

April 6, 2020

Dear CUC Students,

Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" – Matthew 22:37-39

Concordia University Chicago is committed to loving and serving our neighbor. One of the ways in which we are living out our mission is through the establishment of the **Student Assistance Fund**. Born from the principle of *Students Helping Students*, this fund was created as a partnership between the Student Government Association and the Dean of Students Office.

The Student Assistance Fund helps to ensure that Concordia University Chicago's traditional undergraduate students have access to resources when unexpected financial challenges arise. Assistance funds are intended for full-time, traditional undergraduate students who are unable to meet immediate, essential expenses because of temporary hardship related to an unexpected emergency situation. Students may apply for assistance funds when they are experiencing a financial barrier or obstacle, and have exhausted all other resources.

Students who are interested in applying for assistance funds should complete the [application form](#). **Please note that Student Assistance Fund applications will start being reviewed during the week of April 13, 2020.** Applications will be reviewed on a regular basis in an effort to respond to requests in a timely fashion. Only one application per individual will be approved with a maximum assistance grant of up to \$300. Funds are limited, but are currently being raised.

Expenses Covered by the Student Assistance Fund

Examples of assistance to be considered include, but are not limited to:

- Medications/Prescriptions or costs related to medical care
- Food or transportation needs
- Travel expenses due to serious illness or death in the immediate family
- Overdue utility bills reaching a turn-off notice
- Homelessness or sudden loss of housing
- Loss of childcare
- Safety needs, including the needs of victims of domestic violence
- Books and other essential academic expenses
- Replacement of essential personal belongings due to fire or natural disaster

Expenses Not Covered by the Student Assistance Fund

- Tuition, fees, health insurance and study abroad costs
- Current outstanding balance to the University
- Non-essential personal bills such as: credit card, cable, etc.
- Parking tickets, library fines or other expenses mistakenly incurred
- Costs for entertainment, recreation, non-emergency travel or other non-essential expenses
- Legal representation for a CUC disciplinary proceeding

- Legal representation in a criminal or civil proceeding, including child support
- Funds for the replacement of lost or stolen items
- More than one request per year

Eligibility Requirements

Any Concordia University Chicago full-time, traditional undergraduate student may apply for assistance funds. Each applicant must meet the following criteria:

- Demonstrate financial hardship
- Experience an emergency, accident, illness or other unforeseen event among the “covered” examples above
- Be currently enrolled as a full-time, degree-seeking traditional undergraduate student
- All other resources, including loans through the Office of Financial Aid, have been considered and are insufficient, unavailable or not available in a timely manner.
- Applicants must complete all questions in full and submit supporting documentation as the situation allows.

It is important to note that funds disbursed through the Student Assistance Fund may affect the student’s aid package. The Student Assistance Fund is not a substitute for financial aid. Students who are seeking funding will be required to utilize all offered financial aid resources before being awarded this aid. The Dean of Students will work directly with the Office of Financial Aid to determine the effect of the award, if any, on their aid.

Interested in Donating to the Student Assistance Fund?

1. Donations are currently being accepted on the University’s giving page. If you are interested in donating, please select “Student Assistance Fund” within the drop down menu at CUChicago.edu/GiveNow.
2. Students may designate all or part of their refund to the Student Assistance Fund on the Refund Form, available through Student Business Services.

As always, if you have any questions, please don’t hesitate to reach out to me. I pray that you and your loved ones are well. We will most certainly be in touch.

Take Care and God Bless,

Dean Gebhardt

Kathy Gebhardt
Dean of Students
Assistant Vice-President for Student Life