

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Emergency Fund (SEF)		SOP #: SA.033.00
Effective Date	02/23/2026	
Last Revision/Review		

1. Purpose/

The Student Emergency Fund provides alternate financial resources to students who may have circumstances that threaten their ability to remain enrolled and successfully complete their program. The fund is designed to address emergencies- such as housing instability, or lack of access to essential supplies and services- that could otherwise force a student to withdraw or interrupt their studies.

Burrell College will also allocate a portion of the emergency fund to stock a food pantry on campus. Access to the food pantry is on an honor system and the amount allocated will be de minimis. Records will be maintained as to the total amount of food purchased and documentation of peak periods of usage/restock.

The Student Emergency Fund is sustained through philanthropic contributions managed by the Philanthropy Department and donations from the Coalition for Osteopathic Excellence. All funds are administered in accordance with institutional gift policies and donor intent.

2. Related Policy/Authority

RR.001 FERPA

Burrell Policy B9500: Title IV Compliance Policy

3. Faculty/Staff Responsibilities

SA

- SA will administer the process by which emergency funds are allocated to students in need.
- SA will maintain the Student Emergency Fund Request Form making it available to students. Faculty and staff will also have access to share with students if needed.
- SA will review and verify data submitted by students on the Student Emergency Fund Request Form.
- SA will consult with Financial Aid staff to document student need and other possible resources that might be available to the student.
- SA will notify the student of the decision to either award or not award emergency funds.
- SA will notify FA of the amount of emergency funds approved for those students who are selected to receive the aid.
- SA will maintain records of the number of awards processed, each application's disposition, total amounts awarded, and the individual/total amounts awarded per student.
- SA will maintain the total amount of food purchased from the emergency fund to support the food pantry and documentation of peak periods of usage/restock.
- SA is responsible for initiating the review process and coordinating with Financial Aid and Philanthropy to confirm that all procedural steps, eligibility criteria, and documentation

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requirements remain current. Updates will be made as needed to reflect changes in college policy, regulatory requirements, or best practices in emergency assistance.

FA:

- FA will review each applicant's current financial status, confirm eligibility, and ensure compliance with institutional and regulatory requirements.
- FA will award emergency funds to individual students on behalf of the College following the process outlined below.

Bursar

- Bursar will process distribution and posting of the emergency fund award to student accounts in the student information system. Invoice COE Accountant for transfer of funds awarded.

4. Definitions/Abbreviations

Student Emergency Fund (SEF): A financial resource provided by Burrell College to assist students facing circumstances that threaten their ability to remain enrolled and complete their program.

Emergency: An unexpected situation or event that creates an immediate financial need and poses a significant risk to a student's educational continuity, such as housing instability, food insecurity, or loss of essential services.

Educational Continuity: The ability of a student to maintain enrollment and progress toward program completion without interruption due to financial hardship.

FERPA: Family Educational Rights and Privacy Act

SOP: Standard Operating Procedure

COE: Coalition for Osteopathic Excellence.

SA: Office of Student Affairs

FA: Office of Financial Aid

5. Procedural Steps

1. Student Initiates Request

A student experiencing an emergency that threatens their ability to remain enrolled or complete their program submits an application for assistance through the designated Student Emergency Fund request form. The applicant must be a currently enrolled student at Burrell College.

2. Initial Review by Student Affairs (SA)

The Office of Student Affairs reviews the application to confirm that the situation qualifies as an emergency under the fund's purposes specifically, that it poses a risk to educational continuity. The emergency must have the potential to cause withdrawal, leave of absence, or significant disruption to academic progress if not addressed. SA ensures all required documentation is provided.

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3. Verification and Collaboration with Financial Aid (FA)

Student Affairs consults with Financial Aid to determine the student's current financial status, confirm eligibility, and ensure compliance with institutional and regulatory requirements. FA may also explore alternative funding options before approving SEF assistance. The student must demonstrate that other financial resources (personal funds, financial aid options, community resources) have been explored or are insufficient to resolve the emergency.

4. Decision and Approval

Based on the review, SA and FA jointly decide on the amount and type of assistance to be provided. Approval is documented according to institutional policy. The fund does not cover ongoing financial hardship, tuition or fee payments, healthcare expenses, elective expenses, or circumstances unrelated to academic continuity (e.g., routine bills, discretionary purchases).

5. Disbursement of Funds

Financial Aid processes the approved assistance and disburses funds to the student in accordance with college financial procedures. FA process the award in the Student Information System and image supporting documentation. FA will provide the Bursar notification of award recipients being processed in the Student Information System. The Bursar will receive notification from the Student Information System for disbursement and will invoice the COE Accountant for the amount awarded.

6. Notification and Follow-Up

SA notifies the student of the decision and provides any additional resources or referrals. SA monitors the student's progress to ensure the emergency assistance supports educational continuity.

7. Recordkeeping and Compliance

All documentation related to the request, decision, and disbursement is securely stored by SA and FA in compliance with FERPA and institutional recordkeeping policies.

6. Reports/Charts/Forms/Attachments/Cross References

Student Emergency Fund Application Form – The official form students must complete to request assistance.

7. Maintenance

8. Signature

Approved by

Department Head of Student Services

February 23, 2026

Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date

Student Emergency Fund Application Form

Please complete all sections of this form. Incomplete applications may delay processing.

Section 1: Student Information

Full Name:

Student ID:

Phone Number:

Email Address:

Section 2: Description of Emergency

Please describe the nature of the emergency and how it impacts your ability to remain enrolled and complete your program:

Section 3: Impact on Educational Continuity

Explain how this emergency may cause withdrawal, leave of absence, or disruption to your studies:

Section 4: Requested Assistance

Amount Requested: \$

Type of Assistance (e.g., housing, food, utilities):

Section 5: Documentation Checklist

Attach supporting documentation (e.g., bills, eviction notice).

Section 6: Certification and Signature

I certify that the information provided is accurate and truthful.

Signature:

Date: