



## CARES ACT DISCLOSURE REQUIREMENT

### Higher Education Emergency Relief Fund

**updated October 10, 2020**

About the CARES Act and the Higher Education Emergency Relief Fund (HEERF)

On March 27, 2020, the federal government enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The CARES Act includes a Higher Education Emergency Relief Fund (HEERF). A portion of HEERF funds must go directly to eligible students in the form of emergency financial aid grants for expenses related to the disruption of campus operations due to the COVID-19 pandemic.

Emergency grants will be awarded to students using a need-based formula as determined by federal financial aid guidelines. All students who filed a Free Application for Federal Student Aid (FAFSA) will be awarded an emergency grant if qualified. If you did not file a FAFSA for the 2019-2020 Aid Year, you can do so at [studentaid.gov/FAFSA](https://studentaid.gov/FAFSA) (<https://studentaid.gov/h/apply-for-aid/fafsa>). Once the Financial Aid Office certifies you have a valid FAFSA, you can submit your HEERF Emergency Assistance Grant application.

**The following information is provided by Century College as required by the Department of Education to comply with the reporting requirements under the CARES Act.** This is the Century College's first 30-day progress report and presents information as of July 14, 2020. Additional reports will be provided every 45 days.

#### 1. Certification and Agreement

On April 11, 2020, Century College signed and returned to the Department of Education the Certification and Agreement and the assurance that the College 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 application was accepted on May 1, 2020. The funding was allocated into the College's G5 account on June 16, 2020.

## 2. Amounts to be Received

Pursuant to the Certification and Agreement, Century College received \$473,851 in HEERF Emergency Assistance Grant funds. CC received confirmation of the availability of these funds on June 16, 2020 and has drawn down the available funds for distribution.

## 3. Amounts Distributed to Date

As of September 30, 2020, Century College has distributed \$399,946.34. An accounting of the disbursed funds shows the following as of September 30, 2020:

Voided checks:

June 2020	\$7,239.02
July 2020	\$21,300.00
Cash available as of September 21, 2020	\$73,904.66

Subtotal of Available Funds: \$102,443.68

Awarded funds directly to student as of September 21, 2020 - \$20,340.00. The amount of \$1,478.00 was awarded to 2 students that demonstrated additional hardship and technology needs during the crisis. The amount of \$23,820.00 is committed for future disbursements to already identified eligible students. Available funds as of October 1, 2020 in the amount of \$56,805.68

The application and reviewing process will open once again for the August 2020 new students October 1, 2020 until October 15, 2020. The amount of 151 eligible students were identified. Each student is scheduled to receive the approximate amount of \$300 to \$576.00

### Estimated Number of Eligible Students

As of the August 2020 academic semester, Century College estimates that approximately 151 may be eligible for the Emergency Assistance Grant funds.

## **Method of Determining Which Students Would Receive HEERF Emergency Grant Funds**

- As this is the second round of remaining funding, Century College decided to provide aid to the new students that began classes after August 24, 2020 and have been disrupted by COVID 19. This funding period will be awarded to eligible students on a case-by-case basis considering each student's unique circumstances and needs. The College will continue to make awards consistent with the CARES Act and the College's policy until the HEERF Emergency Assistance Grant funds are fully distributed.

The maximum award will depend on the actual number of applications received and the enrollment status.

Following is a summary of the College's procedure for determining how the HEERF Emergency Assistance Grant funds will be distributed:

- \$56,805.68 will be distributed based on student applications describing the expenses incurred because of the disruption of campus operations due to the COVID-19 pandemic.
- The College will validate each student's eligibility. Student applications will be accepted starting October 1, 2020 and the deadline to apply during this priority application period is October 15, 2020. This aid is only for new students that began classes August 24, 2020.
- Century College will allocate the funds equally until the cumulative grants total of \$56,805.68.

#### **4. Instructions, Directions and Guidance Regarding HEERF Emergency Grant Funds**

Century College developed an online application process for students to apply for the Emergency Assistance Grant funds. Students are continuously notified through email, text and other notification processes and encouraged to do the following:

- Review the Online Application:

[www.cc.labellezaesarte.com](http://www.cc.labellezaesarte.com)

<https://centurycollege.diamondadm.com/self-service>

- Of all allowable expenses (Food, Course Materials, Technology, Health Care, Child/Dependent Care, Transportation or Housing), determine expenses incurred after March 13, 2020 that are directly related to the disruption of campus operations.

- The Century College Financial Aid Office staff will review applications on a regular and ongoing basis to determine eligibility and allocated amount based on financial need. A member of the Financial Aid team will communicate with the student if there are concerns or if additional information is needed.
- Grants will be awarded by check. Checks may take up to 30 business days to be received.

**Emergency grants will be awarded to students using a need-based formula as determined by federal financial aid guidelines. All students who filed a Free Application for Federal Student Aid (FAFSA) 2020-2021 will be awarded an emergency grant if qualified. The application deadline date is May 31, 2021.**

## **ELIGIBILITY**

Here's what's required:

- Enrollment in a diploma seeking program with Title IV eligibility [Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG)]
- Eligible as determined by the Free Application for Federal Student Aid or FAFSA (see details below this list)
- U.S. citizenship or eligible noncitizen
- A valid Social Security number
- Maintain satisfactory academic progress in their course of study
- Do not owe a refund on grants previously received or in default on any federal student loans
- Must have been enrolled in at least one face-to-face or hybrid class in August 2020 semester.
- Be considered a student in good standing with the college.
- The student record must be complete and accurate.

Withdrawals will not be considered for cares act funds.

According to U.S. Department of Education, only students who are eligible to participate in Federal Title IV programs may receive CARES Act funds. Therefore, if you already filed a 2020-2021 FAFSA and receive Title IV aid, then you are eligible to apply for CARES Act funds.

If you have not filed a FAFSA, please apply at [studentaid.gov/FAFSA](https://studentaid.gov/FAFSA) to be considered.

## **HOW DO I APPLY?**

CARES Emergency Assistance Grant must be used to cover expenses related to the disruption of campus operations due to coronavirus. This includes, but is not limited to, eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare.

Starting the process:

<https://centurycollege.diamondadm.com/self-service>

<https://cc.labellezaesarte.com>

*(Application review will begin on October 1, 2020.)*

## **WHAT TO EXPECT**

The Financial Aid Office staff will review applications on a regular and ongoing basis to determine eligibility and allocated amount based on financial need. A member of the financial aid team will communicate with you if there are concerns or if additional information is needed.

Payment by check may take up to thirty business days to be received.

## **ALLOWABLE EXPENSES**

- Food expenses may include unexpected grocery expenses or a student supporting dependent children now home due to their school or childcare closure.
- Course materials may include but not limited to general use supplies such as writing utensils and notebooks; course specific supplies such as calculators, lab equipment, rental equipment, paint brushes, and canvases unexpectedly required to be purchased due to campus disruption of regular operations.
- Technology expenses may include computer equipment, internet access expenses, printer supplies, etc. required for student success when transitioning to an online format from the traditional in-person class structure.
- Health care expenses may include the cost of unanticipated or unusual medical expenses due to coronavirus or its effects.

- Childcare/Dependent care expenses may include the cost of unanticipated or unusual care expenses for a student's child or other dependents in the independent (based on FAFSA) student's household.
- Transportation expenses may include the cost of unanticipated or unusual travel expenses related to the disruption of campus operations. This may include additional trips to the college to retrieve personal belongings or difficulty in making car payments due to income loss from this economic disruption.
- Housing expenses may include unanticipated expenses in securing housing and/or rent for residential students after the closure of campus housing in March. This may also include difficulty in making rent or mortgage payments due to income loss from this economic disruption.

## **FREQUENTLY ASKED QUESTIONS**

### ***Is there a deadline to apply for CARES Emergency Assistance Grant?***

Yes. The application deadline is May 31, 2021 Applications will be considered on a first-come, first served basis until all funds are depleted.

The college's goal is to distribute these funds as widely as possible to assist many students.

### ***How long will it take for me to receive the funds?***

Receiving the payment may take up to 30 days after approval. The financial aid staff will review applications on an ongoing basis and make decisions as quickly as possible.

In the event an application is not approved, the student will be notified as soon as possible to provide additional information or to clarify eligibility.

### ***How will the funds be received?***

CARES Emergency Assistance Grant funds will be distributed by check. We recommend you regularly update your mailing address with the Registrar. Due to these unique circumstances, your check to be sent to your permanent residence on file with the college.

### ***Could these funds be deemed taxable by the IRS?***

CARES Act student payments are non-taxable, [according to the IRS](#).

### ***Can CARES Emergency Assistance Grant funds be applied to my college balance or account?***

No, the college cannot directly apply these funds to an outstanding balance on a student's account. The college will disburse funds to students by check.

***Can I make a payment to my college balance using a portion of the CARES Emergency Assistance Grant?***

You can make a payment on your balance at any time. However, please note that the intent of the CARES Act is to provide emergency cash grants to students to cover their emergency personal expenses such as food, housing, course materials, technology, health care and childcare.

Please ensure you have what you need to cover these expenses before using any emergency grant funds to make payment on an outstanding student account balance. Century College will not withhold any CARES Act funds to cover balances.

***What are my options if I lost my job?***

CARES Act funds cannot be used to offset lost income but can be used to help toward expenses incurred due to that lost income if those expenses were due to the disruption of campus operations due to coronavirus.

It is recommended that you contact the Financial Aid office to discuss the details of your situation. It may be an option to request a Special Circumstance Form to determine if you are eligible for additional federal funds due to a reduction or loss of income.

***Whom may I contact with questions?***

Students who require assistance in completing the application, or have other questions, may contact the following offices weekdays from 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

Application questions: Financial Aid Office – [asanfilippo@centurycollege.edu](mailto:asanfilippo@centurycollege.edu)

Financial Aid general questions: [asanfilippo@centurycollege.edu](mailto:asanfilippo@centurycollege.edu)

Student Accounts and general payment questions: [mcoste@centurycollege.edu](mailto:mcoste@centurycollege.edu) or [arodriguez@centurycollege.edu](mailto:arodriguez@centurycollege.edu)

For more information please visit our online education platform [cc.labellezaesarte.com](http://cc.labellezaesarte.com) login into your account and under dashboard icon you will see all of the postings regarding the cares act disclosure in Spanish.

