



## POLICIES AND PROCEDURES

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<b>SUBJECT:</b>	Caring for Students Fund Policy
<b>REVIEWED/REVISED:</b>	06/2025
<b>PURPOSE:</b>	To communicate the Caring for Students Fund purpose and process for applying for funds.
<b>POLICY OWNER:</b>	NMC President, CEO

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The Caring for Students Fund provides support for NMC students facing unexpected circumstances that may jeopardize their ability to continue their education. This assistance is intended for immediate, one-time, non-academic expenses and cannot be used for long-term or recurring financial obligations. Caring for Students Fund assistance cannot be applied to academic expenses such as tuition, fees, books, or academic equipment.

### Examples of Eligible Expenses:

- **Medical, dental, or mental health emergencies** (must provide overdue notice or warning of collections).
- **Recovery from natural disasters, fire, or other unforeseen crises.**
- **Immediate transportation needs** (e.g., car repairs, travel for a family emergency).
- **Housing emergencies**, including loss of housing, urgent safety concerns, or emergency housing needs (eviction notice, past-due rent notice, or repair estimate required).
- **Expenses related to the death of an immediate family member.**

This fund is designed to provide timely, limited financial relief to help students stay enrolled and focused on their education. Assistance to eligible students is contingent upon availability of funds. Methodist Hospital Foundation runs the program.

### How do I get assistance through the Caring for Students Fund?

Contact the Caring for Students Representative and complete an application to start the process. Julie Raether, Director of Alumni Engagement & College Advancement, serves as NMC's Caring for Students Fund Representative. [Click here to access an application.](#)

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### What kind of assistance is available?

The Caring for Students Fund provides assistance up to \$1,000. Students will not receive cash. Bills or invoices are submitted to the Caring for Students Fund Representative. The Methodist Foundation makes payment on the student's behalf.

**Are all students eligible for assistance through the Caring for Students Fund?**

To be eligible for assistance, students must be currently enrolled in NMC classes and have completed at least one semester at NMC. However, students in the LPN Certificate and Accelerated BSN programs are immediately eligible as long as they are currently enrolled. All applicants must be actively attending classes, making satisfactory progress toward completing their course or program of study, and complying with the NMC Student Code of Conduct. The student's eligibility and application will be verified by the Caring for Student Representative with the Dean of Students.

*Note: Students who are also Methodist Health System employees are not eligible for the Caring for Students Fund but are encouraged to seek support through the Caring Coworker Fund, which is specifically designed to assist MHS team members.*

**Can a student be helped more than one time?**

Students are eligible to seek assistance once during their program of study at NMC.

**What is the application process?**

Students will complete a Caring for Students application and discuss their needs with a Caring for Students Representative. Incomplete applications will not be reviewed. Students will be required to upload electronic copies of bills, rental agreements or other supporting documentation when submitting an application.

The Caring for Students Representative may request additional information or documentation from the applicant before making a decision. When the Representative requests additional information, the applicant has two (2) weeks from the date of the request to provide the additional information or explain why the information cannot be provided. If the applicant does not provide the requested information within two weeks, the application will be considered closed.

**Who decides if a student receives Caring for Students assistance?**

If a request for assistance is approved, the Representative will work with Methodist Hospital Foundation on the student's behalf. All financial assistance shall be distributed in compliance with the College's nondiscrimination policy. Please note there are no appeals procedures for emergency funds.

**Notification to Dean of Students & Record Retention**

Applications are not considered part of the student educational record; however, the Caring for Student Fund Representative will contact NMC's Dean of Students for follow-up with the student and to provide information about additional student support resources.

The Caring for Students Representative shall maintain adequate records to report that payments further the Fund's purposes. Generally, documentation includes:

- A complete description of the assistance provided.
- The purpose for which the financial assistance was given.
- The criteria for disbursing financial assistance to each recipient.
- The name, address, and amount distributed to each recipient.