

Raider Relief Fund Program Guidelines and Process

The Raider Relief Fund was established to assist students in financial crisis. Funds are made possible through donations. Funds are not automatically distributed and are subject to availability.

Raider Relief Fund applications are reviewed by a committee and a submitted application does not guarantee an award will be granted. The Raider Relief Fund Committee reserves the right to deny awards to any student. The decision of the Raider Relief Fund Committee is final.

Types of Covered Expenses

Awards are available to students in a financial crisis. Financial crisis is defined as a situation in which the student would be unable to continue their education at Texas Tech University should the expense not be paid and the student has no other means of obtaining the awards. Examples may include: rent, utilities, books, transportation, medical care via TTU Student Health Services, etc. The financial crisis must have been caused by something that has taken place out of the students control and not a previously known situation. Examples may include: unexpected loss of employment, long term illness/hospitalization, natural, man-made, or hybrid disaster, death of the students financial support, unrest in home country, etc.

The award is not available for expenses such as but not limited to:

- Texas Tech University Tuition and Fees
- Study abroad costs
- Costs for entertainment or recreation
- Credit card debt
- Misuse of financial aid funding
- Non-emergency travel or other non-essential expenses
- Parking fees, citations, or library fines.

Eligibility Requirements

Prior to award approval, all other options must be exhausted. Including but not limited to additional financial aid, loans, family or friend support.

Students must be currently enrolled, have completed coursework and earned a TTU institutional GPA (above a 2.0 for undergraduates and 3.0 for Graduate Students), in good standing, financially, academically and disciplinary, as defined by university policies and procedures.

Prior to accepting the awards, students will be required to provide financial records and statements, or other appropriate and related requests. Failure to complete these requirements will result in the award being denied.

Any student who falsifies information to obtain an award or misuses funds will be referred to the Office of Student Conduct.

Amount

The amount is determined on a case-by-case basis with a \$500.00 maximum award per calendar year and a \$1,000 lifetime limit. Amounts are subject to be adjusted after review by the committee. The lifetime limit is inclusive of federal income tax withholding required by the Internal Revenue Code on payments *made to non-US citizens*. Please see further explanation below.

Undergraduate student awards are paid directly to the off campus entity to which money is owed rather than to the student. Awards will not be distributed for expenses in which the entity owed is Texas Tech University with the exception of putting money on a Raider Relief Meal Plan for food via TTU Hospitality Services.

Graduate student awards are primarily paid in the form of a scholarship applied to the student's Student Business Service (SBS) account. Current balance must be zero in order for funding to be refunded to the student. If the SBS balance is not zero, the funding may be paid directly to the off campus entity to which money is owed rather than to the student, and be limited to \$500.

Taxes

U.S. Citizens, Permanent Residents, and Resident Aliens for tax purposes should anticipate receiving a Form 1099-MISC with the value of the Raider Relief Funding reported in Box 3, Other Income if the value of the benefit exceeds the reporting threshold. Texas Tech University is required to provide this both to you, for purposes of using in preparation of your federal income tax return, and to the Internal Revenue Service. Federal tax withholding is not required when a recipient is a U.S. Citizen, Permanent Resident, or Resident Alien for tax purposes. Individuals are responsible for determining appropriate reporting when filing a U.S. Individual Income Tax return.

Nonresident Aliens for tax purposes must have 30% federal income tax withholding, per Internal Revenue Code Section 1441. Raider Relief Funding lifetime limitation remains \$1,000 gross payment, which allows for a net lifetime payment to third party vendors of \$700. Nonresident Aliens for tax purposes should expect a Form 1042-S with Income Code 23 for the value of the payment made by Raider Relief to third parties on the individual's behalf, as well as tax withholding remitted to the IRS related to said payment.

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Award Process

Students will submit an application and supporting documentation for review.

The student will be asked to meet with a Raider Relief – Advocacy and Resource Center staff member or designee to review the application.

The staff member or designee will then present the application and supporting documentation to the Raider Relief Fund committee for review and awarding decision.

The Raider Relief Fund committee consisting of a representative from minimally three (3) of the following areas: Raider Relief – Advocacy and Resource Center, Office of the Dean of Students, Student Financial Aid, Student Business Services, Registrar, Housing, and/or Hospitality will review the applications. As needed, a representative from the Graduate School, Office of International Affairs, Military and Veterans Program and/or Parent and Family Relations will review applications for approval.

The review committee will review applications and provide a recommendation.

Upon committee resolution for each submitted application, the applicant will be notified regarding decision of the committee and the next step(s), if approved, in the process.

Approved applications will require/strongly recommend the applicant to complete a one on one coaching session with Red to Black® Peer Financial Coaching to complete the award request.

Document Requirements

Students applying for an award must submit copies of bills (the statements you are requesting funds to pay), bank statements (typically prior two (2) months), and any other documents notating a financial obligation for off-campus expenses that support the request for funding.

Denial

The Raider Relief Fund Committee reserves the right to deny awards to any student. The decision of the Raider Relief Fund Committee is final.

Management

The Raider Relief – Advocacy or Resource Center Director or designee is responsible for all management and maintenance functions of the Raider Relief Fund, including but not limited to advertising and promotion, program procedures, financial record keeping, student appointment scheduling, eligibility requirements, repayment, and award criteria.

Institutional Advancement provides financial support for the Raider Relief Fund and may, from time to time, be involved in the overall program management.

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