

Marie Rohlfs Detachment 157 Assistance Fund— The Det 157 Family Helping Cadets in Need

Background: This fund was established by Det 157 family members and supporters as a way to recognize the spirit of Ms. Marie Rohlfs' incredible personal contributions supporting cadets in her service to the Det. 157 family for well over 40 years. Donors see this as a way to give back to an organization that has been meaningful in their lives. The Fund is meant to help current cadets who have encountered a dire financial hardship. It is a safety net designed to provide such help when no other means are available to meet the need in the time frame required.

This is a self-renewing fund meaning recipients of this fund should commit to paying these funds back after commissioning when their finances permit. This, along with other donations, will allow us to continue taking care of our own by ensuring funds will be available for future cadets facing similar financial hardships.

This fund, to the extent monies are available, will be awarded to qualified cadets to pay for situations including, but not limited to, unexpected hardships such as medical expenses, bereavement expenses, essential clothing, and/or essential transportation. This fund cannot be used to pay for educational expenses including tuition, fees, room and board, textbooks or other fees associated with the cost of an Embry-Riddle education. Likewise, payments for ongoing expenses like rent, food, transportation, etc. are not permitted.

Repayment is handled on an honor basis. No follow-up will ever be made from the Detachment or the school for repayment. Repayment information is provided on the last page of this document.

Qualification Criteria:

- Applicant must submit a written request using this application; available from Det. 157.
- Applicant must be enrolled at the Embry-Riddle Daytona Beach Campus as a full-time undergraduate or graduate student, making satisfactory progress toward any degree offered.
- Applicant must be a current cadet in good standing in the Air Force Det. 157 ROTC program.
- Applicant must have encountered a (documented) situation requiring financial assistance which cannot be addressed in the time needed by other available means.
- Disbursement of funds cannot exceed \$1,500.00 per recipient per academic year.
- Financial assistance may be awarded to the same cadet in future semesters within the confines of the above criteria.

Directions: Print and complete all four pages of this document. Then, bring them to the detachment and hand it directly to the Air Force Det 157 Administrative Assistant who will review the application for completeness. Once accepted, the needed coordination will take place and you will be notified as soon as possible on the status of your application. If approved, money will be disbursed to you in the form of financial aid from the school. For this reason, it's recommended that you have direct deposit set up in order to expedite the disbursement process.

For Staff:

Coordinate with appropriate offices as indicated. If approved, please complete award amount and date on the last page (Fund Repayment Information) and provide one copy of this entire form to cadet recipient for their records.

Marie Rohlfs Detachment 157 Assistance Fund Application

Please Print

Personal Information		
Name:	Student ID:	
Local Address:	US Citizen? Yes No	
City, State:	Zip Code	
Email Address:	Cell #:	
Alternate Email Address:	Alternate Contact #	
Educational Information		
Program of Study + Area of Concentration + Minors:	Grade Level:	Expected Graduation Date:
Are you currently a fulltime degree seeking student?	Yes No	
Are you currently active in Detachment 157?	Yes No	
Are you employed on or off campus? If yes, where?	Yes No	

Funding Request Information	
Do you have an emergency situation that is causing a financial hardship?	Yes No
What is the funding amount you are requesting? (Maximum per year is \$1,500.)	\$ _____
How quickly do you need to receive funding? (please circle one or state)	14 days 7 days 48 hours Immediate Other: _____
Have you requested funding from other sources on or off campus? If yes, please list department or organization and the current status:	Yes No
If you are awarded funds, do you commit to reimburse the funds after commissioning when your finances permit?	Yes No*
<i>(Repaying the funds will keep the fund viable for future cadets in need!) *If no, please explain.</i>	
Describe your urgent financial need situation below. PLEASE BE AS DETAILED AS POSSIBLE. Continue on next page, if needed.	

DO NOT FILL OUT THIS SECTION – OFFICE ONLY – REVIEW/APPROVAL OFFICES				
	Name:	Date:	Status:	Signature:
Det 157 Administrator				
Det 157 APAS				
Det 157/CC				
Det 157 Alumni Association- President (or designee)				
Alumni Engagement Official				
Financial Aid Official				

Note: If approved, please complete award amount and date on the next page and provide one copy of this entire form to cadet recipient for their records.

Marie Rohlfs Detachment 157 Assistance Fund Repayment Information

We sincerely hope the Marie Rohlfs Detachment 157 Assistance Fund has made a difference in your life and you can look back on your time as a cadet with pride and a sense of significant accomplishment.

As you know, the Fund that was available to help you in your time of need is a self-renewing fund. This means that the ability of the fund to continue depends on recipients voluntarily repaying these funds after commissioning when their finances permit. This, along with other donations, will allow us to take care of our own and ensure funds will be available for all future cadets facing similar hardships.

Your funding amount was \$ _____ and was awarded on _____.

Repayment Information provided below.

(If the funding amount was significant, please feel free to make several smaller donations until the total amount is repaid.)

The Det. 157 Family -- Helping and Supporting Each Other

Please send the below slip in with your reimbursement check. Thank You!

Marie Rohlfs Detachment 157 Assistance Fund Repayment

Today's Date: _____ Name: _____

Commissioning/Graduation Date: _____ / _____

Total Funding Amount Received as a Cadet: \$ _____

Reimbursement Amount Enclosed Today: \$ _____

Additional Donation Included: \$ _____

Total amount enclosed: \$ _____

Please make checks payable to:

Embry-Riddle Aeronautical University
In Memo field add: 'Marie Rohlfs Detachment 157 Assistance Fund C176'

Mail to: Embry-Riddle Aeronautical University
ATTN: Advancement Services
1 Aerospace Boulevard
Daytona Beach, FL 32114