

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

On March 11, 2021, 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 the American Rescue Plan Act of 2021 (ARP). It can be viewed as a CARES 3 or HEERF 3 funding. Manor College was awarded \$2,662,941 of which \$1,344,386 was 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 mitigation efforts for the spread of COVID-19 for the anticipation of returning students to in person operations as well as continued support of hybrid learning during the transition period. These funds are also to be spent on outreach to students to further explain the additional options that they have in applying for a professional judgement if their financial situations have changed in an effort to help them receive additional financial aid due to their new economic situation.

On May 25, 2021, Manor College emailed all students notifying them of the CARES 3 or ARP 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 as well as CANVAS alerts. Reminder messages were sent via email, text and in CANVAS on June 4, 2021 and June 15, 2021.

After receiving the required responses from eligible individuals, the College decided to award the funds to three different tiers of students instead of our typical two tiers of students as we had traditionally done. These tiers are described below:

- **Full Time Pell Students:** 81% of funds divided by number of Full Time Pell students in this category and allocated to each
- **¾ Time Students:** 10% of funds divided by number of ¾ Time Pell students in this category and allocated to each
- **Part Time Pell Students:** 9% of funds divided by number of Part Time students in this category and allocated to each

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 June 25, 2021 to complete the form.

On June 29, 2021, Manor College processed the ARP (CARES 3) refunds to students who were PELL eligible, 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 \$1,344,386 which was the full amount we received for the ARP Student Emergency Financial Aid grants.

Manor College had 330 students enrolled for Spring 2021 who were eligible for PELL and, as a result, eligible to receive Emergency Financial Aid Grants under the ARP Act. 235 eligible students for Spring 2021 received Emergency Financial Grants which varied in amount based on our three 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 171 received refunds of \$6,368.14 totaling \$1,088,951.94
2. $\frac{3}{4}$ Time PELL eligible students numbering 27 received refunds of \$4,979.22 totaling \$134,438.94
3. Part Time PELL eligible students numbering 37 received \$3,270.14 totaling \$120,995.18

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 attached in a separate PDF file shown below.