

TEXAS COUNTY TECHNICAL COLLEGE (“TCTC”) AND BOLIVAR TECHNICAL COLLEGE (“BTC”)  
HIGHER EDUCATION EMERGENCY RELIEF FUND (“HEERF”) GRANTS TO STUDENTS UNDER THE  
CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (“CARES”) ACT

**POLICY AND PROCEDURES**

May 15, 2020 (updated 6-22-2020)

The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the 2020 coronavirus pandemic. The CARES Act includes the provision of approximately \$12.56 billion for HEERF grants. Institutions of higher education are to receive an allocated share of this fund under a formula based on student enrollment described in the CARES Act and to be administered by the Secretary of the U.S. Department of Education. Pursuant to the CARES Act, the Secretary announced she will make HEERF grants in the amount of \$77,583.00 to TCTC and \$120,237.00 to BTC, to be provided to eligible students who are in need of financial support for their expenses related to the disruption of campus operations due to coronavirus. Such funds comprise no less than 50% of the total HEERF grants to be received by TCTC and BTC. This document outlines TCTC and BTC’s policy and procedures with respect to allocation, disbursement and management of such student portion of the HEERF grants.

**Receipt of Funds**

TCTC and BTC submitted the required certifications to the U.S. Department of Education on April 24, 2020 in order to receive the HEERF grants. Although under common control, TCTC and BTC have different OPE IDs, and thus each school’s HEERF grants will be administered separately and not commingled. TCTC and BTC will each establish new bank accounts to which the student HEERF grant funds will be transferred when received from the U.S. Department of Education. TCTC and BTC will contract with their financial aid third-party services, Deborah John & Associates, to request the funds on G5. The student portion of the HEERF grant funds will be deposited into an account containing the words “Federal Relief Fund – Student Grants” or something similar. The student portion of the HEERF grant funds will remain in such account until disbursed to students or returned to the U.S. Department of Education in accordance with the CARES Act and applicable published guidance from the U.S. Department of Education.

**Student Eligibility**

A student will be eligible to receive a HEERF grant only if all of the following requirements are met:

1. The student must have incurred expenses related to the disruption of campus operations due to coronavirus.

2. The student must properly complete the Student Application and Certification Form (the “Form”) and return it as directed by the deadline.
3. The student must be eligible to participate in the federal financial aid programs under Title IV of the Higher Education Act of 1965, as demonstrated by a completed and filed 2019-2020 or 2020-2021 Free Application for Federal Student Aid (FAFSA) on file with TCTC or BTC, as applicable.
4. The student must (a) have been enrolled and in good standing at BTC on March 18, 2020 (the first day BTC was exclusively online with no physical classes) and either remain enrolled and in good standing on the date of disbursement of the funds to the student or have graduated on April 24, 2020, (b) have been enrolled and in good standing at TCTC on March 19, 2020 (the first day TCTC was exclusively online with no physical classes) and either remain enrolled and in good standing on the date of disbursement of the funds to the student or have graduated on April 24, 2020 or (c) have been enrolled and in good standing at BTC or TCTC as a new student on May 4, 2020 and remain enrolled and in good standing on the date of disbursement of the funds to the student. New students are included as eligible because they applied prior to effects of the coronavirus being realized in Missouri and will continue to experience disruption to campus operations during the summer term. Students on an approved leave of absence during these time periods are also eligible. The student must be in good standing and not withdrawn during the applicable time period, including students progressing via temporary distance education.

TCTC and BTC intend to email all students on or around May 15, 2020, explaining the availability of HEERF grants with a copy of the Form and instructions as to its completion and submission. TCTC and BTC will use each student’s email address on record with TCTC or BTC, as applicable.

### **Calculation of Grant Amounts**

The Form will specify a deadline by which it must be returned. Following expiration of the deadline, TCTC and BTC will review the Forms and other eligibility documentation related to the eligibility requirements detailed above and determine how many students at each school are eligible to receive a HEERF grant. The student portion of each school’s HEERF grant will be equally divided by the number of eligible students at such school, as determined by the Forms and other eligibility information. Just as the coronavirus does not discriminate on the basis of socioeconomic status, TCTC and BTC recognize that a wide array of individuals and industries have been adversely impacted by the coronavirus, including their students, and that student financial records previously submitted to TCTC and BTC are dated and may not reflect a student’s current circumstances. Therefore, TCTC and BTC have determined that equal awards are the best way to distribute the HEERF student grant funds to ensure each eligible student receives needed assistance and to avoid discrimination or partiality in the disbursement of funds. Such calculation also allows for clear, prompt distribution of the funds.

TCTC was allocated a total amount of \$77,583.00 for the student portion of the HEERF grants. Based on current numbers, it is anticipated that 70 students will be eligible for a HEERF grant based on the above eligibility criteria, which, if all students are eligible and accept the HEERF grant funds, would result in an award of \$1,108.00 per student.

BTC was allocated a total amount of \$120,237.00 for the student portion of the HEERF grants. Based on current numbers, it is anticipated that 158 students will be eligible for a HEERF grant based on the above eligibility criteria, which, if all students are eligible and accept the HEERF grant funds, would result in an award of \$954.00 per student.

### **Disbursement of Funds**

The Form will require each student to provide a current mailing address, which will be used to send checks to eligible students promptly following determination of eligibility and grant amounts, as described above. The checks will be written from the new bank accounts described above. In addition to the emergency grant fund checks, the students will receive an instruction letter from TCTC or BTC. In the event that a student is eligible on the date TCTC and BTC determine the equal division of the student HEERF grant funds among eligible students, but becomes ineligible prior to disbursement by withdrawing or otherwise losing good standing, such student's funds will not be disbursed and will instead be used to meet eligible extraordinary needs of eligible students, as detailed below.

If a check has not been deposited within 30 days of issuance, BTC or TCTC, as applicable, will use reasonable efforts to attempt to contact the affected student to encourage such student to deposit the check. If, however, a check has still not been deposited within 60 days of issuance, BTC or TCTC, as applicable, will cancel it, and will use any such funds to meet eligible extraordinary needs of eligible students, on a case-by-case basis described below. TCTC and BTC believe this is necessary to disburse the HEERF student grant funds promptly, as required by the U.S. Department of Education.

In the event there are student HEERF grant funds remaining as of July 31, 2020, TCTC and BTC will send an email to all eligible students informing them of the availability of additional grants. The email will include an application form to be completed by students seeking to be considered for an additional emergency need-based grant. A committee consisting of Charlotte Gray, Clarice Casebeer, Chelsye Scantlin, Wendy McGowin, and Avril Pebworth will decide which students shall receive an additional emergency need-based grant and the amount of such grant. The maximum amount of any additional emergency need-based grant shall not exceed \$1,000.00, and there is no minimum dollar amount. The committee will consider the information to be provided on the student's grant application as well as the information already on record with TCTC or BTC, as applicable, such as the student's dependency status, family size, expected family contribution, unmet financial need, program length, satisfactory academic progress, and expected completion date.

In no event will HEERF student grant funds be used to pay tuition, fees or outstanding balances owed to TCTC or BTC.

### **Reporting**

TCTC and BTC will maintain an Excel spreadsheet to track all disbursements by student. TCTC and BTC will report required information to the U.S. Department of Education with respect to their distribution of the HEERF student grant funds, and, as directed by the U.S. Department in guidance published on May 6, 2020, will disclose required information on their institutional websites related to the total HEERF student grant funds received, the total amount of such funds distributed, the total number of students eligible to receive HEERF student grants, the total number of students who have received a HEERF student grant, the method used to determine which students receive HEERF student grants, and all instructions and guidance provided to students concerning the HEERF student grants. Such website disclosures will also include an acknowledgement that the school signed and returned to the U.S. Department of Education the Certification and Agreement and the assurance that the school has used, or intends to use, no less than 50% of the HEERF grant funds to provide HEERF grants to students.

TCTC and BTC will not require students to submit receipts or other evidence of use of the HEERF student grants, unless otherwise required by subsequent guidance from the U.S. Department of Education or other regulators.