

## CARES Act Student Disbursement Plan Communication #2

Welcome back! I hope everyone has been adjusting to our “temporary normal” of online learning and hybrid classes during these unprecedented times. You all have shown how truly #ManorStrong you really are during this accelerated and unexpected transition to a new type of learning. Great job!

I am sending this communication in order to ensure that all eligible students receive their portion of the CARES funding and to communicate again how the funds will be distributed as well as the requirements you must fulfill in order for us to process your CARES funding. Below I explain CARES and what our final process will be for distribution of the remaining funds. We have made a change in the allocation of the four tiers to ensure that our distribution is more heavily weighted for our families that have a greater financial need. We hope to send the funding out by the end of next week and request that you follow the instructions below as soon as possible in order to receive your funding.

The government has acknowledged how hard of a transition this has been and how students have been affected by these changes due to the COVID-19 pandemic. In response to this, they passed the Coronavirus Aid, Relief, and Economic Securities Act also known as the CARES Act. This act has given Manor College and institutions like it funding to give directly to their students who were or will be affected by the COVID-19 pandemic.

What does this mean for you? Our students will be receiving money to help them cope with COVID-19 related educational needs incurred due to this change in learning. The funds are to help you with childcare, housing, internet, technology and other essential needs that you now face due to the pandemic and its change to your education. **In order to receive your allocation of the CARES funding, you MUST forward this email via your Manor email address to Financial Aid, [finaid@manor.edu](mailto:finaid@manor.edu).** In the email, you need to indicate that you have received this message and that you understand that these funds are to only be used for the purposes mentioned above. Without an email from you verifying that you understand the allowable uses of the funds, we may be unable to process a payment to you so please be sure to send the email so that we have the necessary support we need to send you the CARES funds. Once funding has been received and we verify that we have your emailed confirmation, we will distribute the funds as soon as possible.

Manor College has detailed below our plan for the disbursement of the remaining CARES Emergency Funds to our students. Manor College has spent an extensive amount of time reviewing all students who we believe have been, and will be impacted by COVID-19, and has determined that it has affected students in our Spring 2020 term due to unforeseen physical campus closure and sudden transitions to online learning. Because it is important to act in an abundance of caution, CARES funding to students will be distributed across terms in Spring 2020 and Fall 2020. In those terms, students will receive higher amounts due to being impacted in a more significant way. An amount was also reserved for Spring 2021. The Fall 2020 refund and the smaller reserve for Spring 2021 will both be paid to you in the next two weeks to help you get through the changes in your education during this academic year as a result of COVID-19.

CARES Act funding is to be given to students with the most financial need. Our measure for financial need is based on Pell eligibility. That being said, Manor College is very aware that our non-Pell eligible students are facing unemployment among themselves and the families who support them or who they support. As a result, we have worked extremely hard to be able to develop a disbursement plan that includes all students while focusing most heavily on families with the greatest financial needs. As such, the College is granting funds to four different tiers of students listed below:

- **Full Time Pell Students:** 65% of funds divided by number of Full Time Pell students and allocated to each (not to exceed Pell maximum)
- **Full Time Title IV eligible students-Non-Pell Eligible:** 15% of funds divided by number of students in this category and allocated to each (not to exceed Pell maximum)
- **Part Time Pell Students:** 15% of funds divided by number of students in this category and allocated to each (not to exceed Pell maximum)
- **Part Time Title IV Eligible students-Non-Pell Eligible:** 5% of funds divided by number of students in this category and allocated to each (not to exceed Pell maximum)

Please note that if the total number of students in any of the above tiers changes significantly in the Fall 2020 term then the percentages will be adjusted accordingly to ensure we have greater support for families with greater financial need. To receive the funding for Fall 2020 and Spring 2021 you must still be registered as a student at the time of distribution. Please note that online, international, non-Title IV eligible, and DACA students are not eligible to receive this funding per CARES Act law.

We thank you all for continuing to be #ManorStrong and we hope that this funding can help you through these difficult and changing times. These funds will go directly to you as is required by the CARES Act. Should you wish to use the funds to help you pay your tuition, please submit a payment to the College on your own.

Funds will be distributed to you the same way we distribute account refunds, through our third party provider. ECSI is our third party provider. Many of you have already registered with ECSI to receive your regular College refunds. We ask that all of you register through ECSI as soon as possible to update your address on file and add direct deposit information if you desire. You should update your information at <https://heartland.ecsi.net/> as soon as possible to verify your updated address, contact, and banking information.

Thank you and please continue to stay safe! We are excited to be able to have you on campus again!