



LBJ School of Public Affairs Student Emergency Fund

Criteria for Eligibility and Award Information

The LBJ School Student Emergency Fund was created with the mission of supporting students who encounter emergencies that may make it hard to make ends meet. Emergency funds we can provide can help students get back on a path of success. Funds provided in these emergency cases shall not exceed \$500 and are granted at the discretion of the LBJ Fellowship Committee.

Criteria

To be considered for funding applicants must have a temporary financial hardship resulting from an emergency.

Eligibility

- Applicant must be an LBJ School of Public Affairs degree-seeking student that is currently enrolled in at least one course that counts towards their LBJ School degree.
- Applicant must have a temporary financial hardship resulting from an emergency as outlined below in the “Types of Emergency Fund Expenses” section.

Awards

Funding for this program going forward is not guaranteed and the LBJ School reserves the right to cancel the program if funding does not continue. Students can apply for the LBJ Emergency Fund once per academic year.

For most emergency related expenses students must apply FIRST for the Student Emergency Fund through UT's [Student Emergency Services \(SES\)](#). For budgeted expenses, students are encouraged to explore options first with the [Office of Student Financial Aid](#) for options. Additionally, students must be able to provide sufficient documentation that they have applied for support from SES. Students who are denied funding from SES could still be eligible for the LBJ School Emergency Fund. Documentation you will be asked to submit can include approval or denials, copy of application to SES, emails, etc.

How to Apply

Complete the LBJ School of Public Affairs - Emergency Fund Application in LASSO including the required documentation components. Students should expect notification regarding the committee's decision of their request for funds no earlier than one week after the submission of the completed application.

Funding is not guaranteed, and the payment process may take several weeks, so students should keep that in mind when applying.

Types of Emergency Fund Expenses

Typical expenses that may be covered include, but are not limited to:

- Medications/Prescriptions or costs related to medical care
- Safety related needs (i.e. changing a lock on a vehicle or home)
- Replacement of personal belongings due to fire or natural disaster
- Assistance paying for professional mental health services
- Food insecurity

Documentation Required for Funding

Receipts and or other documentation, such as emails, that can provide proof of short-term emergency needs are required as a part of the application process. Additionally, students must be able to provide sufficient documentation that they have applied for support from SES. Students who are denied funding from SES could still be eligible for the LBJ School Emergency Fund. Documentation you will be asked to submit can include approval or denials, copy of application to SES, emails, etc.



Receiving Your Fellowship Award

You must set up a direct deposit account to receive your award. This should be done prior to submitting your application to ensure the transaction is processed properly.

You may sign up for direct deposit online at https://utdirect.utexas.edu/acct/rec/weft/webEFT_info.WBX.

Tax Implications for Fellowships

All fellowship direct payments for US Citizens are subject to federal income tax, but there is no state income tax in Texas. Since the University of Texas will not withhold federal income tax from fellowship stipends, fellowship recipients that are US Citizens must make estimated tax payments.

Fellowship direct payments for foreign students are subject to 14% being withheld from each payment. Taxes deducted from a foreign recipient could be refunded when a treaty benefit is available between the U.S. and the foreign student's country of tax residence by filing a federal income tax return or when the foreign student has lived in the U.S. long enough to become a resident for U.S. tax purposes. To apply a tax treaty foreign students can complete the GLACIER tax compliance forms with UT Tax Services.

Tax Treaty forms are completed through UT Payroll [Tax Services](#) by completing the GLACIER Tax Compliance software. Texas Global (formerly International Office) does not process tax treaty forms. Texas Global International Student and Scholar Services will provide software for students considered nonresident for tax purposes to file their Federal Income Tax Returns and assist with general tax return questions. The Scholarship Desk will assist students and others with tax residency applications. More information can be found [here](#).

Possible Financial Aid Impact

If you have received financial aid for the semester in which you are requesting support, please be aware that the total amount received in your pocket from this, and any other fellowship could be reduced if your total award package exceeds your calculated "Cost of Attendance." **See below section for more details:**

UT Financial Aid and other resources, such as LBJ Fellowships, may provide financial aid up to your total "Cost of Attendance," but in accordance with Federal rules, cannot provide financial aid exceeding that amount. Because of this, please be advised that a student's total financial aid package exceeds their calculated total "Cost of Attendance", the amount the student will receive WILL be adjusted (meaning if the total award package a student receives exceeds their calculated Cost of Attendance, your award package will be DECREASED, and you will not receive the total amount listed in your award package).

This calculation is NOT made by the LBJ School and instead by the Office of Financial Aid, according to Federal rules. There are no exceptions to this rule so please be sure to review your "Cost of Attendance" in comparison to your total award package on the UT Austin CASH page. Also, since LBJ Fellowships are considered departmental awards, they will not show up on recipients' [CASH](#) page. Students should be familiar with their Cost of Attendance amount and can go view this information on their [CASH page](#), which is the UT system that enables students to view their current financial aid, requirements, and a history of previous financial aid activity. **Questions about Cost of Attendance and all other Federal Financial Aid issues should be directed to the [University of Texas Financial Aid Office](#). OSAA cannot help students with specific questions about their Financial Aid, OSAA cannot help answer Federal Financial Aid questions.**

If you receive federal aid, any Currently Enrolled/Continuing Student Fellowship will be reviewed by the UT FinancialAid Office and could be on hold for up to ten days. They may retain some or all the payment if they determine that this award exceeds the maximum amount of financial aid you are allowed for the year.

If a student receives a fellowship or funding from another source, his/her financial need will decrease, and the amounts for which he/ she is eligible for in other forms of financial aid (loans) may have to be adjusted.

IMPORTANT: Contact the [Office of Scholarships and Financial Aid](#) (512-475-6282) for specific information regarding



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financial aid and your specific package/Cost of Attendance (LBJ cannot help you with this). For more information about Cost of Attendance, please visit: <https://onestop.utexas.edu/managing-costs/cost-tuition-rates/cost-of-attendance/>.