

EFF UNIVERSITY TAKE-WITH-YOU TOOLKIT

Stay-Enrolled Emergency Plan

A calm, written plan for academic, financial, housing, food, transportation, and safety disruptions.

USE THIS TOOLKIT TO

know who to contact, what to document, and which options to protect before an emergency threatens enrollment.

1. Build your campus support map

Save verified contact details before you need them.

Academic adviser

Financial aid

Student accounts

Basic-needs center

Accessibility office

Counseling/wellbeing

Campus safety

Housing/commuter support

2. Use the EFF response method

When something happens: pause, protect immediate safety, document the facts, communicate early, ask specifically, and follow up.

[] What happened? Write dates, amounts, course names, and deadlines.

[] What is the next deadline or consequence?

[] Which office has authority over the issue?

[] What exact review, extension, appeal, meeting, or resource are you requesting?

[] What confirmation number, email, receipt, screenshot, or policy should you save?

Issue

Deadline

Office contacted

Specific request

Follow-up date

3. Prepare your financial buffer

Even a small plan creates choices.

- ☐ List one emergency transportation option.
- ☐ Identify campus food and basic-needs support.
- ☐ Ask about emergency aid before using high-cost credit.
- ☐ Know your break-housing plan.
- ☐ Keep a private backup of essential school documents.

Practice emergency amount

Two trusted people

Safe contact method

4. Know when to escalate

Immediate danger requires verified local emergency assistance. Academic or financial emergencies should be escalated early to the responsible campus office.

- ☐ Do not disappear from class or stop reading school messages.
- ☐ Before withdrawing, ask advising and financial aid how the decision affects grades, aid, housing, and future enrollment.
- ☐ If one office cannot help, ask who owns the next decision and request a written referral.

YOU DESERVE A NEXT STEP. EFF can help students navigate scholarships, FAFSA, balances, emergency needs, and advocacy at portal.estherfundsfoundation.org.