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CARES Act Higher Education Emergency Relief Fund Disbursement

Due to COVID-19, the CARES Act Higher Education Emergency Relief Fund (HEERF) was established to provide funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

Certification and Agreement Acknowledgement:

Northwest Technology Center (NWTC) has signed and returned the Certification and Agreement to the US Department of Education with the assurance that NWTC has used 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.

Total amount of funds that NWTC has received from the US Department of Education pursuant to the Certification and Agreement for Emergency Financial Aid Grants to Students: \$42,893

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 of this report (5/26/2020): \$42,893

The estimated total number of students at NWTC that are 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: 18

The total number of students at NWTC who have received an Emergency Financial Aid Grant to Students under Section 18004(a)(1) of the CARES Act as of the date of submission of this report (5/26/2020): 18

The method used by NWTC to determine which students received Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act:

NWTC determined that distribution would be a straight proration to all eligible post-secondary students enrolled in an approved program as of March 13, 2020.

- To determine eligibility the Financial Aid Director contacted each student individually:
 - To confirm that they had expenses related to the disruption of campus operations due to the COVID-19 shutdown
 - To verify that they met the requirements of Section 484 of the Higher Education Act for Title IV eligibility
 - To set up an in person appointment to sign all documents and receive their check from a Central Office Administrative Professional

Student Eligibility Determination:

In order to be eligible for these funds, a student must:

- Have been enrolled as a post-secondary student at Northwest Technology Center in an approved program as of March 13, 2020
- Be eligible for Title IV Financial Aid funds



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- Be a US Citizen or eligible Non-Citizen
- Have a valid Social Security Number
- Have registered for the Selective Service (if male)
- Have a High School Diploma/Transcript, Homeschool Diploma/Transcript, or GED
- Have maintained Satisfactory Academic Progress
- Not be in default on any Title IV loan or owe an overpayment on any Title IV grant or loan
- Not have been convicted of a crime involving fraud in obtaining federal Title IV funds
- Not have fraudulently received or repaid Title IV loans in excess of the annual or aggregate limits
- Not have a federal or state conviction for drug possession or sale, with certain time limitations
- Have expenses related to the disruption of campus operations due to the COVID-19 shutdown which began on March 23, 2020
- Attest under penalty of perjury that he/she meets the requirements of Section 484 of the HEA
- Attest that he/she intends to use the funds for COVID-19 related expenses (such as technology expenses, course materials, housing, food, childcare, healthcare, etc.)

Student Documentation:

- A Student HEERF Attestation form was created to serve as documentation that each student had expenses related to the disruption of campus operations due to the COVID-19 shutdown. Students signed the form attesting under the penalty of perjury that they met the requirements of Section 484 of the Higher Education Act (HEA) and intend to use the funds for COVID-19 related expenses.
- Per USDE Secretary DeVos, "Students may demonstrate eligibility by completing a FAFSA.....or by completing an application designed by the institution in which the student attests under the penalty of perjury to meeting the requirements of Section 484 of the HEA." The Funding Certification and Agreement that NWTC signed, further states "The Secretary does not consider these individual emergency financial aid grants to constitute Federal financial aid under Title IV of the HEA."
- For students that had not completed a FAFSA, NWTC did its due diligence to verify that the students met the requirements of Section 484 of the HEA and are therefore eligible to receive the HEERF funds. A Student High School Completion Status and Statement of Educational Purpose and Identity form was created to further verify their information.
- A Student Disbursement form was created to indicate the amount that the student would receive.
- Documentation for the HEERF funds are kept in a file in the Financial Aid Office.
 - Student HEERF Attestation form
 - Student Disbursement form indicating the amount the student will receive
 - Student FAFSA (if one has been completed – not required by HEERF or USDE)
 - Student High School Completion Status and Statement of Educational Purpose & Identity form
 - NWTC Enrollment Application
 - SAP compliance (including attendance and grades)
 - Selective Service registration (if male and if no FAFSA has been completed)
 - Copy of High School Diploma/Transcript, Homeschool Diploma/Transcript, or GED
 - NSLDS documentation verifying that the student is not in default on any Title IV loan and doesn't owe an overpayment on any Title IV grant or loan
 - Signed check stub