

Harford Community College
CARES ACT – EMERGENCY GRANTS TO STUDENTS
POLICY AND PROCEDURE STATEMENT

4/26/20

Updated 5/11/20

BACKGROUND

President Trump signed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which includes the Education Stabilization Fund, as part of his March 13, 2020 declaration of a national pandemic. Part of this fund, \$13.95 billion, will be given to colleges and universities to award to its students. The allotment given each college is based on the full-time equivalent enrollment of Pell Grant recipients (75% of calculated award) and the full time equivalent of our non-Pell eligible population (25% of calculated award). Harford Community College has been granted a total of \$2,343,664; of which, 50% is earmarked specifically as Emergency Financial Aid Grants to Students - \$1,171,832. The amount distributed for Emergency Financial Aid Grants could increase.

The Department of Education (ED) has provided the following statement as the basis for awards: “At least 50 percent must be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance, such as food, housing, course materials, technology, health care, and child care).” Harford Community College (HCC) is charged with distributing these emergency cash grants to our college students whose “lives and education were disrupted” by the coronavirus as quickly as possible. ED released additional guidance for awarding these emergency grants, stating that only students who are or could be eligible to participate in programs under Section 484 of the Title IV Higher Education Act of 1965 can receive these funds. As of the 30 day reporting date, May 10, 2020, HCC is finalizing the process and system to pay awards directly to students.

CRITERIA TO DETERMINE AWARDS TO STUDENTS

HCC ended usual business on Thursday, March 12, 2020. The 12th through 14th were college closures to prepare for online learning. Students took their scheduled spring break March 15th through 22nd. Beginning March 23, 2020, all HCC classes moved to 100% on-line learning and remained in that mode for the remainder of the spring semester

Based on this and ED’s statement to award these emergency grants to Title IV eligible applicants, HCC elects to consider all recipients for this funding who meet the following criteria:

1. Student completed the FAFSA for 2019-2020

2. Meets all the remaining Title IV eligibility criteria
3. Student is enrolled for at least one credit hour as of March 13, 2020
4. Student is not enrolled in 100% of credits on-line

AMOUNT OF AWARD TO STUDENTS :

A flat amount of \$500 will be awarded. Every HCC student who was not already 100% on-line was immediately faced with hardships because of the disruption of HCC campus services – increased technology issues, increased household utility expenses, increased food expenses, and changes in childcare and health needs.

Phase 1:

- Awards made to student with EFC in Pell eligible range 0-5576
- Student not withdrawn
- Student not online
- Student is not terminated for Satisfactory Academic Progress

Phase 2:

- Student application for those who have a FAFSA & Title IV Eligible and may not have Pell eligibility

INSTRUCTIONS AND COMMUNICATIONS TO STUDENTS

Students awarded in Phase I of the disbursement will receive an email from the Interim Vice President for Student Affairs and Institutional Effectiveness explaining the intent behind the disbursement and the manner in which funds will be made available. This information will also be posted on Harford Community College's website. All active credit students in Spring 2020 will receive an email explaining the purpose of the CARES money with a link to request funding as part of the Phase 2 disbursement process.

ADMINISTRATIVE PROCESS TO DISTRIBUTE FUNDS TO STUDENTS

Harford Community College will use their Student Information System (Ellucian's Banner) and BankMobile to award and disburse the CARES Act grants. The Acting Director of Finance working with the Information Technology Systems office will set up a special process to post the award to the student account and then be disbursed to the student in full without paying any tuition and fees.

Phase 1:

The Office of Analytics and planning will prepare a spreadsheet of eligible students, including their HCC Student ID, credit hours and withdrawal status. The upload will be done for students to receive these awards. The Interim VP for Student Affairs and Institutional Effectiveness & Title IX Coordinator will send communication to student of the award. Marketing will post 30 day report on front facing web college page that protects personally identifying data..

Phase 2:

Student application

CONCLUSION

It is the goal of Harford Community College to act as quickly as possible get these emergency grant funds into the hands of our students. Since we had not yet awarded any funds as of May 10, we keep open the option to use any remaining funds from spring 2020 to assist students during the summer 2020 semester as long as they have expenses related to the disruption of Harford Community College campus operations. If there would be additional funds students may have the option to receive assistance through the HEERF funds in 20-21 with a 2020-21 FAFSA.