

# **Report on CARES Act - Higher Education Emergency Relief Fund-Strengthening Institutions Program – Funding Received by Rockingham Community College**

**Date of Report:** Sept. 2, 2020

In compliance with requirements of the CARES Act, Rockingham Community College submits the following report:

## **1. Acknowledgement**

Rockingham Community College acknowledges that it signed and returned to the U.S. Department of Education the Certification and Agreement for Higher Education Emergency Relief Fund-Strengthening Institutions Program under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and assures that it intends to use the funds received as permitted under Section 18004(a)(2) of the CARES Act.

## **2. Amount of Funds Received**

Rockingham Community College has received \$45,851 from the U.S. Department of Education pursuant to the institution's Certification and Agreement for Higher Education Emergency Relief Fund-Strengthening Institutions Program.

## **3. Total amount of Emergency Financial Aid Grants distributed to students**

As of Sept. 2, 2020, the total amount of Emergency Financial Aid Grants which Rockingham Community College has expended under Section 18004(a)(2) of the CARES Act is \$ 0. Please note that under Section 18004(a)(1) of the CARES Act, RCC has expended \$337,640 as of Sept. 2, 2020.

## **4. Estimated Number of Eligible Students**

Rockingham Community College estimates that the total number of RCC students 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 to students under Sections 18004(a)(1) and 18004(a)(2) of the CARES Act is 1,067, based on all potentially eligible students completing a FAFSA.

## **5. Number of Students Receiving Grants**

As of Sept. 2, 2020, 0 Rockingham Community College students have received an Emergency Financial Aid Grant under Section 18004(a)(2) of the CARES Act. Please note that under Section 18004(a)(1) of the CARES Act, 345 RCC students have received a financial aid grant, as of Sept. 2, 2020.

## **6. Method Used to Determine Which Students Received Grants and Amounts**

Rockingham Community College used the following method to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) and Section 18004(a)(2) of the CARES Act:

RCC senior administrators and enrollment and financial aid directors met in late April to determine which students would receive grants and the amounts given. The group reviewed guidelines from the Department of Education and determined that funds would be given to students 1) enrolled in a curriculum program (not completely online) at RCC on March 13, 2020, 2) have a high school diploma or GED equivalency, 3) submitted a valid FAFSA application, and 4) were impacted by COVID-19. The college required applicants for the funds to complete a short application, which is included below.

The following funding scenario was developed:

RCC chose to use an enrollment intensity model using credit hour ranges of 1-4, 5-7, 8-11, and 12+ hours. A minimum distribution amount of \$230 to cover the tuition for at least one 3-hour course was established with a maximum award amount of \$960 for those taking 12 or more hours.

## **7. Instructions to Students**

Rockingham Community College provided the following instructions, directions, and guidance to students concerning the Emergency Financial Aid Grants:

On April 29, 2020, RCC's Financial Aid Office sent an e-mail (see below for full text) to eligible students, informing them of the availability of funds and of an initial application deadline of May 11; June 5 was set as a second deadline.

The college's Public Information Office took the following actions:

A yellow announcement bar was placed across every page on the RCC website and the online student information portal, Self-Service, announcing the deadline to apply and containing a link to the application. On April 30, 2020, a news story was posted on the website, [Students: Apply for emergency relief funds by May 11](#), with a follow-up story on May 12, [\\$150k in Emergency Relief Funds awarded to students; \\$350k still available](#). Both stories were distributed to local media outlets. They were also shared on RCC's Facebook, Twitter and Instagram pages. Links to the stories were also posted on the RCC Cares page, which contains COVID-19 information and updates. Invitations to apply for the funds have been posted across social media on several occasions.

The full text of the April 29 e-mail from RCC's Financial Aid Office to students is below:

**From:** Carol Perry  
**Sent:** Wednesday, April 29, 2020 5:00 PM  
**To:** [REDACTED]  
**Subject:** CARES Act Emergency Relief Fund

Greetings,

U.S. Department of Education is providing federal funding for students who have been impacted

by the disruption of the delivery of instruction due to COVID-19 through the CARES Act (Coronavirus Aid, Relief, and Economic Security) HEERF (Higher Education Emergency Relief Fund). Students must complete the Emergency Relief Fund application (see below link) to apply. Funding is limited and applications should be submitted by priority deadline May 11, 2020 for early consideration.

\*There will be an additional deadline date of July 1, 2020 provided funding is available. [Note: the date was changed to June 5.]

[https://forms.office.com/Pages/ResponsePage.aspx?id=c\\_9TLpisgk6ARTNUr5HDLBVk6pEhRcBKg4echMwCJw1UOTVNNEVINjdYVjBGWkRJUkpaNkxZWDA0SS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=c_9TLpisgk6ARTNUr5HDLBVk6pEhRcBKg4echMwCJw1UOTVNNEVINjdYVjBGWkRJUkpaNkxZWDA0SS4u)

#### Eligible Criteria:

- Enrolled in a curriculum program at RCC on March 13, 2020
- Have a High School Diploma or GED equivalency
- Submitted a valid FAFSA application
- Students who were enrolled fully online during the Spring 2020 semesters are not eligible for funding according to federal guidelines
- Students who are currently enrolled in high school are not eligible for funding according to the federal guidelines

#### FAQs:

How do I apply for Emergency Relief Fund?

- Complete the application (see link) and have a completed FAFSA application on file

I have not submitted a FAFSA application, is it too late?

- No – Please submit ASAP. Your application cannot be processed until a valid FAFSA is received.

How much funding can I receive?

- Grant amounts vary by student circumstances

How will I receive my funding?

- Direct deposit (enter banking information via your self-service account) or paper check to the mailing address on file if no bank account information is entered

How can the funding be used?

- Funds should be used for emergency expenses incurred due to COVID-19

How will I know if I have been approved?

- You will be notified via your RCC email account

Best,

*Carol Perry*

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### CARES Act Higher Education Emergency Relief Fund Application

#### Required

1. First Name

2. Last Name

3. Enter Your Student ID Number

4. Enter Your RCC Email Address

5. Have you completed your 2019-2020 FAFSA application? (If no, a FAFSA application is required before processing request for emergency funds).

Yes

No

6. Please indicate how you were impacted due to disruption of campus operations (check all that apply)

Technology

Transportation

Food

Housing

Healthcare

Childcare

Loss of Employment

Expenses due to delayed graduation

7. If other was selected, please explain. (If other was not selected please put N/A)

8. Student Signature

9. Date Of Signature

10. Student Certification

I hereby declare that the information provided on this form is complete and correct to the best of my knowledge.

Submit

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RCC's Office of Financial Aid has since sent multiple e-mails to students advising them of a second deadline of June 5 and a third deadline of July 6. A June 19 e-mail is below:

Greetings,

U.S. Department of Education is providing federal funding for students who have been impacted by the disruption of the delivery of instruction due to COVID-19 through the CARES Act (Coronavirus Aid, Relief, and Economic Security) HEERF (Higher Education Emergency Relief Fund). Students must complete the [Emergency Relief Fund application](#) to apply. Funding is limited and applications should be submitted by July 6th.

Eligibility Criteria:

- Enrolled in a curriculum program at RCC on March 13, 2020
- Have a High School Diploma or GED equivalency
- Submitted a valid FAFSA application
- Maintains satisfactory academic progress
- Students who were enrolled fully online during the Spring 2020 semesters are not eligible for funding according to federal guidelines

- Students who are currently enrolled in high school are not eligible for funding according to the federal guidelines

### FAQs:

How do I apply for Emergency Relief Fund?

- Complete the application (see link) and have a completed FAFSA application on file

I have not submitted a FAFSA application, is it too late?

- No – Please submit ASAP. Your application cannot be processed until a valid FAFSA is received

How much funding can I receive?

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How will I receive my funding?

- Direct deposit (enter banking information via your self-service account) or paper check to the mailing address on file if no bank account information is entered

How can the funding be used?

- Funds should be used for emergency expenses incurred due to COVID-19

How will I know if I have been approved?

- You will be notified via your RCC email account

Can I receive an additional award if I have previously been awarded?

- No. Currently, CARES Act HEERF is a onetime award

*Carol Perry*

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*Hours of Operation*

*Monday-Thursday 8:00am - 4:00pm*

*Friday 8:00am-12:00pm*

