cost of attendance.
3. The Award is federal or state aid designated as emergency assistance. (This factor is not applicable as the Award is provided to the student from Drake University.)
4. The Award is reasonable for the situation.

If the emergency assistance cannot be excluded from cost of attendance budget restrictions, the next step is to explore whether you have remaining budget available to receive additional financial assistance. The Financial Aid Office will help you complete the following section summarizing your remaining available budget.

Student's Total Cost of Attendance Budget: \_\_\_\_\_

Student's Total Scholarships/Grants: \_\_\_\_\_

Student's Total Loans & Other Awards: \_\_\_\_\_

Remaining Available Budget (Budget less total financial aid): \_\_\_\_\_

Financial Aid Office staff person completing this form: \_\_\_\_\_

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

If you do not have remaining budget eligibility, one of the following outcomes will apply:

1. A student can submit a written appeal for an increase to their cost of attendance budget, thereby creating additional eligibility for financial assistance. A successful appeal will demonstrate how the student's actual educational costs exceed her or his cost of attendance budget.
2. If the student has loan disbursements that have not yet paid, the Financial Aid Office can reduce those future loan disbursements by the amount of the Award.
3. If the student's financial aid has already been fully disbursed and the student is not receiving any need-based assistance (such as Federal Work-Study), and the award is not greater than \$1000, no reduction to a student's financial aid will be required to receive the Award.

**Acknowledgements:**

In applying for an Award from the Drake Law Women's Emergency Fund, I agree to and understand the following:

The Financial Aid Office will provide information regarding my financial need to be used in determining Awards from the Drake Law Women Emergency Fund and will disburse any funds awarded to my student account.

Initial: \_\_\_\_\_

The Financial Aid Office will retain documentation of my circumstances and the emergency assistance received pursuant to regular retention requirements for student records.

Initial: \_\_\_\_\_

Per IRS Publication 970, a scholarship is not taxable if a student is enrolled in a degree program and the scholarship is being used to pay the cost of tuition, fees, books, and equipment (if these are required for all students in the course). Scholarships designated directly for other expenses such as room and board (living expenses) and travel are generally taxable. In general, this means that unless a student receives scholarships and grants in excess of the cost of tuition, fees, books, and equipment or a scholarship specifically targets room and board expenses, the scholarship amount would not be taxable.

[PLEASE NOTE: Do not rely on this information alone for tax completion. Refer to the referenced IRS publication, other IRS information regarding the taxation of scholarships, or consult a tax professional.

Initial: \_\_\_\_\_

**Certification Page**

**Any false statements or claims made in this application may be considered fraudulent and will result in disqualification for this and any future DLW Award and may be reported to the Honor Board.**

**I certify that all of the attached information is true.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student ID Number**

**For Office Use Only**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

If grant is awarded:

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_