

The Texas A&M University Staff Emergency Fund (SEF) was established to provide limited financial assistance to both classified and non-classified staff employees of Texas A&M University, who are experiencing a temporary hardship due to a significant life event. Funds awarded will not be considered taxable gross-income.

The SEF is possible because of the support of the Texas A&M University President, the Texas A&M Foundation, generous donors, and the efforts of the University Staff Council. Awards are contingent on fund availability and other requirements set forth below.

## Fund Eligibility

- All active, benefits eligible, non-faculty, University staff employees are eligible to apply.
- Applicants must have continuous employment as a TAMU staff member for at least one year prior to application date.
- Applicants must not have received a SEF grant within the past two years.
- Assistance is limited based on funding availability, the average award is \$500 per employee, per distribution.
- Only applicants who are experiencing a temporary financial hardship will be awarded funds.
- Active members of the University Staff Council will not be eligible to receive assistance from the SEF.

A temporary financial hardship is one caused by a defined, time-limited, specific event including, but not limited to:

- death of a family member
- natural disaster (fire/flooding/tornado/hurricane, etc.)
- serious illness/critical injury

Emergency funding is not guaranteed and is based on demonstrated need, short-term nature of the financial hardship, committee approval and available funds. The full amount requested may not be awarded.

*\*Given the limited amount of funds, all requests cannot be approved even though there may be a clear need for assistance. This fund may be insufficient in the case of widespread disasters, community crisis, or war/terrorism.*

## Application Procedure

- Complete and print the attached application. Sign and date the form to verify that the information is valid and accurate. Information provided by applicants will be treated as confidential and shared only with individuals directly involved in award administration.
- Provide as much detail as possible when completing the application and supporting documentation for the financial hardship. Suggested documentation may include: death certificate, copy of invoice/bill/receipt, letter from a doctor on letterhead, police or fire report, or any other information the applicant believes may be necessary to thoroughly evaluate the request. Any information provided is voluntary, and the applicant releases the information for review by the SEF Committee.
- Submit completed application and supporting documentation by mail or campus mail to:

University Staff Council  
Attn: SEF Committee  
1358 TAMU  
College Station, TX 77843-1358

Applications can also be sent using [Filex](#) to [staffemergencyfund@tamu.edu](mailto:staffemergencyfund@tamu.edu) or delivered in person to the General Services Complex, Suite 1201.

Email is not a secure delivery method; therefore, emailed applications will not be accepted.

- Applicants may be contacted by the SEF Committee for additional information and/or missing documentation, which may delay approval of funding.
- Applicants will be notified in writing of the SEF Committee's decision.
- In almost all situations, applicants will be notified of the SEF Committee's decision within ten working days of receiving all necessary and required information.
- If an application is funded, the employee will be contacted when a check is available for pickup. A valid picture ID will be required at the time of pickup.

University Staff Council · Staff Emergency Fund Committee · [staff.tamu.edu](http://staff.tamu.edu)

Submit application by mail or campus mail to: 1358 TAMU, College Station, TX 77843-1358; by Filex; or deliver to General Service Complex, Suite 1201

## Employee Information

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Employee Name \_\_\_\_\_ Employee UIN \_\_\_\_\_

Department \_\_\_\_\_

College/Division \_\_\_\_\_

Campus \_\_\_\_\_ Length of TAMU Service \_\_\_\_\_

Home Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Alternate Phone \_\_\_\_\_

## Employment Information - Check all that apply

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Currently an active, benefits-eligible, non-faculty, University staff employee

Have not received payment from the Staff Emergency Fund within the past two years

Currently on unpaid leave

## Details of Temporary Hardship

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What is the expected length of time for this hardship? \_\_\_\_\_

Have you missed time from work due to this hardship? (Yes or No) \_\_\_\_\_

If yes, how much?: \_\_\_\_\_

Have you received or will you be receiving insurance payments from a claim that partially or fully cover expenses related to this temporary hardship? (Yes or No) \_\_\_\_\_

What is your most urgent bill? \_\_\_\_\_

# Staff Emergency Fund Guidelines & Application



Describe the TEMPORARY HARDSHIP that is the basis for this application. Attach additional pages if needed.

Amount Requesting: \_\_\_\_\_ Nature of Expense: \_\_\_\_\_  
*\$500 maximum*

Describe the supporting documentation being attached. (Suggested documents listed on page 1.)

I certify that the information provided in the application is complete and accurate and that my financial hardship is genuine. I certify that all supporting documents that I provide are valid and accurate. I will apply all money received toward debts related to my hardship. I certify that I have read and understand the Staff Emergency Fund Guidelines and information provided may be verified. I understand that all decisions rendered by the SEF Committee are final.

\_\_\_\_\_  
Employee Signature Date

## For USC use Only

Date Received \_\_\_\_\_ Application Number \_\_\_\_\_ Eligible \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Amount Approved \_\_\_\_\_ Date Reviewed \_\_\_\_\_  
SEF Chair \_\_\_\_\_ Date Completed \_\_\_\_\_