

CRRSA (Extension of CARES Act) Student Emergency Fund Disbursement Plan

On December 27, 2020, legislation was passed allowing Colleges and Universities who received funding through the Higher Education Emergency Relief Fund as a part of the CARES Act to receive additional funding as an extension to the CARES Act. This extension is a result of what is called the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). It can be viewed as a CARES 2 or HEERF 2 funding. Manor College was awarded \$1,541,671 of which \$395,195 was to be used to support students who have an exponential financial need due to the continued challenges that are a result of the COVID-19 pandemic. The remaining funds received were institutional funds which are to be used for many different reasons including improving facilities for the anticipation of returning students to in person operations as well as continued support of hybrid during the transition period.

On February 16, 2021, Manor College emailed all students notifying them of the CARES 2 or CRRSA refunds that we would be processing and explained that we would be issuing refunds to students who had exponential financial need. We explained that our determination of this need would be by PELL eligibility for students enrolled in our Spring 2021 term. We also sent out Text alert notifications to students to notify them of this information.

The College decided to award the funds to two different tiers of students:

- **Full Time Pell Students:** 75% of funds divided by number of Full Time Pell students and allocated to each (not to exceed Pell maximum)
- **Part Time Pell Students:** 25% of funds divided by number of students in this category and allocated to each (not to exceed Pell maximum)

In order for students to receive the funds, they had to complete the google form to acknowledge that they would spend the funds as required. Students had until February 24, 2021 to complete the form.

On February 23, 2021, a reminder email was sent to students to complete the google form so that they could receive the CRRSA refunds. A text alert was also sent on this day to remind students about the form.

After reviewing the responses from students, the College decided to allow an extension to complete the google form. On March 5, 2021, the College sent another email informing students that we would extend the period for completion of the google form to receive their refunds until March 10, 2021. We explained that this would be the last day for completion of the google form so that we could process the refunds timely. A text alert was also sent to students on March 5th as well as CANVAS notifications posted in our Learning Management System.

On March 11, 2021, Manor College processed the CRRSA (CARES 2) refunds to students who were PELL eligible, still enrolled in our Spring 2021 term, and who had completed the required

Google form. All refunds were processed through our third party provider, ECSI. The total amount of refunds processed was \$395,195 which was the full amount we received for the CRRSA Student Emergency Financial Aid grants.

Manor College had 327 students enrolled for Spring 2021 who were eligible to receive Emergency Financial Aid Grants under the CRRSA Act. 228 eligible students for Spring 2021 received Emergency Financial Grants which varied in amount based on our two identified tiers above. Those who did not receive the grants had not completed the required google form. The details of those who received refunds are listed below:

1. Full Time PELL eligible students numbering 164 received refunds of \$1,807.30 totaling \$296,397.20
2. Part Time PELL eligible students numbering 64 received \$1,543.73 totaling \$98,798.72

Manor College sent multiple email communications to students describing the above as well as text alerts and CANVAS notifications. A copy of our communications is shown below:

CARES Act Student Emergency Fund Disbursement Plan (Communication to Students)

Fwd: IMPORTANT: CARES 2 REFUNDS for PELL eligible students: Must Complete Google Form

Inbox



Fri, Mar 5, 1:27 PM (11 days ago)

Janice Salerno

<jsalerno@manor.edu>

to bcc: students, bcc: Brian, bcc:

me

Good Afternoon Manor Students!

Thank you to everyone who completed the Google Doc for the CARES refunds! We will be starting to process the refunds next Thursday, March 11th. You should see the refunds on the ECSI website the following week. We are happy that this money will help you with the change in your education and other essential needs during these challenging times.

There were many PELL eligible Spring 2021 students who did not complete the Google form by the 2/24 deadline. We will be opening up the Google form again for you to complete. **The absolute last day that the form can be completed for you to receive a CARES refund will be Wednesday, March 10th.** Please take this additional time to get the form completed by March 10th as this will be the last opportunity for you to complete the form to receive a CARES refund. You can find the Google form link below at the bottom of the forwarded email. You must be logged out of all of your Google accounts except your Manor account to complete the form. **Please also follow the instructions below to check that your correct address is in the ECSI system and to add direct deposit banking information if you want direct deposit of your refund.**

We also received many forms completed from students who were not PELL eligible or who were not current students in the Spring 2021 term. In order to be eligible for the CARES refunds, you need to be PELL eligible students enrolled in the Spring 2021 term.

Thank you.

Janice

----- Forwarded message -----

From: Janice Salerno <jsalerno@manor.edu>

Date: Tue, Feb 23, 2021 at 1:10 PM

Subject: Fwd: IMPORTANT: CARES 2 REFUNDS for PELL eligible students: Must Complete Google Form

To:

REMINDER: Tomorrow is the last day to complete the Google form for our PELL eligible students to be able to receive CARES 2 refunds. If you are PELL eligible and do not complete the form by tomorrow, you will miss out on the opportunity to receive CARES 2 emergency financial aid refunds. Please be sure to complete the form to acknowledge you understand and will spend the money as indicated and required on the form. See the below email message sent out previously for further instructions.

Thank you to everyone who has already completed the form. We are looking forward to processing the refunds as soon as possible for you.

Janice

----- Forwarded message -----

From: Janice Salerno <jsalerno@manor.edu>

Date: Tue, Feb 16, 2021 at 12:02 PM

Subject: IMPORTANT: CARES 2 REFUNDS for PELL eligible students: Must Complete Google Form

To:

Good Morning Manor College Students!

I have great news! On December 27, 2020 an extension of the CARES act was approved. This provided Manor College with additional emergency financial aid grants to be provided to our students who have exponential financial need.

Our determination of those students who have this financial need is based on PELL eligibility. For those students who were PELL eligible, we will be working on disbursing the CARES 2 Emergency Financial Aid grants as soon as possible if you complete the google form link at the bottom of this message by 2/24/2021.

In order for our PELL eligible students to receive these refunds, they MUST complete the attached Google form NO LATER THAN 2/24/2021 acknowledging that the funds will be spent only on eligible expenses such as those to help you cope with COVID-19 related educational needs incurred due to the change in learning, childcare, housing, food, technology and other essential needs that you now face due to the pandemic and its change to your education. Without a completed google form for you verifying that you understand the allowable uses of the funds, we will not be able to process a payment to you so please be sure to complete the form on time so that we have the necessary support we need to send you the CARES 2 refunds.

Manor College has detailed below our plan for the disbursement of the CARES 2 Emergency Funds to our students.

CARES 2 funding is to be given to students with the most exponential financial need. Our measure for financial need is based on Pell eligibility.

- Full Time Pell Students: 75% of funds divided by number of Full Time Pell students and allocated to each (not to exceed Pell maximum)
- Part Time Pell Students: 25% of funds divided by number of students in this category and allocated to each (not to exceed Pell maximum)

Manor College will use this formula for funding to be distributed as soon as possible for the Spring 2021 PELL eligible students who complete the below Google Form by 2/24/2021.

We thank you all for continuing to be #ManorStrong and we hope that this funding can help you through these difficult and challenging times.

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 or check your account through ECSI by 2/24/2021 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.

Google Form Required for Refund: <https://forms.gle/a52MS9HVehGZ8VBU8>

Thank you and please continue to stay safe! We miss you all!

Janice



ReplyForward