

## Higher Education Emergency Relief Fund Initial 30-Day Report

In accordance with the reporting requirements of the Higher Education Emergency Relief Fund – Emergency Financial Aid Grants to Students, William Woods University is reporting the information below in satisfaction of the initial 30-day Fund Report. WWU received the CARES Act grant award on April 22, 2020. As required, the information is provided to the Department of Education through our public website within 30 days of receipt of WWU’s allocation of the grant funds under 18004(a)(1) and will be updated every 45 days thereafter.

- On April 22, 2020, William Woods University signed and returned to the Department of Education the Certification and Agreement and provided assurance that WWU 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.
- The total amount of the funds received from the Department of Education pursuant to WWU’s Certification and Agreement for Emergency Financial Aid Grants to Students was \$447,369.
- The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of May 18, 2020 is \$0.00. Distribution of grant funds is expected to begin the week of May 26, 2020. The total amount distributed will be updated and reported every 45 days after this initial 30 day report.
- The total number of students at the institution eligible to participate programs under Section 484 in Title IV of the Higher Education Act of 1965 and enrolled in face to face courses as of March 13, 2020 and thus eligible to receive Emergency Financial Grants to students under Section 18004(a)(1) of the CARES Act is estimated to be 1,054 students.
- The total number of students who have received an Emergency Financial Aid Grant to Students under Section 18004(a)(1) of the CARES Act as of May 18, 2020 is zero. Distribution of grant funds is expected to begin the week of May 26, 2020. The total number distributed will be updated and reported every 45 days after this initial 30 day report.
- The method used to determine which students receive Emergency Financial Aid Grants and the amount received under Section 18004(a)(1) of the CARES Act are as follows. WWU identified our undergraduate on-campus population to receive the first distribution of grants based on their identifiable expenses incurred related to the disruption of operations on campus due to COVID-19. The amount of the grant is based on the student’s financial need and the student classification as residential, commuter, full-time, or part-time. The maximum grant amount for a full-time residential student is \$1,200. The maximum grant amount for a full-time commuter student is \$500. The maximum grant amount is tiered based on the Expected Family Contribution (EFC) on the FAFSA as shown below.

EFC	Percentage
\$0	100
\$1-\$5,502	90
\$5,502-\$10,000	80
\$10,001-\$25,000	70
\$25,001-\$50,000	60

>\$50,000	50
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Part-time students that meet the eligibility requirements will receive a pro-rated amount of the grant based on the number of hours enrolled as of March 13, 2020 as compared to the minimum number of hours for full-time status at WWU.

An application process will be implemented for graduate students enrolled at WWU in face to face courses as of March 13, 2020. The maximum grant amount is \$250 and will be based on financial need and demonstrated unanticipated expenses incurred related to the disruption of operations on campus due to COVID-19.

- Instructions, directions and guidance provided to students concerning the Emergency Financial Aid Grants were communicated in a mass email to current students and on WWU's website. The communication is provided below.

*WWU Students,*

*As we close the book on the historic spring semester of 2020, the University continues to provide all possible support to our students during this time of uncharted territory across higher education. Today I am reaching out to you with important information about the CARES Act funding.*

*CARES Act Student Emergency Grant funds are designed to assist currently enrolled students with expenses incurred from the disruption of campus operations due to the COVID-19 pandemic. The grant was awarded to William Woods through limited stimulus funds provided in the CARES Act, and eligibility is restricted by the U.S. Department of Education (DOE).*

*Our goal is to disburse the funds as quickly as possible to those students who are most in need while adhering to the eligibility requirements set forth by the DOE. Grant funds should be used as reimbursement of expenses related to the disruption of campus operations such as the following: food, housing, course materials, technology, health care, and child care. These are grant funds and do not have to be repaid. It does not replace, change or negate financial aid. The grants will be disbursed directly to the student and will not be held to pay any outstanding balance owed to WWU.*

*Eligibility requirements for students are as follows:*

- *Must have been enrolled in in-person classes at WWU as of March 13, 2020*
- *Must be in good academic standing, as determined by the University*
- *Must be eligible to participate in federal aid programs under Section 484 in Title IV of the Higher Education Act of 1965 as demonstrated with a current Free Application for Federal Student Aid (FAFSA) on file with the university*

*International students and students who were enrolled exclusively in online courses as of March 13, 2020, are not eligible for the emergency grant funds.*

WWU has identified undergraduate on-campus students as having incurred expenses related to the disruption of campus operations due to COVID-19 and as such, no application is required for this population of students to receive the grant. Grant funds will be automatically allocated and disbursed to those students who meet the eligibility requirements as outlined above beginning the week of May 26. The amount of the grant is based on the student's financial need and the student classification as residential, commuter, full-time, or part-time. The maximum grant amount for a full-time residential student is \$1,200. The maximum grant amount for a full-time commuter student is \$500. The maximum grant amount is tiered based on the Expected Family Contribution (EFC) on the FAFSA as shown below.

EFC	Percentage of Grant
\$0	100
\$1-\$5,502	90
\$5,502-\$10,000	80
\$10,001-\$25,000	70
\$25,001-\$50,000	60
>\$50,000	50

Part-time students who meet the eligibility requirements will receive a pro-rated amount of the grant based on the number of hours enrolled as of March 13, 2020, as compared to the minimum number of hours for full-time status at WWU.

While WWU immediately identified on-campus undergraduate students as being eligible for these funds, our graduate students who were taking in-person courses as of March 13, 2020, may have also experienced expenses related to the disruption of WWU campus operations due to COVID-19. As such, we are implementing an application process available to these students. Please monitor your WWU email and our website for further information regarding the application process which is expected to be made available by June 15. The number of students who will receive the grants in the application process is on a first-come first-serve basis until the grant funds are fully distributed to eligible students. Questions can be directed to [CARESgrant@williamwoods.edu](mailto:CARESgrant@williamwoods.edu)

*I hope all of you are enjoying your summer break and most importantly, staying healthy!*

Jahnae H. Barnett

President