



## Employee Hardship Fund Request Form

Please visit [aub.ie/hardshipfund](http://aub.ie/hardshipfund) for additional information about the Employee Hardship Fund. Call AU Human Resources at (334) 844-4145 or email [univhr@auburn.edu](mailto:univhr@auburn.edu) if you have questions.

### Applicant Information

Date\*: \_\_\_\_\_

Employee Last Name\*: \_\_\_\_\_

Employee First Name\*: \_\_\_\_\_

Employee Email Address\*: \_\_\_\_\_

Employee Banner ID Number (begins with 90)\*: \_\_\_\_\_

Hire Date\*: \_\_\_\_\_

Department Name\*: \_\_\_\_\_

Work Phone Number\*: \_\_\_\_\_

Alternative Phone Number\*: \_\_\_\_\_

### Request Information

**What was/is the specific hardship event(s)? *IMPORTANT:*** *If the event(s) involved someone other than yourself, please include that in your answer, including how the individual(s) is related to you. If you need additional space, please attach a separate sheet, and be sure to include your name on the top of the additional page.*

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**Thoroughly describe why you need assistance, focusing on the event(s) you mentioned in the previous question. If you need additional space, please attach a separate sheet, and be sure to include your name on the top of the additional page.**

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**How much assistance are you requesting? (Please submit a specific dollar amount.)**

**\$ \_\_\_\_\_**

**Have you received assistance from the Hardship Fund in the past?**

**Yes \_\_\_ No \_\_\_**

**If you answered yes to the previous question, please explain when and why.**

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## **Supporting Documentation**

Please upload any relevant documentation to your request. This documentation should support the amount that you are requesting. Documentation may include but is not limited to:

- Certification of medical condition
- Certified death certificate
- Obituary
- Medical bill(s)
- Insurance claims
- Police reports
- Expense receipts
- Foreclosure or eviction notices.

Refer to the [Auburn University Hardship Policy](#) for further information.