

## HEERF II & III Policies & Procedures

To meet the needs of our students impacted by COVID-19, the college has been provided funding from the Department of Education through the CARES Act, HEERF II, and HEERF III. This funding will be used to assist students that would not be able to continue their education due to the financial impacts of COVID-19. The Emergency assistants awards will be used to assist students with expenses related to the disruption of campus operations due to the coronavirus (including eligible expenses under a student's cost of attendance such as Tuition & fees, food, housing, course materials, technology, health care, transportation, and childcare). The college will award this funding in the following manner.

Our first goal is to assist students meeting their needs for the current quarter. This includes funding for the following areas with the listed maximum award amounts. Funding can't supplant existing aid that has been awarded to the student.

### **CARES Funding Matrix**

<b>Type of Assistance</b>	<b>Quarterly Amounts</b>	<b>Need</b>
Health Care	Up to \$1000	Assistance with medical Expenses (Statement or bill required) due to COVID-19
Books/Supplies	\$500	Assistance with resources due to COVID-19
Food	\$300	Immediate Food need due to COVID-19
Room & Board	\$2500	Assistance with cost due to COVID-19
Technology	Up to \$500	Laptop, software, etc. Due to COVID-19
Child Care	Up to \$500 per child	Assistance with childcare due to COVID-19.
Tuition & Fees	Up to the cost of tuition & fees (per quarter)	Assistance with tuition & fees due to COVID-19
Transportation	\$350	Assistance with transportation due to COVID-19

\*Maximum award per quarter per student is \$5,000.

\*The Director of Financial Aid can use professional judgment and award beyond the funding matrix, depending on the student specific circumstances and situation.

Students requesting funding must apply through the Bates Technical College CARES Act funding application. Applications will be reviewed, and funding will be awarded based on the applicants request and circumstances. Funds will only be awarded to students who have submitted a FAFSA/WASFA and meet the citizenship requirements. All students received the HEERF II Grant email, explaining the grant and application process, which included the grant application.

*Dear students:*

*The COVID-19 pandemic has had significant effects nationwide. To help reduce the financial impact of the pandemic to students, the federal government enacted the CARES Act. The college has received a second amount of funding from the CARES Act: Higher Education Emergency Relief Funds (HEERF II). The HEERF II financial awards will be used to assist students with expenses related to the disruption of campus operations due to the coronavirus, including eligible expenses under a student's cost of attendance (tuition and fees, food, housing, course materials, technology, transportation, health care and childcare).*

*We want you to know that Bates Technical College cares, and we are here to support you in achieving your dreams and educational goals. We understand that many of you may be struggling to make ends meet, and we are here to assist you during these difficult times. This emergency assistance is available to students who experience a financial emergency or unanticipated expenses that cause financial hardship. The goal is to cover expenses that affect a student's ability to stay in college and complete their education. Emergency funding is not intended to provide ongoing relief for recurring expenses or as a consistent supplement for educational purposes.*

*Please note, to qualify for the HEERF II funds, student must complete a FAFSA or WASFA and meet the Title IV aid citizenship requirement. If you're not eligible to complete a FAFSA or WASFA, we will do our best to assist you with other sources of funding that can be used for expenses or applied towards outstanding tuition and fees balances. If you have not completed your 2020-21 FAFSA, please do so at [www.studentaid.gov](http://www.studentaid.gov). If you have not completed your 2020-21 WASFA, please do so [www.readysetgrad](http://www.readysetgrad).*

*To request assistance through the CARES Act, please fill out the application at [www.BatesTech.edu/CARESact](http://www.BatesTech.edu/CARESact)*

*The financial Aid staff will only award for one application per quarter per student. Requests will be evaluated on an individual basis and may require additional documentation. Please allow two to three weeks for processing. HEERF II will be disbursed through Bank Mobile. New*

*students will receive instructions from Bank Mobile on how to set up their accounts and receive their refunds.*

*If you have questions, please email [financialaid@batestech.edu](mailto:financialaid@batestech.edu).*

*Thank you,*

*The Bates Technical College Financial Aid Department*

Targeted Groups of students for direct emails with the CARES Act Application and additional funding information.

- Delinquent Debt List- Send email to complete FAFSA/WASFA and information to acquire additional funding.
- Petition for Policy Exception- Individual email based on specific circumstance PJ.
- Income Reductions- Individual email based on specific circumstance PJ.

New tracking codes:

1. DD -- Delinquent Debt List
2. PP -- Petition for Policy Exception
3. CW -- Complete Withdrawals
4. CS -- Current Students

### **Processing**

Review applications to determine if student meets guidelines for HEERF II. Awards will be determined based on the student's request and the chart listed above.

To qualify students must have completed their FAFSA or WASFA and meet the citizenship requirements for Title IV aid with Bates Technical College Financial Aid Department.

02Y, Cares II Grant, Tuition/fees and refund)

02Z, Cares II Refund Only.

04D, CARES III - Tuition & Fees

04B, CARES III - Not 1098T & Refund

## Tracking Letters

Once a student's award has been determined the financial aid staff will notify the student of a denial or approval of their request.

Grant Awarded- The students with approvals will also receive information on how to set up their Bank Mobile account and receive their grant.

Grant Denied- Student whom application is denied, due to not meeting the grant requirements will be emailed information regarding alternative funding sources.

Loss of Income- Student that indicated on their application that their household has had a loss of income will receive an email requesting they complete an Income Reduction Form.

New tracking codes for the CARES Act Grant:

### **Grant Awarded: (CM tracking code) FAPC – 1R**

Congratulations your CARES Act Grant application has been reviewed and we have awarded all or part of your requested funding amount. You will receive a new award letter with the amount of funds that have been approved for disbursement.

Bates Technical College has determined you are due an Emergency Grant and if you have not yet selected a refund preference, please consider choosing an electronic refund preference. When an option is not selected, you will be sent a check and the delivery of your funds can take up to 21 days, plus USPS delivery timeframes. The electronic options are the most reliable and safest to receive your funds:

- **Deposit to an existing account** - Your money will arrive 1-2 business days after BankMobile receives the funds from our school.
- **Deposit to a BankMobile Vibe Checking Account** - Your money will arrive the same business day BankMobile receives the funds from our school.

To select how you would like your money delivered:

- Visit [RefundSelection.com](https://www.batestech.edu/bankmobile/)
- Enter your BankMobile Personal Code or choose to get an instant personal code
- Choose your preferred delivery method

Make a selection now and avoid any delays in receiving money from our school.

For additional information visit <https://www.batestech.edu/bankmobile/>.

### **Grant Denied did not use Bates email: (GB tracking code)**

Thank you for submitting your CARES Act request. Unfortunately, we are unable to review your request because it was not sent from your Bates Technical College Email. Please resubmit your CARES Act request from your Bates Email. Directions for accessing your Bates Email are below:

Accessing Bates Student Email for Newly Registered Students

- Here is the link on how a student can access their Bates email with detailed instructions: <https://my.batestech.edu/student-email/> or MyBates, Resources, Student Email
- If anyone is experiencing issues accessing their Bates student email, please refer them to [studentemail@batestech.edu](mailto:studentemail@batestech.edu)

If you have questions, please email [financialaid@batestech.edu](mailto:financialaid@batestech.edu)

### **Grant Denied did not meet grant requirements: (GM tracking code)**

Thank you for submitting a request for the CARES Act grant. Unfortunately, based on your application and explanation you do not qualify for the grant. However, please review the list below of additional funding sources that you may qualify for to assist you in your time of need.

WES- <https://www.batestech.edu/student-resources/workforce-education-services/>

Bates Foundation- <https://www.batestech.edu/foundation/scholarships/>

Opportunity Scholarship- <https://www.waopportunityscholarship.org/students/applicants/cts/>

### **Grant Denied did not explain request for funds: (GE tracking code)**

While reviewing your CARES Act grant application we noticed that you did not explain why you are requesting the funds. Please submit a new application explain why you are requesting the funds and we will be happy to review your request at that time.

If you have any questions please email [financialaid@batestech.edu](mailto:financialaid@batestech.edu).

### **Income reduction: (IR tracking code)**

At Bates Technical College we recognize that the COVID-19 crisis has significantly impacted students working to better their lives and earn their degree's. We know that many of you and your families may have had their hours cut or eliminated as a result of businesses closing their doors due to the Stay at Home Order issued in March of 2020. We recognize that the loss of

stable income means students will be short on the necessary funds needed to continue to pursue their education.

If you, your spouse, or your parent(s) income has been significantly impacted by the COVID-19 pandemic and resulted in a loss of a significant source of income; you may qualify for an income reduction. If you or your family member have been impacted, the income reduction may help you receive additional grant funding. The required forms are attached. Please fill them out and send them back to [financialaid@batestech.edu](mailto:financialaid@batestech.edu).

We want you to know we care and want to support you with achieving your educational goals during these challenging times. If you have questions, please email [financialaid@batestech.edu](mailto:financialaid@batestech.edu).

**FAFSA not complete: (FE tracking code)**

Unfortunately, you have not completed your 2019-20 FAFSA or financial aid file with the Financial Aid office. Therefore, your request for the CARES Act grant has been denied at this time.

The Financial Aid Office is encouraging all eligible students to apply for the FAFSA at [www.studentaid.gov](http://www.studentaid.gov), which could help provide Federal funding to assist in your educational expenses. If you have completed your 2019-20 FAFSA, please make sure you complete your file with the financial aid office.

Please submit a new CARES Act Grant application once you have completed your file with the Financial Aid office and we will be happy to evaluate your request at that time.

If you need assistance, please email [financialaid@batestech.edu](mailto:financialaid@batestech.edu) and we will be happy to help.

**Email sent to students:**

New email to students regarding CARES ACT grant distribution for summer quarter.

Bates Technical college will disburse \$1,000 per eligible student, based on the criteria listed within this document of CARES Act grant for all enrolled in course in the summer quarter 2020.

Sent 5/25/21

Bates Technical College is here to support our students in achieving their dreams and educational goals. We understand that many are experiencing financial hardships that make it difficult to stay in college.

Bates' Financial Aid Office is still accepting applications for the [CARES Act grant, an emergency grant](#) available to currently enrolled students. **All students**, including high school and undocumented students, may apply once per quarter and may receive up to a maximum of \$5,000 per quarter.

For more information or to complete an application, please [visit the CARES Act webpage](#).