



Office Use Only
HHCF

**Cardinal Emergency Fund &
Hurricane Harvey Professional Judgement Application**

Student Name:

LU Student ID:

This form should be used to report changes to your household's financial situation that are a direct impact of Hurricane Harvey. **Print this form and complete all appropriate sections. Submit the completed form with all required supporting documentation:**

- via fax at 409-880-8934,
- via email at cardinalemergencyfund@lamar.edu (emails must be sent through your official LU student email account)
- directly to the Office of Scholarships and Financial Aid, Wimberly Building, Room 200

Students who are eligible to complete the Free Application for Federal Student Aid (citizens and eligible non-citizens), but have not already done so, should first complete the FAFSA at www.fafsa.gov. TASFA eligible students must complete the Texas Application for State Financial Aid (TASFA). International students who are not eligible for the FAFSA or TASFA may still complete this application.

Please Note: Funds will be awarded to eligible students based on the availability of funds. Funding is awarded on a first come first serve basis.

Processing cannot begin until all required documentation is submitted.

STEP 1: LETTER OF EXPLANATION & REQUEST FOR ASSISTANCE

You must provide a detailed, typed, and signed letter. Your letter should specify the type of assistance requested. For example: assistance with books, housing, etc. Give as much detail as possible to support your request. You must also include the type of loss or household expense endured as a direct impact of Hurricane Harvey in your letter. If you are a dependent student, the letter must be signed by the student and at least one parent. Give as much detail as possible to support your request.

STEP 2: TYPE OF LOSS OR HOUSEHOLD EXPENSE

Select the type of loss or household expense endured as a direct impact of Hurricane Harvey. **(You will be required to attach the documentation indicated below. Additional documentation may be requested.)**

Death of parent or spouse

- Submit copy of police report, obituary and/or death certificate.

Residence or business loss

- Include the Address/location where property loss occurred in your letter of explanation (Step1)
- Attach all possible documentation in the form of photographs and insurance and/or FEMA claims submitted

Vehicle loss

- Include the Address/location where property loss occurred in your letter of explanation (Step1)
- Include the year, make and model of the vehicle in your letter of explanation (Step 1)
- Attach all possible documentation in the form of photographs and insurance claims submitted

Other property/personal belongings loss (computers, medical equipment, books, clothing, etc.)

- Include the Address/location where property loss occurred in your letter of explanation (Step1)
- Include a description of the lost property in your letter of explanation (Step 1)
- Attach all possible documentation in the form of photographs and insurance/ FEMA claims submitted

Income loss

- Submit documentation from employer of either temporary or permanent loss of income due to Hurricane Harvey. Documentation should identify the name of the business and the employee's position.
- If temporary loss of income, documentation from employer must provide an estimated date of return to work. Please note: Temporary loss of income may result from either the short-term closure of the business or the need to take a leave of absence to address health or household concerns.

Additional household expenses due to Hurricane Harvey

- Your letter of explanation (Step 1) should provide a complete description of any other type of losses or significant expenses incurred as a result of Hurricane Harvey. (For example, family or friends for whom your household is now paying more than 50% of their support, paid medical expenses in excess of 11% of adjusted gross income.)
- You must also provide complete documentation to substantiate these expenses.

STEP 4: Documentation

Provide documentation to support the reported changes to your household's financial situation that are a direct impact of Hurricane Harvey. Your request will not be reviewed without supporting documentation. Additional documentation may be requested, please continue to check your Lamar email account as well as your Self-Service Banner.

STEP 5: Certification Statement:

All of the information provided by me or any other person on this form is true and complete to the best of my knowledge. If asked, I agree to provide proof of any information given on this form. I understand this request may require further documentation including but not limited to financial aid verification paperwork, and is subject to the professional judgment of the Lamar University Scholarship & Financial Aid Staff. Any decision is final and applies only to Lamar University. Please note if you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature

Date

Phone Number

Parent (or Spouse) Signature

Date

Phone Number

For Office Use Only:

Verification Complete _____
Special Circumstance Form Complete _____
Documentation Attached _____

APPROVED

DENIED

Notes: _____
