

GSO COVID-19 Relief Fund Application (Fall 2020)

Application Window: September 9 - **October 21, 2020.**



The GSO COVID-19 Relief Fund (CRF) will provide direct relief to graduate students experiencing financial hardship because of the COVID-19 pandemic. Selected students in need will be reimbursed up to \$500 during the Fall semester. Funds will be distributed on a needs basis and are not guaranteed to all applicants. Eligibility to apply for CRF funding** is contingent upon satisfying the requirements listed below. **Note: This is a reimbursement of expenses.

Application Instructions:

- Review the eligibility requirements for applicants listed under **Section A** and only proceed to the next step if you satisfy all requirements.
- Review the types of expenses that can and cannot be reimbursed by the CRF as listed under **Sections B and C** respectively, and only proceed to the next step if you have proof of expenses that can be reimbursed.
- Review the additional notes about the CRF listed under **Section D**.
- Complete and compile all the documentation listed under **Section E and F** into a single PDF document and submit it to <https://forms.gle/cevc8hdesVueMhtF8> between **September 9 and EXTENDED to October 21, 2020.**

GSO COVID-19 Relief Fund awards can be used in a variety of ways, but all funding awards must be approved by the COVID-19 Relief Fund Committee. For any questions, please contact office@sbgsso.edu.

A. Eligibility to Apply for GSO COVID-19 Relief Fund:

An applicant must satisfy the following criteria:

- All matriculated GSO members are eligible meaning a graduate student at Stony Brook University who will pay / has paid the graduate student activity fee.
- Experienced unexpected financial hardship resulting from an emergency or crisis related to the pandemic.
- Can provide documentation of hardship and documentation of expenses **(Additional documents may be requested).**

B. Reimbursable Expenses:

An applicant must prove they have incurred one of the expenses below by providing receipts and/or bank statements:

- Rent
- Groceries
- Utilities (water, electric, gas, internet, phone)
- Essential travel for extenuating circumstances
- Emergency or unanticipated medical bills due to illness or dental emergency for self** (See provisions in **Section D**)

C. Non-Reimbursable Expenses

The following expenses **CANNOT** be reimbursed and will **NOT** be considered valid justifications for emergency assistance (this list is not exhaustive):

- Expenses incurred prior to July 1, 2020 (the start of GSO's fiscal year)
- Student tuition and/or fees
- Alcohol, dining in, take-out
- Non-essential personal bills or expenses (cable, streaming services, clothing)
- Professional development or conference attendance
- Coursework, workshops, seminars
- Fitness, extracurricular activities
- Expenses related to a course, internship, project, or activity that is part of the applicant's degree program
- Research expenses
- Anticipated future expenses
- Family member expenses
- Student loan payments
- Credit card payments (unless a credit card was used to pay for a reimbursable expense from section B)
- Study abroad or non-essential travel costs
- Legal fines or expenses
- Parking tickets, library fines, or other expenses mistakenly incurred.
- Funds to replace lost or stolen items

D. Additional Notes on Relief Funds:

- Students are only eligible to receive funding through this process one time during the Fall 2020 semester. Fall applications will be accepted September 9 through **October 21, 2020**.
- Student applications will be verified for authenticity. **All personal information will be redacted before documents are submitted to the COVID-19 Relief Fund Committee.**
- Students who received emergency funding in Fall 2020 are eligible to request funding again through the Spring application; however, previous awards will be taken into consideration by the review committee when making decisions.
- Funds awarded do not need to be repaid unless the applicant withdraws from enrollment; however, awards may be subject to federal taxes.
- Based on the funding source, awards may be disbursed to a student either via check or direct deposit.
- There is no guarantee that funding will be available for any given semester and the GSO may discontinue student emergency assistance funding at any time. The number of students who can be served and awards given are subject to the availability of funds.
- For more information about the process or the status of your application, please contact office@sbgso.edu

- **Provisions for emergency or unanticipated medical bills****
 - a. Include a statement of need explaining the nature of your illness, or medical issue, how much you are/were required to pay, why these costs present a hardship for you, and any other pertinent special circumstances.
 - b. Copies of insurance statements and original receipts for medical costs not covered by your medical insurance plan to document your out-of-pocket expenses.
 - c. These expenses cannot include non-essential medical expenses including elective or cosmetic procedures (ex. cosmetic treatments, off-label drug use), exclusions not covered by the vision insurance.

E. Required Documentation Checklist:

Applications lacking the required documentation listed below will be rejected:

- Completed application form (Section F)
- Proof of all regular income/stipend (if applicable)
- Itemized list of expenses claimed (see example on page 5)
- Relevant documentation describing the related costs
- Original, itemized receipts for eligible expenses- any non-itemized receipts will not be processed (**ALL expense receipts must include the applicant's name**)
- Proof of any previous pandemic-related emergency aid received in 2020, including but not limited to CARES Act funds and University/SUNY emergency student funds (SOLAR snapshot; see example on page 6).
- **For domestic students:** W-9 tax form (available here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- **For international students:** W-8BEN tax form (available here: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>. Please fill out lines 1-5, 8, and sign)

F. GSO COVID-19 Relief Fund Application

1. Applicant Contact Information:

Applicant Name: _____

Student ID number: _____

Degree in progress: _____

Department and program: _____

Name of senator(s): _____

Applicant mailing address: _____

Email address: _____

Phone number: _____

2. Event Information

Briefly provide a written statement of up to 500 words detailing exactly what expenses you want to use these emergency funds to cover and how the COVID-19 pandemic has made it impossible for you to pay for those expenses without GSO emergency funds.

3. Reimbursement Information

a. Amount requested from the GSO (should not exceed \$500): _____

b. Have you received any CARES Act funding, Stony Brook Student Emergency Support funding, or other emergency funds that are available to you? (If yes, please list amount): _____

c. Please list your current stipend amount, if applicable: _____

4. Signature

By submitting this application, I attest under penalty of perjury that the information given above is truthful to the best of my knowledge, that I am submitting this application on my own behalf to reimburse my own expenses, and that I will submit additional documents if it is deemed necessary by the COVID-19 Relief Fund Committee. Any fraudulent attempts to secure funding will result in permanent ineligibility for GSO funding. The GSO will report any fraudulent applications to any other funding organizations involved in your program, and will cooperate with any administrative and/or criminal proceedings undertaken by those organizations.

Applicant's Signature: _____

Printed Applicant's Name: _____

Date: _____

Example of Itemized Expenses

<i>CRF Application Itemized Expenses</i>	<i>Document Reference #</i>	<i>Amount</i>
Grocery		
Food (Store)	1	\$20
Drink (Store)	1	\$10
<i>Total Grocery:</i>		\$30.00
Rent	2	\$300
\$650 – Monthly		
<i>Total Rent:</i>		\$300.00
Utilities		
Cell Phone Bill (Sprint) - monthly	3	\$40
<i>Total Other:</i>		\$370.00
<i>Grand Total:</i>		\$370.00

Example of SOLAR Snapshot for Spring 2020/Fall 2020

YOUR NAME HERE

go to ... 

Financial Aid

Award Summary

Financial Aid Year 2016-2017

SCROLL DOWN TO VIEW ALL INFORMATION ON THIS PAGE!!

Aid Year					
Award Description	Category	Offered	Accepted	Disbursed	
Direct Unsubsidized Loan	Loan	16,500.00	16,500.00	16324.00	Loan Application Information
Aid Year Totals		16,500.00	16,500.00	16324.00	

[Costs and Aid Eligibility](#)

[Report External Scholarships](#)

[View Declined Awards](#)

Terms

Spring 2017

Award	Category	Offered	Accepted	Disbursed		
Direct Unsubsidized Loan	Loan	8,250.00	8,250.00	8162.00		Award Detail
Term Totals		8,250.00	8,250.00	8162.00		

Fall 2016

Award	Category	Offered	Accepted	Disbursed		
Direct Unsubsidized Loan	Loan	8,250.00	8,250.00	8162.00		Award Detail
Term Totals		8,250.00	8,250.00	8162.00		

* Awards appearing with an 'N/A' under the 'Disbursed' column are not disbursed in financial aid. Therefore, these awards cannot be applied against your University account.