

# Higher Education Emergency Relief Fund Report (HEERF): Emergency Financial Aid Grants to Students Galveston College 45-Day Fund Report – July 6, 2020

## Overview:

Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act” or the “Act”), Pub. L. No. 116-136, 134 Stat. 281 (March 27, 2020), directs institutions receiving funds under Section 18004 of the Act to submit (in a time and manner required by the Secretary) a report to the Secretary describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”). On May 6, 2020, the U.S. Department of Education, Office of Postsecondary Education posted their reporting requirements for HEERF participating institutions. Each HEERF participating institution is responsible for providing this information in report format (the “30-day Fund Report”). In addition, these participating institutions are required to post the information listed below on the institution’s primary website. Accordingly, the following information will be easily accessible to the public and made available 30 days after the date when the institution received its allocation under 18004(a)(1) and updated every 45 days thereafter.

## Galveston College addresses questions for the “45-Day Fund Report” below:

- I. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, 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.

**Galveston College Response:** Galveston College completed and submitted the Funding Certification Agreement on Monday, April 13, 2020. A taskforce was established, and a process developed in order to deliver 50% of the funding to students in accordance to the

- II. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students.

**Galveston College Response:** Galveston College received funding on April 21, 2020 in the amount of \$606,113, which is allocated solely for direct emergency financial aid grants to students.

- III. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of submission (i.e., as of the 30-day Report and every 45 days thereafter).

**Galveston College Response:** As of May 20, 2020, Galveston College has distributed Emergency Financial Aid Grants in the amount of \$259,264.00.

As of July 6, 2020, Galveston College has distributed Emergency Financial Aid Grants in the amount of \$333,764.00.

- IV. The estimated total number of students at the 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.

**Galveston College Response:** During the Spring 2020 semester, Galveston College enrolled an estimated 1,082 Title IV eligible students as indicated by completed Free Applications for Federal Student Aid (FAFSA) applications with the Department of Education. These students were potentially eligible to receive Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act. Galveston College estimates these funds will be distributed to approximately 300 of the neediest of these students.

- 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.

**Galveston College Response:** As of this 45-day Fund Report, 405 students have received Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act.

- VI. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act.

**Galveston College Response:**

The CARES Act Emergency Fund Taskforce is comprised of three voting members and one ex-officio. The taskforce met April 14, 2020 to determine the student application method, method of student notifications, eligibility amounts, and review process.

Emergency Funding Process:

1. Students must apply for funds through a formal application process (see Attachment A)
2. A text message was sent out to the targeted population of 1082 students on May 5, 2020 (see Attachment B).
3. An email was sent to the targeted population on May 8, 2020 (see attachment C).
4. The application review may take 2-3 days to complete. Once approved by the Taskforce, the student is mailed a check. Checks are processed and mailed twice a week in accordance with the College's current business processes on Wednesday and Friday.
5. Maximum Amounts were determined by the Taskforce. Students were surveyed for a "Requested Amount." However, a maximum was determined by the Taskforce. The students were eligible for the lower of the amounts.
6. Student receives an email with approval or denial of funds (see Attachment D). Denial emails vary depending on the reason.

## Emergency Funding Scale

Enrollment	Maximum
Full-Time (12+ Hours)	\$1,200
Three Quarter Time (9-11 hours)	\$900
Half-Time (6-8 hours)	\$600
Less Than Half Time	\$600
Summer Enrollment per Term	\$600

Application review could take 2-3 days. Once approved, the approved student is mailed a check. Check processes are run and mailed twice a week on Wednesdays and Fridays. Checks are mailed once a week during the summer terms.

Student receives an email with approval or denial of funds (see Attachment D). Denial emails vary depending on the reason.

- VII. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

***Galveston College Response:*** Instructions, directions and guidance were provided to students via text, email and outlined on the application (outlined in the following attachments).

An email, [cares@gc.edu](mailto:cares@gc.edu), was created for students to direct their questions or concerns. The email is closely monitored and responded with 2 days.

# Attachment A - Student Application

## CARES Act Emergency Fund Application

### Section I Demographics:

The Higher Education Emergency Relief Funds (HEERF) grant is made possible by the CARES Act signed into law on March 27, 2020. This grant is available to support students with expenses related to the disruption of campus operations due to coronavirus. These funds are limited and do not need to be repaid. The funds are not intended to provide ongoing relief for recurring expenses. This fund can only be applied for expenses related to the disruption of campus operations due to Coronavirus. Funds cannot be requested for school expenses to include tuition and fees.

All applications will be reviewed for eligibility and disbursed to students by check to the address on file with Admissions. Please check your address and make any changes on your Whitecaps Portal.

All status updates, request for more information, required forms, documents, offer notices, disbursement information, etc. will be sent to your Whitecaps email only. Make sure that you currently have access to your Whitecaps email from this point forward. You can contact the IT Service Desk at [helpdesk@gc.edu](mailto:helpdesk@gc.edu) or 409-944-1352 for assistance.

Eligibility Requirements: Funding under the HEERF grant is available to Title IV eligible enrolled students who have been affected by the disruption of campus operations due to coronavirus. Title IV eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA) at [Apply for Aid Here](#)

Eligible students must be:

- ✓ Enrolled as a regular student in an eligible program (Computed Tomography and Magnetic Resonance Imaging Technology program students are ineligible)
- ✓ High school graduate, home school graduate, GED recipient or meet Ability-to-Benefit requirements
- ✓ Registered for the Selective Service, if required
- ✓ A United States citizen or eligible noncitizen, as determined by the FAFSA Not in default on a federal student loan, or owe money on a federal student grant
- ✓ Meeting the Galveston College Academic Standards for Receiving Financial Aid

[View Satisfactory Academic Progress Guidelines Here](#)

- ✓ Maximum award amounts are based on current enrollment.

Full Time (12 or more hours) \$1200

Three Quarter Time (9-11 hours) \$900

Half Time or below (1-8 hours) \$600

Questions or concerns directly related to the CARES Act funds or the application can be directed to [cares@gc.edu](mailto:cares@gc.edu).

You must include your full name and Galveston College student ID number.

Application review could take 2-3 days. Once approved, checks are mailed twice a week on Wednesdays and Fridays. (All information required unless noted.)

First Name \* Middle Name \* Last Name \*

GC Student ID \* GC Email Address \* Personal Email Address \*

Date of Birth \*

Mailing Address \*

Phone Number \* 2nd Phone Number\*

Program of Study \* Expected Graduation or Transfer Date \*

Are you currently employed? \* Yes or No

If no, are you unemployed due to COVID-19? \* Yes or No

Does this current situation put you at risk of withdrawing, failing or not attending classes? \* Yes or No

Are the expenses related to the disruption of campus operations due to Coronavirus (COVID-19)? Please check the related expenses you have or will incur. \*

Food, Housing, Course Materials, Technology, Health Care, Child Care Expenses

Please describe your current situation and how they are related to the disruption of campus operations due to Coronavirus. Be sure to include the total cost of the bill and when it is due or how far past due. \*

Amount you are requesting: \*

Agreement

Affidavit of Truth Statement and Release of Information: The information provided on this form is, to the best of my knowledge, accurate and true. I understand that all information will be protected as confidential. I understand that I am NOT eligible to receive services until the application process is complete. By submitting this emergency grant request, I acknowledge and give consent for data to be shared with the Department of Education, or their representatives, as part of the CARES Act requirements. I understand that my information will not be sold for any purpose and will not be distributed to other parties. Examples of data shared include, but are not limited to: student name and ID, enrollment status, FAFSA information, emergency request amount, etc. I authorize Galveston College to provide all information in regards to the status of this application via Whitecaps email only.

Do you understand and agree to the terms listed above? \*

Yes, I understand and agree to the terms listed above.

Signature

## Attachment B – Student Text Message May 5, 2020

The Galveston College is accepting applications from current students for the Higher Education Emergency Relief Fund (HEERF) a new federal grant funded by the Coronavirus Aid, Relief and Economic Security (CARES) Act. Click here for more information and link to apply: <https://gc.edu/care-act/>.

## Attachment C – Student Email May 8, 2020

Galveston College is accepting applications from current students for the Higher Education Emergency Relief Fund (HEERF), a new federal grant funded by the Coronavirus Aid, Relief and Economic Security (CARES) Act.

The federal funds provide cash grants to eligible students for expenses related to disruptions to their education due to the Coronavirus Disease 2019 outbreak.

Funding under the HEERF grant is available to Title IV-eligible enrolled students who have been affected by the disruption of campus operations due to the coronavirus. Title IV eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>.

Eligible students must be:

- Enrolled as a regular student in an eligible program (Computed Tomography and Magnetic Resonance Imaging Technology program students are ineligible)
- High school graduate, home school graduate, GED recipient or meet Ability-to-Benefit requirements
- Registered for the Selective Service, if required
- A United States citizen or eligible noncitizen, as determined by the FAFSA
- Not in default on a federal student loan, or owe money on a federal student grant
- Meeting the Galveston College Academic Standards for Receiving Financial Aid (Satisfactory Academic Progress)

The funds are not intended to provide ongoing relief for recurring expenses.

Funds cannot be requested for school expenses to include tuition and fees.

All applications will be reviewed for eligibility and disbursed to students by check to the address on file with Admissions. Students should check their address and make any changes on their Whitecaps portal.

All status updates, requests for more information, approvals and denials will be sent to students' Whitecaps email addresses only. To ensure access to Whitecaps email from this point forward, please contact the Information Technology Service Desk at [helpdesk@gc.edu](mailto:helpdesk@gc.edu) or (409) 944-1352 for assistance.

Application review could take two to three days. Once approved, checks are mailed twice a week on Wednesdays and Fridays.

Questions related to CARES Act funds or the application can be directed to [cares@gc.edu](mailto:cares@gc.edu). Students should include their full name and Galveston College student ID number.

## Attachment D - CARES Act Emergency Fund Approval Email

Dear @FIRST.NAME @LAST.NAME ,

You have been approved for the CARES Act Emergency Fund for the spring 2020. There are two factors in determining the awarded amount, your enrollment status and your requested amount. You can verify your fund award amount online on the Whitecaps portal (Financial Aid Award Letter 2019-2020).

The funds you have been awarded are a direct payment to students. The funds will be sent via check to the address you have on file in the Whitecaps portal. Checks are mailed twice a week on Wednesdays and Fridays.

You may have an opportunity to reapply for the Emergency Fund during the summer 2020 and the fall 2020 depending on fund availability.

Questions or concerns directly related to the CARES Act Emergency Funds or the application can be sent to [cares@gc.edu](mailto:cares@gc.edu). You must include your full name and Galveston College student ID number.

### Registration

Registration for summer and fall 2020 classes is underway. Because of the coronavirus pandemic, registration is strictly online.

The Student Services team is here to help you!

In order to plan coursework for the summer and fall, you should contact your adviser by email. If you do not know the name of your adviser, please email [advising@gc.edu](mailto:advising@gc.edu).

The online registration system is open.

- . Log in to your Whitecaps portal by entering your Galveston College user ID and password.
- . View your Degree Audit.
- . Select Register for Classes.

Register "NOW" to ensure that you are enrolled the classes that you need for summer and fall.

### 2020-2021 Financial Aid

It is time to complete your Free Application for Federal Student Aid (FAFSA) for the 2020-2021 academic year, if you have not done so already. The application is available online or on your mobile device

at <https://studentaid.gov/>.

Sincerely,

Galveston College

## Attachment D – Student Email send July 3, 2020

Dear @FIRST.NAME @LAST.NAME ,

Applications are now open to apply for Summer 1 2020, Summer 2 2020, and Fall 2020 CARES Act Emergency Fund.

Applications for Summer 2 2020 and Fall 2020 will be held and reviewed in the order they were received during the first 2 weeks the term begins.

Galveston College is accepting applications from currently enrolled students for the Higher Education Emergency Relief Fund (HEERF), a new federal grant funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

If you haven't applied yet, please do so NOW. Funds are LIMITED and going fast - Don't wait! Please use the link below to complete the application

<https://gc.edu/care-act/>

Certain eligibility criteria will apply. Please contact cares@gc.edu if you have any questions regarding the CARES grant.

Sincerely,

Galveston College