

POLICY AND PROCEDURES for the CARES Act

Effective June 30, 2020

As a result of the recent pandemic, the US government has made emergency grants available to students through the Higher Education Emergency Relief Fund (HEERF) authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. TSPA will distribute funds to eligible students that have filled out the COVID-19 Certification form and qualify for relief.

This emergency student funding is only available to students that are enrolled and attending classes as of **March 21, 2020 – May 13, 2020**. Students on an Approved Leave of Absence are also allowed to participate in the survey and receive funds.

It is the intent of TSPA distribute funds available through the HEERF in accordance with applicable law. Prior to receiving funds, students must certify in writing that they have incurred unexpected expenses or unmet financial needs due to the disruption in campus operations. Students will also be required to certify that they will only use funds distributed to them under this Policy for expenses related to disruptions to their educations due to the COVID-19 outbreak, including things like course materials and technology as well as food, housing, health care, and childcare. Any student who falsifies information on their certification form may be subject to disciplinary action.

Once all Certification Forms are returned, TSPA will calculate how many eligible students indicate need and divide that number by the total amount of funds that are to be distributed to students.

TSPA feels that distributing funds evenly to current students is fair and ensures that those that need help get it as soon as possible. TSPA prohibits discrimination on the basis of age, sex, race, color, religion, ancestry, national origin, disability, gender, veteran status, or any other characteristic protected by federal, state, or local law, and will not discriminate in the disbursement of funds under the HEERF program.

We will ask all students for a current address so the checks can be mailed to students.

Any questions or concerns regarding this policy should be directed to Robert (Chip) Woods.

The Department of Education was awarded an emergency grant to assist students who were attending schools of higher education during the COVID-19 emergency school closing and lockdown social distancing requirements in March 2020.

The CARES ACT HIGHER ED Grant will be awarded to each approved higher education school. The school has to determine based on guidelines for how it will disburse the emergency funds to students.

When the school issues checks to students, they must sign that they will use the funds for one or more of the expenses listed on the CARES ACT Certification and Agreement document, for "food, housing, course materials, technology, health care, and child-care expenses". We will also give students the opportunity to forego the payment if they have not been financially affected and wish to donate their portion back to the school fund so we can reallocate funds to other students who may have a financial hardship.

*The school will allocate CARES ACT Emergency Relief funds to students equally, based on the total number of enrolled students who were attending classes between **March 21, 2020 and May 13th, 2020** when the school temporarily closed due to COVID-19 lockdown and who wish to participate in the grant funding opportunity. We will divide the number of eligible students into the emergency fund grant amount and allocate funds equally to each student. This is grant money and will not have to be repaid.*

*The school was advised the government will begin releasing funds and accepting student certifications as of the opening fund date of **July 1, 2020**. The school applied for the funding on opening day **May 27, 2020**. We hope to receive funds within the next few weeks. Students will receive funds by check mailed to the home address. To assist the school in processing the checks please complete and return the certification form below on page 2 of this document.*

Have you incurred unexpected expenses due to the disruption of campus operation as a result of the coronavirus (COVID-19)? *(Please check the response that suits your situation)*

_____ Yes OR _____ No

If **YES**, please complete the certification below:

By my signature below, I _____, certify I have incurred unexpected expenses or unmet financial needs due to the disruption of campus operations as a result of COVID-19.

I understand that any emergency aid granted distributed to me by TSPA is part of the Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, provided by the Department of Education, and is to be used for eligible expenses only.

I agree to use any funds distributed to me under this program only for eligible expenses (including *food, housing, course materials, technology, health care, and/or child care*) as stipulated in the CARES HEERF Policy published by the US Department of Education. I understand that these funds may not be used for tuition expenses or paying off tuition balances.

Student Signature

Date

If applicable, please mail my check to:

_____ (Name)

_____ (Street address)

_____ (City, State, Zip)