

SECTION 8. ADMINISTERING UNIVERSITY SUPPORT LOCK-IN FUNDING (NON-EXHAUSTIVE GUIDELINES)

A) Disabled Students Program (DSP):

1) Appropriation and Use of Funds:

- a) The amount received from the lock-in shall be allocated annually in order to assist the Disabled Students Program (DSP). The DSP funds shall be used to maintain regular student staff support during the academic year in order to provide services to increase the retention and graduation rates of students with disabilities and to help foster student independence.
 - b) The Director of DSP is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the DSP Director shall be required to submit a budget proposal to A.S. Senate Finance and Business Committee in the Winter quarter for the following fiscal year detailing the allocation of funds for the student staff support.
 - c) The Associated Students Executive Director is responsible for the forwarding of funds for DSP to the proper account. The funds being used to maintain regular student staff support during the academic year will be placed in a "Sub-2, Student Wages/General Assistance" account in DSP's budget account administered through Cheadle Hall.
- 2) The Director of the Disabled Students Program shall submit a monthly report (a copy of DSP's GLO 60) and annual report on September 1 to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

B) Educational Opportunity Program (EOP):

1) Eligibility Requirements:

- a) The amount received from the lock-in shall be allocated annually in order to assist the Educational Opportunity Program.
 - b) The AS/EOP funds shall be used to meet unusual educationally-related expenses that are incurred by Regular or Associate members of the Educational Opportunity Program (EOP) during the fiscal year for which their grant is requested. The student must be enrolled at least half time during the quarter, or the regular quarter prior to, requesting the grant.
 - c) AS/EOP Grants are available to EOP students eligible to receive need-based financial aid (when the student's EFC is less than their Costs of Attendance as defined by OFAS) through the UCSB Office of Financial Aid and Scholarships in accordance with nationally approved need analysis standards and UCSB deadlines and awarding procedures.
- 2) Allocations:
- a) The maximum of all grants shall not exceed one thousand dollars (\$1,000) per student per fiscal year, with the exception of:
 - i. Fifteen (15) grants of up to two thousand dollars (\$2,000) each, set aside for serious medical emergency situations as determined by EOP Counselors and verified by the EOP Director. However, these students should be referred to the SMERF fund first at <https://www.sa.ucsb.edu/smerf/>. If their SMERF application for medical

reimbursement is denied, then they can apply for this exception to the grant.

- ii. A maximum of fifteen (15) grants of up to two thousand, five hundred dollars (\$2,500.00) each for dire situations, as determined and approved by the EOP Director, can be allocated for situations that are beyond the scope of these guidelines. However, these students should be referred to the Financial Crisis Team at <http://food.ucsb.edu/about/committees/financial-crisis-response-team>. If their application for reimbursement is denied, then they can apply for this grant.
 - iii. The EOP grants are to be used in the case of an emergency as described below in Section 8(B)(3) – Types of Grants Available.
- b) The Executive Director is responsible for determining how the funds are to be allocated and for preparing the budget breakdown of Associated Student funds.
 - c) Each year, the Executive Director shall be required to submit a budget proposal to Senate Finance and Business Committee in Winter quarter for the following fiscal year detailing the allocation of funds between grants and other student support services (e.g., supplies).

3) Types of Grants Available:

- a) Medical/Dental Grants (e.g., eye glasses, medically necessary contact lenses, and other expenses and fees not covered under the student health insurance plan).
- b) Emergency Grants to meet expenses incurred due to the death or severe illness of an immediate family member, transportation costs in the event of financial emergency due to unusual and/or extenuating circumstances when transportation costs have exceeded the financial aid allowances for any given quarter; as defined by the Office of Financial Aid and Scholarships typical cost of attendance for the student's particular transportation situation. Housing rental costs in the event of a financial emergency resulting from an eviction notice, or evidence of other unusual and/or extenuating circumstances when rental costs have exceeded the financial aid allowances for any given quarter; as defined by the Office of Financial Aid and Scholarships typical cost of attendance for the student's particular living situation. The necessary documentation required in order to receive the grant is a copy of a notice of eviction from the student grantee's present residence and/or a current lease-rental agreement, receipts, and/or other verifiable documentation (such as notarization) showing that rental expenses have estimated figures from the Office of Financial Aid and Scholarships. For rental costs covered by the EOP grant, they can be written out directly to the landlord in lieu of the check being written out to the student.
- c) Grants for Graduate Program Testing Fees (e.g., CBEST, GRE, GMAT, MCAT & LSAT).
- d) Grants to Offset Graduate/Professional Program Application Fees (with a maximum of five applications) and other fees and/or expenses associated with applying to and accepting graduate/professional programs.
- e) Grants to fund any Graduate Preparatory Exam (e.g., CBEST, GRE, GMAT, MCAT & LSAT) workshops and programs to help the student prepare for the exam.
- f) Grants for textbooks and/or supplies (including laptops) related to the student's attendance at UCSB are permitted in the event of lost, damaged or stolen items. In all instances, proof (e.g. police report, Resident Assistant confirmation, landlord

confirmation), proof of purchase (can be from a family member), and course syllabi must be submitted.

- g) Grants to fund expenses for attending academic and research conferences, academic memberships, or professional internships. These students may also seek funding from other A.S. sources (including Finance and Business), if applicable.
- h) Grants for expenses associated with catastrophic events relating to a state of emergency event declared by federal, state, or local government (e.g. wildfires, major earthquakes, debris slide/mudslides, pandemics).

4) Approval and Authorization Process for the Distribution of EOP Grants:

- a) The amount of each grant shall be first recommended by the EOP counselor who gives the student information about financial literacy through online resources available from the Office of Financial Aid and Scholarships and the AS Community Financial Funds, if relevant to their situation.
 - i. Student applicants must provide the EOP counselor with original, itemized bills or receipts detailing their expenses prior to the disbursement of the grant award.
 - ii. In the absence of original, itemized bills or receipts, students may submit a grant application with a written estimate, and if the grant is awarded, a charge with the same amount will be placed on the student's BARC account until such a time when the student turns in the original, itemized bills or receipts to the EOP counselor, who will forward the receipts to the A.S. Administration Office.
- b) The recommendation shall then be reviewed by the EOP Business Officer and EOP Counselor.
- c) The recommendations shall be submitted to the EOP Director for approval and be additionally approved by the Office of the Vice Chancellor for Student Affairs.
- d) Prior to the disbursement of the grant, the EOP recommendation shall be reviewed by the A.S. Record Keeping Specialist, the A.S. Assistant Director for Finance and Business, and approved by the A.S. Executive Director.
- e) The EOP grant shall be disbursed through the A.S. Ticket Office.

5) Annual Reporting and Account Management

- a) The A.S. Executive Director is responsible for preparing an annual report of fund balances and fund usage (e.g., dollar amounts, types of grants and support services) that preserves the confidentiality of the grant recipients.
- b) All funds remaining in this account at the end of the fiscal year are designated to be placed in the AS/EOP Trustee Account and reported during the AS Budget Hearings.

C) Intramural Sports Program (ISP):

1) Appropriation and use of funds:

- a) The amount received from the lock-in shall be allocated annually in order to assist the Intramural Sports Program (ISP). The ISP funds shall be used to maintain general support needs during the academic year in order to support the expenses of ISP.