

EMERGENCY STUDENT LOAN PROGRAM PROCEDURE

Procedure Section & Number:			Effective Date:	June 15, 2022
Policy Owner:	Vice President, Academic		Last Revised:	February 19, 2021
Policy Administrator:	Director, Student Services		Review Scheduled:	February 19, 2025
Approver:	Executive Committee			
<i>The official controlled version of this document is held with the Policy & Procedures Coordinator</i>				

A. PROCEDURES

This procedure outlines the process to distribute funds from the Jane Hebert Emergency Student Loan Fund to cover unexpected, emergency expenses for Students in financial need.

1. EMERGENCY STUDENT LOANS

- 1.1 Emergency Student Loans are short-term loans for unexpected emergencies to help with essential living expenses.
- 1.2 The maximum Loan amount that can be given to a Student in need is \$1000 once per term, with a maximum of \$2000 in an academic year.
- 1.3 The Loan will always be used to cover debt to Keyano College first, freeing up Student cash for living expenses.
- 1.4 The Loan needs to be repaid by the Student to the College within 90 days of receiving the funds.
- 1.5 Each Student's individual situation will be assessed by a Mental Health Coordinator in Wellness Services who will make the decision to issue a Loan and/or refer the Student to community supports.

2. EMERGENCY STUDENT VOUCHERS

- 2.1 Students will be awarded a Voucher (non-cash support) for small amounts that provide quick financial relief in times of need.
- 2.2 This support is in the form of food Vouchers that can be accessed once per semester.
- 2.3 Students do not have to repay the Voucher.
- 2.4 Each Student's individual situation will be assessed by a Mental Health Coordinator in Wellness Services who will make the decision to issue a Voucher.
- 2.5 A record of Students accessing this Voucher will be kept by the Financial Services department.

2.6 The Voucher is not meant as long-term support and repeat applicants will be guided to appropriate community supports for more sustainable solutions.

B. DEFINITIONS

- | | |
|---|---|
| (1) College: | means Keyano College. |
| (2) Employee: | means an individual, other than a Mental Health Coordinator, who is engaged to work for the College under an employment contract. |
| (3) Financial Services: | means the department at the College responsible for managing funds and maintaining financial records and accounts. |
| (4) Form: | means Emergency Student Requisition Form. |
| (5) Fund: | means the Jane Hebert Student Emergency Loan Fund. |
| (6) Good Financial Standing: | means the Student does not owe Keyano College any outstanding funds. |
| (7) Loan: | means a sum of money that the Student needs to pay back to the College. |
| (8) Mental Health Coordinator (MHC): | means an Employee who works in Wellness Services providing mental health supports to Students, who is engaged to work for the College under an employment contract. |
| (9) Program: | means the Emergency Student Loan Program funded by the Jane Hebert Student Emergency Loan Fund. |
| (10) Student: | means an individual registered in a credit course or program of study at Keyano College. International students are included. |
| (11) Voucher: | means non-cash support for Students, for example gift cards, food vouchers, and grocery cards. |

C. RELATED LEGISLATION

- *Freedom of Information and Protection of Privacy Act (FOIP)*

D. RELATED DOCUMENTS

- Administration of Tuition and Associate Fees for Credit Programs Policy
- Tuition and Associated Fee Administration Policy
- Emergency Student Loan Program Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/19/2021	New	All	Director, Student Services	Vice President, Academic