



Name of Policy: KCAI Cares Grants – COVID-19
Source: Student Affairs, Financial Aid, Business Office
Form to Complete: Application process – application can be found <a href="#">here</a>

## KCAI Cares Policy

KCAI Cares is a fund created in direct response to the growing and immediate needs of our students during the COVID-19 global pandemic. KCAI Cares will provide financial assistance grants up to \$300 for students who are unable to meet essential expenses.

### Eligibility for Grants

- The student requesting a spring grant must be enrolled in and participating in at least 6 credits for the semester in which funds are being requested.
- The student requesting a summer grant must be attending summer classes and/or enrolled for the fall semester to be considered for funds during the summer.
- The student must be considered to have financial need by the review committee based on information submitted through the KCAI Cares application process.

### Grant Stipulations

- The amount granted will be based on need as described by the student and the grant cannot exceed \$300 per student.
- The grant may be awarded once per student during the COVID-19 pandemic.
- The grant does not have to be repaid.
- The grant will be paid via check made out to the student.

## Procedure

The student must complete an online [application](#).

### Review Process

- All applications will be reviewed by a committee that consists of the Director of Financial Aid (or designee), Assistant Dean of Students (or designee), and Assistant Director for Housing and Student Activities (or designee).
- Through the review process, the student may be asked to provide documentation of financial need (e.g., billing statements, receipts, etc.).

- Applications will be reviewed as they are submitted and upon review of the committee grants will be awarded on a rolling basis as long as funds remain available.
- A member of the review committee will contact the student regarding the status of the application.
- The check will be mailed to the student receiving the grant.