

## CARES ACT REPORTING ON EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

On March 27, 2020, the Federal government enacted the Coronavirus Aid, Relief and Economic Security Act (CARES Act), Pub L. No. 116-136, providing funds to institutions from the Higher Education Emergency Relief Fund (HEERF) to make Emergency Financial Aid Grants to Students for expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under a student's cost of attendance, such as food, course materials, technology, health care, and child care. The law requires institutions to report certain information related to the use of these funds. The following information is reported for the period, April 28, 2020 to May 28, 2020.

- I. This statement shall serve to acknowledge that our institution signed and returned to the US Department of Education the *Certification and Agreement - Emergency Financial Aid Grants to Students*. We further attest that our institution has used, and/or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to Students.
- II. The total amount of funds that the institution has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Student is \$210,264.
- III. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of May 28, 2020, is \$101,000.
- IV. The estimated total number of students at our institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act is 203.
- V. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act to date is 203.
- VI. The following is the method used by our institution to determine which students receive Emergency Financial Aid Grants and how much each student has received under Section 18004(a)(1) of the CARES Act.

### IMPORTANT INSTRUCTIONS FOR COMPLETION OF

### REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS Under the CARES Act, Pub. L. No. 116-136

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act authorized the Higher Education Emergency Relief Fund which provides emergency funding for student and institutions impacted by the COVID-19 pandemic. On April 9, 2020 the US Secretary of Education announced that the student funding was being made available to institutions to award and disburse to students who have incurred expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under the student's Cost of Attendance, such as food, housing, course materials, technology, health care and child care.

In order for these emergency grants to be fairly and compliantly awarded, you (and all requesting students) must provide information to the institution regarding the coronavirus related expenses you have incurred. On the attached form, please provide details and amounts of any of the types of costs you may have incurred.

On the top portion of the form, it is imperative that you provide the correct address where mail from the school will reach you. **This is the address to which your Grant check will be mailed.**

Also, you must remember to sign and date the form.

If you have any questions, contact the school as soon as possible.

**REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS**  
Under the CARES Act, Pub. L. No. 116-136

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Street Address** at which I am sure to receive my Grant check: \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing course materials, technology, health care and/or child care expenses? \_\_\_\_\_ YES \_\_\_\_\_ NO

CATEGORY OF EXPENSE

AMOUNT I HAVE PAID OUT

FOOD \$ \_\_\_\_\_

HOUSING \$ \_\_\_\_\_

COURSE MATERIALS \$ \_\_\_\_\_

List Materials: \_\_\_\_\_

TECHNOLOGY \$ \_\_\_\_\_

List Technology: \_\_\_\_\_

HEALTH CARE \$ \_\_\_\_\_

CHILD CARE \$ \_\_\_\_\_

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students.

Student Signature: \_\_\_\_\_

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

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**FOR SCHOOL USE ONLY**

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ \_\_\_\_\_ CHECK#: \_\_\_\_\_

Signature and Title of School Representative: \_\_\_\_\_

VII. The follow instructions/directions/guidance provided by our institution to students concerning the Emergency Financial Aid Grants.

Students were instructed to return the Request for Emergency Funds back to the business office so that a determination can be made if they are eligible for any additional funds beyond the \$500 that was sent out to all eligible students.