



Financial Aid Review Committee Guidelines

Cornell University Student Assembly

As Amended April 23, 2015

ARTICLE I: MISSION

Students Helping Students Fund and Summer Experience Grants are ~~is a~~ programs ~~first~~-established by the Cornell University Student Assembly in conjunction with the Office of Financial Aid and Student Employment ~~in order to~~ for the purpose of assisting undergraduate students in financial need.

ARTICLE II: SOURCE OF FUNDING

The Students Helping Students Fund is a self-sustaining endowment that was created via contributions from the Undergraduate Student Activity Fee. The Student Assembly and the Financial Aid Review Committee, herein referred to as FARC, are responsible for assessing the need for further contributions to the fund from the Undergraduate Student Activity Fee.

ARTICLE III: OVERSIGHT OF FUNDS

Section 1: Legislative Authority Over Policies

- A. The Student Assembly and FARC are responsible for determining how the fund is used and reserves the right, depending on the effectiveness and usage of the fund, to make changes in the Students Helping Students Fund categories 41 that are offered to Cornell University undergraduate students.
- B. The Student Assembly has delegated responsibility for the Students Helping Students Fund to FARC. FARC is responsible for reviewing the guidelines of the fund and for making decisions regarding the approval of grants.
- C. On a day-to-day basis, the Financial Aid Office, under the direction of the director of Financial Aid or ~~his/her~~ ~~their~~ designee(s), will manage the fund.

ARTICLE IV: Fund Categories

Section 1: Emergency Grants

- A. Purpose: – The fund provides assistance to students with necessary emergency expenses incurred that cannot be funded by other means. Allowable expenses include (but are not limited to): travel expenses relating to emergency situations (like the death or sudden change of the documentation



Cornell University Student Assembly

status of a relative); extra basic living expenses needed due to fire, destruction, or natural disaster; replacement of stolen goods (not lost due to negligence); and emergency medical or dental expenses not covered by insurance. SHS funds are not designed to cover standard expenses included in the budgeted cost of attendance for the academic year, non-emergency expenses, expenses that are extravagant or non utilitarian, and so forth.

- B. Eligibility: In order to qualify for funding the applicant must be a registered, matriculated Cornell undergraduate student.
- C. Evaluative Criteria: Applicants who demonstrate financial need and whose expense fits the purpose stated above will be approved, given sufficient fund availability. Medical history and other information not pertinent to the application will not be released to the Committee. The Committee may not consider the student's employment status as a factor for approval.
- D. Selection Process: FARC is responsible for approving grants anonymously on a rolling basis. Grants that are less than \$1000 must be approved by a majority vote of voting committee members present. Grants greater than or equal to \$1000 must be approved by a two-thirds vote of voting committee members present. Due to their time sensitive nature, votes may be conducted via email.
- E. Grants: Funds will be distributed by the ~~Financial Aid Office~~ Office of Financial Aid and Student Employment. There is no predetermined number of grants or dollar amount per grant.

Section 2: Summer Experience Grants

- A. Purpose: To provide students with the opportunity to obtain career-related experience in the summer that is unpaid or minimally paid. Allowable expenses include (but are not limited to): housing, transportation for work, food, and cost of ~~uniforms~~ clothing. Prohibited usage of the Summer Experience Grants includes (but is not limited to): substitution for income, ~~personal expenses~~, and transfer of funds to other students.
- B. Eligibility: In order to qualify for funding the applicant must be a registered, matriculated Cornell undergraduate student who has a verified opportunity that has been approved by Career Services. ~~Students who have been awarded the Grant in the past are not eligible to apply again.~~
- C. Evaluative Criteria: Criteria will be set ~~jointly~~ by Career Services ~~with final approval coming from~~ and FARC. Career Services shall set up and administer the application process and nominate finalists for the fund. ~~A member of Career Services will meet with Student Assembly college representatives to review applicants who are nominated.~~ FARC will then approve or deny these finalists. Awards will be made on case-by-case basis with the primary determining factors being quality of the internship in relation to career goals and financial need.
- D. Selection Process: FARC is responsible for approving or denying grants that are nominated by ~~Career Services~~ anonymously on a rolling basis. Grants ~~that are less than \$1500~~ must be approved by a majority vote of voting committee members present. ~~Grants greater than or equal to \$1500 must be approved by a two-thirds vote of voting committee members present.~~ Due to their time sensitive nature, votes may be conducted via email.
- E. Grants: Funds will be disbursed by the ~~Financial Aid office~~ Office of Financial Aid and Student Employment. There is no predetermined number of grants or dollar amount per grant. ~~No student~~

Guidelines of the Financial Aid Review Committee of the Student Assembly



Cornell University Student Assembly

~~may receive more than \$3000 total in Summer Experience Grant(s) from Students Helping Students during their undergraduate career at Cornell. The maximum award per student is \$3,000.~~

- F. Commitment: Students who receive funding must sign a contract to commit to the full duration of their specified program. Funding will be withheld from any recipient who is unable to participate in the specified summer opportunity after approval but before receipt of funding. Likewise, if the summer opportunity ends prematurely, funding will be pro-rated according to the duration of participation. Failure to comply with other terms as stated in the contract may result in cancellation of the grant or in the recipient being billed by the University for any or all amounts already received.

Reflections: All students who receive Summer Experience Grants must provide a reflection on their experience. This will be submitted ~~by qualtrics survey as either a short presentation to the general body of the Student Assembly or a 2-page typed reflection 125 (1 in margin, double spaced, 12 pt font) to FARC.~~ This reflection will provide an overview of what the student did over the summer and how it impacted the student's career aspirations (e.g. was it positive and enlightening or was it negative?). Responses ~~can will~~ be published unless the student requests otherwise. ~~All written materials are to be due by the third Student Assembly meeting in the fall. All presentations of responses will be during the fourth Student Assembly meeting in the fall semester.~~

ARTICLE V: AMENDMENTS TO THESE GUIDELINES

These guidelines may be amended with the majority approval of FARC and majority approval of the Student Assembly.