

**The School of Hospitality Business  
Emergency Fund Grant  
Application Form**

\*Please make sure you understand your financial aid package before applying.\*

Applications for Emergency Fund Grants may be submitted throughout the year and will be considered at the time they are submitted. Students may receive an award for the current semester (semester of application).

**Note: the maximum amount for emergency grants is \$2,000. Since these grants are only for short-term financial emergencies, we do not expect this to be a recurring request. Students should seek support from other sources for needs that are not short-term emergencies.**

Applicants for Emergency Fund Grants must meet the following criteria and any criteria stipulated by the individual funding endowment for which they are being considered.

1. Applicants must be a major in The School of Hospitality Business at the time of application and the semester(s) of award.
2. Applicants must be enrolled in a minimum of 12 credits at the time of application and during the semester of award *unless* they are receiving an award during their last semester and full-time enrollment is not required for degree completion.
3. Applicants must be in good academic standing at the time of application and during the semester(s) of award.
4. Applicants must complete the Application and Budget Worksheet (below) in its entirety and submit both electronically to [shb.scholarships@broad.msu.edu](mailto:shb.scholarships@broad.msu.edu).

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Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Student PID: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ MSU e-mail: \_\_\_\_\_

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<b>Please indicate your level by placing an X in the box:</b>	Freshman (0 - 28 cr.)	Sophomore (28 - 55 cr.)	Junior (56 - 87 cr.)	Senior (88 cr. or more)

Please note the first semester/year of your enrollment at MSU: \_\_\_\_\_

Please note the total number of credits in which you are **currently enrolled**: \_\_\_\_\_ and the total number of credits you **intend to be enrolled** next semester: \_\_\_\_\_

Please note the semester/year you expect to graduate: \_\_\_\_\_

**Please select one:**

\_\_\_\_\_ My request for an Emergency Fund Grant is COVID-related (Your request is due to a direct or indirect effect of the COVID-19 pandemic). Please explain on page 2, #3 regarding issues or extenuating circumstances.

\_\_\_\_\_ My request for an Emergency Fund Grant is not due to the COVID-19 pandemic. Please explain on page 2, #3 regarding issues or extenuating circumstances.

**1. I am requesting an Emergency Fund Grant in the TOTAL AMOUNT of:** \$ \_\_\_\_\_ .00  
Your completed Budget Worksheet (p. 3) must be included with your application and should reflect the requested award as noted above.

**2. Please describe your circumstances and the impact on your academic progress and/or success, and explain how this award(s) will benefit you.**  
You may attach supporting documentation (optional) in addition to your comments.

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Students also are encouraged to explore the following online resources:

- <https://grantstoindividuals.org/>
- <https://www-grantselect-com.proxy2.cl.msu.edu/access>
- <https://oiss.isp.msu.edu/grants/grants-and-scholarships-overview/>

Students also are encouraged to explore the following MSU Library resources:

Tanabe, Gen, and Kelly Tanabe. *The Ultimate Scholarship Book 2021: Billions of Dollars in Scholarships, Grants and Prizes*. Belmont: SuperCollege, 2020.

Peterson's scholarships, grants & prizes, 2015.

An annotated guide to scholarships, grants, and funding sources in international education and other disciplines / [International Studies and Programs, Michigan State University; compiled by Jon Harrison; Charles Gliozzo, project director].

**The School of Hospitality Business  
Emergency Fund Grant  
Budget Worksheet  
(Please complete the required worksheet below)**

<b>SOURCES OF FINANCIAL SUPPORT</b>	Semester (please choose one and indicate year)		Total
	Fall 20____	Spring 20____	
Student's personal savings			
Are you currently working this semester? Yes ___ or No ___ Student's anticipated earnings during the school year			
Assistance from parent(s) or relatives(s)			
Financial aid and/or scholarships, fellowships, and/or grants			
Sponsorships or educational reimbursements (employer; private, governmental, or other sponsoring agency)			
Other sources of support			
<b>TOTAL FINANCIAL SUPPORT</b>			
<b>EXPENSES</b>	Semester (please choose one and indicate year)		Total
	Fall 20____	Spring 20____	
Tuition: credit hours _____ x tuition/hour _____ =			
Estimated cost of books and supplies for current year			
Living expenses for current year			
Room and board (apartment/residence hall)			
Food			
Travel expenses			
Clothing			
Recreation			
Other expenses			
<b>TOTAL EXPENSES</b>			
<b>FINANCIAL NEED</b>			
If the balance is negative, please indicate the negative balance in parentheses. Example: Total Financial Support      \$17,752 Total Expenses                - \$18,911 Balance =                         (\$ 1,159) Thus, your Financial Need = \$ 1,159			