

## **Higher Education Emergency Relief Fund Report Emergency Financial Aid Grants to Students**

**5/29/2020 (Note: Funds available in G5 on 4/30/2020)**

**Triangle Tech (OPE ID: 00783900** received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s (“Department”) Electronic Announcement of May 6, 2020.<sup>1</sup> For questions or concerns regarding this Fund Report, please contact **Catherine A. Waxter, Executive Director of Financial Aid**, at [cwaxter@triangle-tech.edu](mailto:cwaxter@triangle-tech.edu)

The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.

1. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$197,160.00**
2. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$188,198.02**
3. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **125**
4. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **116**
5. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A**
6. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B and Attachment C**

## Attachment A

### Policy and Procedure for the Awarding of the HEERF Emergency Financial Aid Grants to Students

On April 9, 2020, Education Secretary Betsy DeVos announced the U.S. Department of Education (“Department”) was making immediately available to all Title IV postsecondary institutions approximately \$6.2 billion for students impacted by the Coronavirus pandemic and authorized in Sec. 18804(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). .

The use of the emergency financial aid grants under the HEERF is governed by Sec. 18004(c) of the CARES Act and mandates, in part, that: ***“Institutions of higher education shall use no less than 50 percent of such funds to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance, such as food, housing, course materials, technology, health care, and child care.”***

This first tranche of funding, which represents 50 percent of an institution’s total allocation under the HEERF, must be used **exclusively** for student emergency financial aid grants. Secretary DeVos makes clear in her April 9 letter to college and university leaders that, “We (the Department) are prioritizing this funding stream in order to get money in the hands of students in need as quickly as possible.”

**Policy:** Triangle Tech will apply for the HEERF Emergency Financial Aid Grants under the CARES Act and will use the 50% allocation to award emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under a student’s cost of attendance, such as food, housing, course material, technology, health care, and child care. Triangle Tech will act quickly to deliver these funds to eligible students as expeditiously as possible to benefit students who are greatly in need of these funds due to the coronavirus pandemic. Triangle Tech will meet all reporting requirements required by the Secretary of Education.

#### **Procedure:**

1. Triangle Tech will apply for the HEERF Emergency Financial Aid Grants on Grants.gov and will notify via e-mail all students who were currently enrolled on 3/16/2020, of the availability of these funds. Note: The school temporarily closed from 3/17/2020 to 4/13/2020 due to the Coronavirus, and then resumed classes online on 4/13/2020 to deliver coursework via Distance Education.
2. The school will send enrolled students a CARES Act Emergency Grant request form via e-mail, which the student will complete to certify their need for an Emergency Financial Aid Grant. Outreach by the Financial Aid Advisors in regards to these forms will be performed via texts, phone calls, and additional e-mails to ensure that all students received the form and understand the requirements for eligibility.
3. Upon return of the request forms, the Financial Aid Advisors will track each enrolled student and their responses on a spreadsheet.
4. After receipt of these funds in G5, the Financial Aid Administrators and the Executive Director of Financial Aid will review the eligibility of students who remained enrolled and were Title IV eligible as of the date the Emergency Financial Aid Awards were made.

5. Students will be e-mailed a Student Acceptance of Emergency Financial Aid Grant Award letter and will again certify their need for the emergency grant, certify that they are TIV eligible, and that all of the information contained on the form is true and correct. Outreach by the Financial Aid Advisors will again be performed via texts, phone calls, and additional e-mails to ensure that all students received the Emergency Financial Aid Grant Acceptance and Award Letter and to answer any questions.
6. Financial Aid Administrators will use 2019-2020 processed ISIR lists to confirm the TIV eligibility of each student.
7. Upon receipt of the certified award acceptance and award letter, the tracking roster will again be updated by the Financial Aid Advisors, and awards will be made to all currently enrolled TIV eligible students who had qualifying need and accepted their award, based on their enrollment status.  
**ESTIMATED EXAMPLE:** Eligible Full-Time students may receive an award of \$1600, Eligible Three-Quarter Time students may receive an award of \$1200, Eligible Half-Time Students may receive an award of \$800, and eligible Less-Than-Half Time Students may receive an award of \$400. **This is only an example.** Awards will be based on the total school award for the Triangle Tech main location and its associated additional location, the number of TIV eligible students accepting the award, and their enrollment status. If all funds are not expended at the time the first awards are made, the remaining funds will be allocated and awarded to expend all remaining funds in subsequent disbursements.
8. Awards will be batched in the student information system by the Financial Aid Administrators.
9. The Controller will post the awards to the student ledger.
10. The Business Office Staff will be notified by the Financial Aid Administrators of the awards, and the Controller will draw the funds.
11. The Financial Aid Administrators will request that the full amount of the Emergency Grants be disbursed via check to the students, without the award being encumbered by any outstanding balance on the student account.
12. The Staff Accountant will cut the Emergency Financial Aid Grant disbursement checks to the students and will mail them to the confirmed address of the awarded student.
13. The Executive Director of Financial Aid will be responsible for having the required information posted on Triangle Tech's website to meet the 30 day and subsequent 45 day thereafter reporting requirements, and also the reporting requirements of the Secretary of Education.
14. The Controller will monitor that all checks have been negotiated within 30 days of issuance.

**Attachment B**

**Emergency Financial Aid Grants to Students**

**Under the Coronavirus AID, Relief, and Economic Security (CARES) Act**

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses related to the disruption of campus operations due to Coronavirus. This application permits students to apply for these grants if they have a qualifying Coronavirus-related financial need.. Campus administration will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Please fill out this information neatly and completely and provide it to your Financial Aid Advisor. Only current students who are participating in courses actively and who are in good standing will be eligible to receive a grant.

**Student Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

(Street Address) (City) (State) (Zip Code)

**Last Four Digits of SSN:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Have you incurred expenses due to disruptions caused by the Coronavirus pandemic?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

Place your initials on the line next to all situations that apply to you.

\_\_\_\_\_ I am financially responsible for my food expenses.

\_\_\_\_\_ I am financially responsible for my housing expenses.

\_\_\_\_\_ I am financially responsible for expenses related to my course materials to attend school.

\_\_\_\_\_ I am financially responsible for paying for technologies associated with attending online classes.

\_\_\_\_\_ I am financially responsible for my own health care costs.

\_\_\_\_\_ I have children and am financially responsible for childcare expenses.

I attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that the administration of my school will determine my eligibility for grant monies based on my responses to the questions above.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Administration Use Only**

\_\_\_\_\_  
**FA Administrator Name and Position:** \_\_\_\_\_

**FA Administrator Signature:** \_\_\_\_\_

**Student Eligibility Amount:** \_\_\_\_\_

Attachment C

TRIANGLE TECH

PITTSBURGH

GREENSBURG

DUBOIS

SUNBURY

BETHLEHEM

CHAMBERSBURG

Section 18004 CARES Act - Student Acceptance of Emergency Financial Aid ("Aid")

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount of Award: \_\_\_\_\_

I accept the grant award provided to me from funding made available to my institution under the CARES Act.

I certify the following:

- All information provided as part of this application is true and correct to the best of my knowledge.
- I am eligible for Title IV Federal Financial Aid.
- I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and child care. The money I am receiving is intended to cover my expenses related to the disruption of campus operations.

Student Signature/E-signature: \_\_\_\_\_

Date: \_\_\_\_\_