



Christine Maria Emergency Grant

The Christine Maria Emergency Grant Fund (CMEG) was established to assist in the retention and success of Old Dominion University students. Funding is available for financial support due to unforeseen circumstances. **Students who have previously received this award during any time of their enrollment at ODU are ineligible for additional funding.**

OVERVIEW

Requests for assistance are considered on the basis of what is recognized as a documented unforeseen circumstance. Unforeseen circumstances **could include**, but are not limited to:

REASON	EXAMPLES	SUGGESTED SUPPORTING DOCUMENTS
Financial Hardship	Permanent layoff of a parent or loss of job Accident Family Bankruptcy Death of a parent	Employment letters; bank statements; tax records; notification of intent to shut-off utilities; etc. Bank statements; proof of bankruptcy; etc.
Medical	Major medical (life-changing)	Medical Bills; Doctor's Letters; etc.

The CMEG funds are administered by the Office of Student Ombudsperson Services. CMEG new funds begin fall. Grant funds cannot be applied to summer tuition.

ELIGIBILITY CRITERIA

- Student is limited to one grant during enrollment at ODU
- In good academic standing (minimum 2.0 cumulative GPA).
- Registered current and/or future term(s) in a degree seeking program.
- Able to provide sufficient documentation to support financial hardship.

PROCESS

- Student must submit an application with supporting documentation to include a written request outlining the basic circumstances and need.
- Financial and academic records will be reviewed.
- The student may be requested to participate in an interview when deemed necessary by the CMEG Review Committee.
- All communications will be sent to the student's ODU email account. All decisions are final.
- Grant funds will not be awarded directly to the student. Grant funds will be disbursed to agencies or individuals for which funds were requested. If approved, disbursement of funds may take up to six (6) weeks after approval.
- **Incomplete applications will be returned to the applicant without review.**

GENERAL INFORMATION

- NOTE: Receiving funds may affect financial aid award.
- ODU reserves the right to request repayment of any funds disbursed or pursue legal action in recovery of funds from the student if it is discovered that the student provided false information.

Return completed form to: →Old Dominion University, Student Ombudsperson Services Office (S.O.S.)
located in the Division of Student Engagement & Enrollment Services, 2008 Webb Center, Norfolk, VA 23529-
0058 ; FAX 757-683-5715; email: smims@odu.edu



Christine Maria Emergency Grant Application

Last Name: _____ **First Name:** _____ **UIN:** _____

Current Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **ODU Student Email:** _____

Amount Requested: \$ _____

Please provide complete answers to the questions below. (Attach additional sheet if needed)

1. Explain in detail what has changed in your financial situation and its relationship to your studies? When did situation occur? Provide supporting documentation on official letterhead of the event or situation. (See overview section)

2. How will you maintain your current enrollment?

3. How do you plan to finance your future enrollment?
4. Please attach verification of current income (e.g. pay stub; unemployment benefits).
5. Please include list of organizations/resources from which you have recently requested financial assistance. Attach a copy of official denial letters.
6. Please attach an itemized list of how funds will be spent.

NOTE:

- *Funds cannot be applied to summer tuition.*
- *Our procedure for laptop replacements is to provide the university standard model as defined by the Mobile Monarch Student Notebook Program. Based on your current academic emphasis, we will provide a replacement for your computer hardware. The specification for which can be found here: <http://occs.odu.edu/mobilemonarch/index.shtml>. This is non-negotiable. If you prefer not to accept this hardware, please notify us immediately.*
- *Books will be rentals. Student name, UIN, and award amount will be provided to the ODU Bookstore and your contact at the bookstore is Darryl Atkinson. It is important for the student to inform the bookstore representative that you have a textbook CMEG grant from S.O.S.*