

# Raider Relief Fund Program Guidelines and Process

## Emergency Financial Award Guidelines

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, food, books etc. The award is not for use for optional expenses such as cell phone, television, or credit card bills.

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

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.

Students must be currently enrolled, in good standing, both academically and disciplinary, as defined by university policies and procedures.

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 Card for food.

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.

Prior to accepting the awards, students will be required to complete financial coaching with Red to Black Peer Financial Coaching, 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.

## Award Process

Students will submit an application and supporting documentation for review.

The student will be asked to meet with an Office of the Dean of Students 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 three (3) of the following areas: The Office of the Dean of Students, Student Financial Aid, Student

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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 the applicant to meet in person with a staff member from 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 tow (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 Office of the Dean of Students 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. Parent and Family Relations provides financial support as needed and may, from time to time, be involved in the overall management.

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