

Ukraine Global Scholars Emergency Fund Policy

The Ukraine Global Scholars Foundation (UGS) Emergency Fund is a dedicated part of our annual budget, created to provide urgent financial support to students facing unexpected hardships. This includes challenges related to housing, living expenses, medical emergencies, or situations caused by the war in Ukraine. The Fund ensures that UGS students can continue their education and maintain their well-being without interruption, even in the face of circumstances beyond their control.

This policy establishes guidelines for the responsible use of the Emergency Fund.

Eligibility criteria

1. Any UGS student can apply for urgent financial support from the Fund if they experience:
 - (a) Medical emergencies or urgent healthcare needs not covered by other resources;
 - (b) Critical accommodation issues both in Ukraine and abroad, including unsafe housing or the inability to pay for accommodation;
 - (c) Emergency situations directly or indirectly caused by the war;
 - (d) Financial scrutiny due to sudden loss of income in the family, displacement, or unexpected financial burden;
 - (e) Other exceptional circumstances where the UGS student's education, safety, or well-being is at risk, emergency issues affecting access to education, or natural disasters impacting UGS students or their families.
2. UGS Leadership encourages all students to consider support from UGS as a last resort, after ensuring that family, including extended family members, is unable to provide relevant financial assistance.

Process for Submitting Requests

1. Students have to submit a written request to UGS Leadership by email describing the situation and the detailed amount of financial assistance needed.
2. Requests should include relevant documentation (medical bills, official letters, etc.) if available, though urgency may allow some flexibility.

3. UGS Leadership evaluates the request and determines the appropriate amount of financial support and procedure based on the urgency, nature of the request, and available funds.
4. Requests may be
 - (a) Granted in full,
 - (b) Granted in part, or
 - (c) Rejected.
5. The decision on the request is communicated by the UGS Leadership or another authorized team member via email, in accordance with the terms determined by the level of urgency.

Documents

1. The arrangement for providing financial assistance from the Fund is documented in an Addendum to the contract signed between UGS and the UGS student's parents/legal guardians.
2. UGS Leadership may request documents and information from the student to confirm the responsible use of allocated funds.

Provision and use of funds

1. UGS Leadership determines how the funds will be provided based on the UGS student's location and the nature of emergency situations. Financial assistance may be provided:
 - (a) Through the virtual payment card, issued in the UGS student's name or, for students under 18, in their parent/guardian's name;
 - (b) Through a transfer to the student's or parent/guardian's bank account if the emergency is in Ukraine, and the student is currently in Ukraine;
 - (c) A direct payment by UGS to the relevant institution, organization or service provider (e.g., a hospital, landlord, etc.).
2. Funds must be strictly used for the purposes stated in the approved request (medical treatment, relocation, etc). Any other use of funds requires prior written approval from the UGS Leadership.
3. To ensure accountability and transparency in the use of the Fund, the UGS student or their parents/guardians must provide supporting documents such as invoices, receipts, or confirmation of payment.

4. Allocated funds must be used within two months of approval, unless otherwise agreed with UGS Leadership. After this period, any remaining or unused funds will be returned to the Emergency Fund.

Confidentiality

All information provided by applicants as part of the application, as well as the individual decision on the Fund distribution, will be treated as confidential.

Approved by the UGS Board on December 5, 2025