

# Emergency Housing Fund

**Title:** Emergency Housing Fund Policy

**Review Date:** July 1st 2024

**Approved By:** Jillienne Simone-Burns, Assistant Director, Facilities & Operations

**Distribution:** Students, Student Housing Staff

## Version History

- Version – October 2023
- Version – July 2024

## Purpose

This policy outlines the criteria required to be approved for the Emergency Housing Fund at Trent University. The Emergency Housing Fund has been implemented to offer financial assistance to Trent University students who are experiencing circumstances beyond their control and that prevent them from paying for necessary housing expenses, both on and off-campus.

## Scope

The Emergency Housing Fund is intended to support eligible Trent University students with expenses related to specific housing needs up to a maximum of \$800.00 per academic term.

## Definitions

- **Student(s)** include registered and active students at Trent University.
- **Committee Member(s)** include up to 4 employees from Student Housing and other employee representatives from Trent University. The Student Housing employee representatives include the Community Housing Coordinator, Community Housing Associate, and a Residence Life Coordinator.
- **Employee(s)** include any Student Housing team member employed for wages or salary. Unless otherwise designated, this includes student employees, OPSEU employees, and exempt/management employees.
- **Manager(s)** include any team member classified as a manager by Human Resources.

## Policy Statement

A student is eligible to receive funds from the Emergency Housing Fund if they,

- Are a registered and active student at Trent University.
- Have fully completed the Emergency Housing Fund application on myTrent, including providing supporting documentation (current lease or residence agreement, eviction letter, proof of job loss).
- The application demonstrates short-term financial need.

Applications for the Emergency Housing Fund will be reviewed every week. The deadline for students to apply to the Emergency Housing Fund through myTrent is by 4:00 p.m. every Monday.

Applications for the Emergency Housing Fund will be declined if the application demonstrates the following ineligible criteria.

- Long-term (more than 2 months), ongoing financial difficulty
- Tuition and academic school fees, including textbooks or other school-related items
- Grocery and food insecurities
- Vehicle expenses – including payments, insurance, gas
- Medical expenses- including medications
- Currency exchange and inflation
- Expenses beyond the registered student (family expenses)
- Student does not demonstrate effort in creating a reasonable budget, securing funding resources, and/or applying for employment
- No supporting documentation is submitted with the myTrent Emergency Housing Fund application

The committee has the authority to determine what is considered an extenuating circumstance to grant funding for housing expenses. The funding will be available until funds are exhausted.

If a student wants to appeal the decision made by the Committee, this can be submitted to [offcampushousing@trentu.ca](mailto:offcampushousing@trentu.ca). The Assistant Director, Facilities & Operations will review appeals on an ad hoc basis. An appeal will be automatically declined if it is submitted after 30 days from when the Committee's decision was communicated to the student.

## **Appendix**

### **Application Template**

Please confirm you have read the Policy for the Emergency Housing Fund. The policy is located <https://www.trentu.ca/housing/campus-housing/emergency-housing-fund>

Full Name (first and last):

Student Number:

Trent Email:

Canadian Phone Number:

Do you live in On-Campus Residence or Off-Campus Housing?:

On-Campus Residence

Off-Campus Housing owned by a Third Party Landlord

Provide a detailed description why you are unable to pay for necessary housing expenses and are applying for this Emergency Funding. Include all details you feel are relevant to support your argument.:

What dollar amount are you requesting and how did you come to that amount?

Supporting documentation is required or your application will be denied.

A completed copy of your CURRENT lease, rental agreement or residence contract is required for all submissions. If you do not have a lease or agreement to provide this must be explained in your argument above

Upload ALL necessary supporting documentation to your above request.

For additional documents to be uploaded, if needed