

# PITTSBURGH THEOLOGICAL SEMINARY

## SWART STUDENT EMERGENCY FUND

The Student Emergency Fund of Pittsburgh Theological Seminary is under the management of the Dean of Students and provides assistance to students who are facing unanticipated and temporary financial hardships. These funds are not loans but are awarded as grants in hopes of addressing a financial need. Students who think they may qualify can fill-out and submit the Student Emergency Fund application, available on [my.pts.edu](http://my.pts.edu), along with supporting documentation of need and hardship.

Expenses covered may include but are not limited to:

- car repairs
- dental, physical, and mental health medical expenses including medications and prescriptions (not covered by insurance)
- emergency or unexpected transportation costs
- assistance with off-campus rent or utilities due to an emergency situation
- travel arrangements for family emergencies
- loss from theft or fire
- books for courses

Expenses not covered:

- Tuition and fees
- Non-essential utilities such as satellite or cable TV
- Household and furniture costs not related to theft or damage
- Parking tickets
- Entertainment or recreation

### FUND STIPULATIONS

1. Grants cannot exceed \$400
2. Grants may be awarded ONCE during a student's academic year
3. Grants do not have to be repaid

### ELIGIBILITY REQUIREMENTS

To be eligible for a grant you must meet the following eligibility requirements:

1. Enrolled in and attending at least 6-credits for the term in which funds are being requested.
2. Must be a degree-seeking student in good academic standing with minimum cumulative GPA of 2.0 or show evidence of recent satisfactory progress.
3. Must be experiencing an unexpected financial hardship resulting from an emergency or crisis situation that threatens your ability to successfully complete the current semester.

4. You can provide sufficient documentation of financial need (e.g., billing statements, receipts, repair estimates).
5. You have exhausted all other possible financial resources before applying for student emergency funds, such as student loans, Medicaid, personal financial accounts, people that owe you money, and community resources.

If you are unable to upload your documentation with your application, you should deliver directly to the Office of the Dean of Students, Long Hall Room 211 or to the Administrative Assistant in Room 213.

## APPLICATION PROCESS

Requests for Student Emergency Funds should be made to office of the Vice President of Student Service / Dean of Students and awards will be granted on a limited, as needed basis after a conversation with the Dean and adequate conveyance of need. The student would then be instructed to complete a Student Emergency Fund Application on my.pts.edu under Student Services section. Upon completing a form, electronically submit it to the Dean of Students along with the attachment of receipts documenting need. Your completed request will be reviewed for approval and an appropriate amount will be determined if less than requested. Criteria for approval and granted amounts will be based on eligibility, documentation of need, and availability of funds. The student will be notified by email of the decision along with follow-up instructions.