

Christopher Newport University

Policy: Student Lighthouse Fund Award Policy

Policy Number: 4030

Executive Oversight:	Vice President for Enrollment and Student Success
Contact Office:	Vice President for Enrollment and Student Success
Frequency of Review:	Biennially
Date of Last Review:	November 2020

A. PURPOSE

Provide Christopher Newport University with a means to confidentially identify Christopher Newport students in need of emergency financial assistance and to provide that assistance.

B. POLICY STATEMENT

The **Lighthouse Fund for Christopher Newport Students** shall be used to provide financial assistance to Christopher Newport University students identified through the confidential process outlined below, who face emergency circumstances that would either force the student to leave the University or substantively change or disrupt their education. Students do not apply for Lighthouse Fund support. Potential recipients may be brought forth by a faculty or staff member.

C. PROCEDURES

1. The Vice President for Enrollment and Student Success shall be notified in writing about potential Lighthouse Fund recipients by members of the faculty or staff.
2. The Vice President for Enrollment and Student Success shall consult with the Director of Financial Aid to determine if other aid sources are available.
3. The Vice President for Enrollment and Student Success or Chief of Staff shall notify the CNUEF in writing when a decision has been made to provide Lighthouse Fund support to a student.
4. The Vice President for Enrollment and Student Success may direct the CNUEF to issue a check directly to a vendor on behalf of the recipient or to issue a check directly to the recipient. The Vice President for Enrollment and Student Success shall require the CNUEF to provide notice when the requested payment has been made.
5. The Lighthouse Fund award is not renewable or permanent, but a recipient may receive additional support should subsequent need arise and the aforementioned procedures completed; this fund is not for prospective students.

6. Management of administration of the Lighthouse Fund is governed by the *Memorandum of Understanding between The Christopher Newport University Education Foundation, Inc. and The Rector and Visitors of Christopher Newport University*, as amended, and the current Endowed Fund policies.
7. Pursuant to IRS regulations, donations to the Lighthouse Fund may not be made to support a designated individual.

D. APPROVAL AND REVISIONS

Approved By: Policy Committee, November 16, 2016

Revision 1: Policy Committee, June 13, 2018

Revision 2: Policy Committee, November 5, 2020

E. NEXT REVIEW DATE: Fall 2022