

# Christopher Newport University

## Policy: Student Lighthouse Fund Award Policy

### Policy Number: 4030

Executive Oversight:	Vice President for Enrollment, Student Success and Institutional Effectiveness
Contact Office:	Vice President for Enrollment, Student Success and Institutional Effectiveness
Frequency of Review:	Biennially
Date of Last Review:	March 2025

#### A. PURPOSE

This policy provides Christopher Newport University with a means to confidentially identify Christopher Newport students in need of emergency financial assistance and provide timely assistance.

#### B. POLICY STATEMENT

The Lighthouse Fund for Christopher Newport students shall provide financial assistance to students, identified through the confidential process outlined below, who face emergency circumstances that could 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, Student Success and Institutional Effectiveness shall be notified in writing by faculty or staff members about students presenting extreme circumstances that could substantially disrupt their education. These potential Lighthouse Fund recipients will then be evaluated for eligibility for financial assistance.
2. The Vice President for Enrollment, Student Success and Institutional Effectiveness shall consult with the Director of Financial Aid to determine the availability of other aid sources.
3. The Vice President for Enrollment, Student Success and Institutional Effectiveness or Chief of Staff shall notify the Christopher Newport University Educational Foundation (CNUEF) in writing when a decision is made to provide Lighthouse Fund support to a student.
4. The Vice President for Enrollment, Student Success and Institutional Effectiveness may direct the CNUEF to issue a check directly to a third party 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 is 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

**Revision 3:** Policy Committee, March 27, 2025

**E. NEXT REVIEW DATE:** Spring 2027