

EMERGENCY STUDENT LOAN PROGRAM POLICY

Policy Section & Number:		Effective Date:	June 15, 2022
Policy Owner:	Vice President, Academic	Last Revised:	February 18, 2021
Policy Administrator:	Director, Student Services	Review Scheduled:	February 18, 2025
Approver:	Executive Committee		
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator</i>			

A. POLICY STATEMENT

Keyano College is committed to supporting students experiencing delays in receiving their student loan, Alberta Works funding, or Indigenous funding supports. Through the Jane Hebert Student Emergency Loan Fund Program, funds are distributed to students who are suffering hardship and in financial need.

The Jane Hebert Student Emergency Loan Fund honours the legacy of Jane Hebert, a former employee of Keyano College in the 90's. The Fund was created by donations from staff, anonymous benefactors, and several industry partners.

The Fund supports the distribution of Emergency Financial Loans and Emergency Student Vouchers to improve student retention.

1. Guiding Principles

- 1.1. This policy applies to Students and is supported by Mental Health Coordinators (MHC), Financial Services, and other Employees.
- 1.2. Single parents enrolled in full-time studies and experiencing delays in receiving spousal support can also access the Program.
- 1.3. The Program assumes that Students have prepared for their academic expenses and that the emergency financial assistance is because of unexpected life happenings, such as a delay in receiving a student loan, the loss of a job or physical injury.
- 1.4. The intent of the emergency financial assistance is to cover emergencies and not to enable lack of financial planning of the Student.
- 1.5. The Program seeks to support Students financially and reduce the negative mental health impacts of financial stressors.

- 1.6. The Program will not put Students at greater financial risk if they are unable to pay the loan back within 90 days.

2. ELIGIBILITY

- 2.1 To be eligible to receive funds under the Program, Students must:
 - a. Be registered as a credit Student in the current semester.
 - b. Be in good academic and financial standing with the College.
 - c. Complete an assessment with an MHC and meet the program criteria.

B. DEFINITIONS

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| (1) | College: | means Keyano College |
| (2) | Fund: | means the Jane Hebert Emergency Student Loan Fund. |
| (3) | Good Academic Standing: | the most current definition as defined in the Keyano College Credit Calendar. |
| (4) | Good Financial Standing: | means that Student does not owe Keyano College any outstanding funds. |
| (5) | Loan: | means a sum of money that the Student needs to pay back to the College. |
| (6) | 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. |
| (7) | Program: | means the Emergency Student Loan Program funded by the Jane Hebert Emergency Student Loan Fund. |
| (8) | Student: | means an individual registered in a credit course or program of study at Keyano College. International students are included. |
| (9) | Voucher: | means non-cash support for Students, for example gift cards, food vouchers, and grocery cards. |

C. RELATED POLICIES

- Administration of Tuition and Associate Fees for Credit Programs Policy
- Tuition and Associated Fee Administration Policy

D. RELATED LEGISLATION

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

E. RELATED DOCUMENTS

- Emergency Student Loan Program Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/18/2021	New	All	Director, Student Services	Vice President, Academic