

### **Extraordinary or Bridge Funding Request**

The GSA has funding available for graduate students with unforeseen emergency expenses. Funding is only available for currently enrolled graduate students. Please be aware that this funding is to be accessed only after the student's department and FGPS have been contacted for financial assistance. The funding can be combined with other sources. Funding is generally granted on a one-time-only basis.

Funding is not for a lack of preparedness, underestimation of the costs related to graduate school, or for members whom cannot prove future financial stability. It is not intended to temporarily save a student from debt. Therefore, funding is for students who experience an unforeseeable cost that requires immediate action. Examples of this could be costs related to natural disasters, which require a hotel stay or a family death that requires travel. Funding is not for anticipated tuition, living expenses, books or food.

#### **Please take the following steps to ensure a complete request:**

1. The request must be completed in full and submitted with all requested documentation.
2. A letter must accompany the request, and must detail the following:
  - a. The nature of the request
  - b. Details of requests made to the department and FGPS
  - c. Current bank balance and/or space on student loan or line of credit
  - d. Current income sources
  - e. Status of secondary income sources (spouse, partner, extended family)
  - f. Notification of dependents
  - g. Amount requested and description of how the funding will be used
  - h. Status of long-term financial stability and income sources
3. Requests occur on a case-by-case basis. Please submit the package via email or to the GSA office.

A decision will be made within three business days of the submission of the request. The dollar amount given and month in which the funding was paid may be included in the minutes from a GSA management team meeting, or on the GSA website.

**Required Information:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID : \_\_\_\_\_

Address: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Department: \_\_\_\_\_

Prospective graduate date: \_\_\_\_\_

Please use this space and up to one additional page to describe your situation.