

(June 8, 2020)

Austin Graduate School of Theology and CARES Act Higher Education Emergency Relief Funds (HEERF)

Student Aid and Institutional Portion HEERF Grants

The CARES Act has provided a HEERF grant from the U.S. Department of Education to Austin Graduate School of Theology (AGST). The purpose of this grant is to provide assistance to current students in the form of immediate grants based on campus and course disruption related to the COVID-19 pandemic for expenses such as food, housing, course materials, technology, healthcare, and child care. Based on federal guidelines, to be eligible a student must be currently enrolled, have submitted a completed FAFSA and resolved any federal aid eligibility issues, e.g. verification requirements, and determined eligible to receive Title IV federal aid. The CARES Act does not allow awards to students that were enrolled exclusively online as of March 13.

Disbursement of HEERF Student Aid grants is governed by federal guidelines. Based on its enrollment size, AGST has determined to award funds to all eligible students requesting assistance. Award amounts were based upon a formula applied to the student's final Estimated Family Contribution number (determined after FAFSA processing and any adjustments from corrections, verification, and professional judgment).

Students receiving an award will not be required to provide receipts or other documentation related to the use of funds. Awards are subject to availability of funding and any restrictions from the Department of Education. Please note that the CARES Act student grants are not a part of the regular financial aid process.

The following Section 18804(e) Report provides details of the HEERF grant, award process, FAQ's from Students, and AGST's Student Grant Request Form. This

SECTION 18004(e) REPORT:

Higher Education Emergency Relief Fund 30-Day Report

Pursuant to the requirements of Section 18004(e) of the CARES Act, Austin Graduate School of Theology (AGST) provides the following disclosures:

1. AGST has signed and returned to the Department of Education the Certification and Agreement for Higher Education Emergency Relief Funds (HEERF) grants. AGST intends to use no less than 50% of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students (Also referred to as the HEERF-Student Aid grant and the HEERF-Institutional Portion grant).

2. AGST has received \$5,068 pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants for Students. It has also received \$5,067 from the HEERF Institutional Portion grant.

HEERF Student Aid Grant Disbursements:

1. As of June 4, 2020, AGST has distributed the full amount awarded (\$5,068) to students under Section 18004(a)(1) of the CARES Act.
2. AGST identified 6 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 for Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act. While 8 other students were identified as eligible for Title IV programs, each was enrolled exclusively in online courses as of 3/13/20 and therefore ineligible for Emergency Financial Aid Grants based upon CARES Act requirements.
3. As of June 4, 2020, 6 students have received an Emergency Financial Aid Grant to students from AGST under Section 18004(a)(1) of the CARES Act.
4. AGST used the following process for determining which students would receive awards and how much they would receive under Section 18004(a)(1) of the CARES Act. Eligible students must have been currently enrolled in a degree program, in attendance as of March 13, 2020, have submitted a completed 2019-20 FAFSA and resolved any federal aid eligibility issues, e.g. verification requirements, and determined eligible to receive Title IV federal aid. The CARES Act does not allow awards to students that were enrolled exclusively online as of March 13. Based on its enrollment size, AGST awarded a minimum of \$300 funds to all eligible students. Above this, additional amounts were awarded to students based on a student's final Estimated Family Contribution number (determined after FAFSA processing and any adjustments from corrections, verification, and professional judgment).
5. AGST notified eligible students by email of their award from the Emergency Financial Aid Grant. In the same email, students were provided a Student Grant Request Form and the Department of Education's FAQ's from Students. All three items are included as "Attachment A" (below).

HEERF Institutional Portion Grant Disbursements:

1. As of June 4, 2020, AGST has distributed the full amount awarded (\$5,067) to reimburse approved expenses related to the COVID pandemic under Section 18004(a)(1) of the CARES Act.
2. AGST reimbursed expenses included those for Personal Protective Equipment (PPE), temporarily transferring on campus courses to online (via Zoom), and technology needed for staff to work remotely.

Attachment A

AGST Email to Students

SUBJECT: CARES Act - Student Emergency Grant Application

Dear Student,

As part of the federal CARES Act to provide support during the COVID-19 crisis, the U.S. Department of Education has made funding available for colleges to provide directly to students for their expenses related to the disruption of campus operations due to the coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.

Based on the rules created by the CARES Act and the Department of Education's guidance, students must meet the following criteria to receive funding:

- Be currently enrolled in a degree program and in attendance as of March 13, 2020.
- Have submitted a completed 2019-20 FAFSA and resolved any federal aid eligibility issues, e.g. verification requirements, and determined eligible to receive Title IV federal aid.
- NOT have been enrolled exclusively online as of March 13, 2020.
- Have expenses related to the disruption of campus operations due to COVID-19.

This email is notice that you've eligible for an award if you complete and return the attached Student Grant Request Form.

The amount of your award will be based upon a formula related to the Estimated Family Contribution number on your processed FAFSA.

Please note the following regarding your award:

- Students that receive a disbursement will not be required to provide receipts or other documentation related to the use of funds.
- Awards are subject to availability of funding and any restrictions from the Department of Education.
- CARES Act student grants are not a part of the regular financial aid process.
- If you have questions related to your financial aid award, please contact the financial aid office.
- For more information about the CARES Act funding and to find answers for many of questions, please read the Department of Education's Frequently Asked Questions from Students (provided below).

If you have additional questions, please send your questions to Dave Arthur, darthur@austingrad.edu.

FAQ's for students from US Department of Education:

Frequently Asked Questions from Students about the Higher Education Emergency Relief Student Grants <https://www2.ed.gov/about/offices/list/ope/caresact.html>

1. Do I have to repay the emergency financial aid grant I received from my university through the CARES Act? ^[1]_{SEP}No. The funds provided by the CARES Act are grants, so they do not need to be repaid.
2. I am a student who received an emergency financial aid grant from my university through the CARES Act. Is this grant includible in my gross income? ^[1]_{SEP}No. According to the Internal Revenue Service, "Emergency financial aid grants under the CARES Act for unexpected expenses, unmet financial need, or expenses related to the disruption of campus operations on account of the COVID-19 pandemic, such as unexpected expenses for food, housing, course materials, technology, health care, or childcare, are qualified disaster relief payments under section 139." ^[1]_{SEP}For more information please visit: <https://www.irs.gov/newsroom/faqs-higher-education-emergency-relief-fund-and-emergency-financial-aid-grants-under-the-cares-act>.
3. What can emergency financial aid grants provided by the CARES Act be used for? ^[1]_{SEP}Emergency financial aid grants to students can be used 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). Please see below* for more information about what is included in a student's cost of attendance.

*** Cost of Attendance**

The cost of attendance (COA) is not the bill that you may get from your college; it is the total amount it will cost you to go to college each year. The COA includes tuition and fees; on-campus room and board (or a housing and food allowance for off-campus students); and allowances for books, supplies, transportation, loan fees, and, if applicable, dependent care. It can also include other expenses like an allowance for the rental or purchase of a personal computer, costs related to a disability, or costs for eligible study-abroad programs.

For students attending less than half-time, COA includes tuition and fees and an allowance for books, supplies, transportation and dependent care expenses; but can also include room and board for up to three semesters or the equivalent at the institution, but no more than two of those semesters or the equivalent may be consecutive. Contact the financial aid office at the college you plan to attend if you have any unusual expenses that might affect your cost of attendance.

Student Grant Request Form

Austin Graduate School of Theology

Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief Fund (HEERF) Student Grant Request Form

HEERF Emergency Financial Aid Grant funds are available to students to help cover expenses related to the disruption of campus operations due to the Coronavirus (COVID-19). This can include eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care and childcare. AGST has developed this form to allow students to request funds.

Grant amounts:

Range from \$300 - \$1368. Amount of award is based on the student's FAFSA Estimated Family Contribution (EFC) after any adjustments (e.g. from verification, professional judgment).

Student Eligibility:

To be eligible, you must:

1. Have been enrolled March 13, 2020 and plan to enroll Summer 2020 or Fall 2020
2. Have incurred an eligible expense related to the disruption of campus operations due to COVID-19
3. Must have applied for Title IV federal aid and met eligibility requirements
4. Must not have been enrolled exclusively in AGST online courses March 13, 2020.

Eligible Expenses:

Educational expenses paid directly by the student.

Housing (Rent)	Food/Groceries	Utilities
Course Materials	Technology	Childcare
Health/Medical Expense	Transportation	Other

Note: Tuition and fees paid to AGST are not eligible COVID-19 disruption expenses. AGST will not deduct tuition or other expenses from HEERF emergency grants.

Grant Approval and Delivery:

1. The Financial Aid Office will review your request and notify you of a final decision.
2. All grants will be disbursed to students by check. Please make sure your correct address is on file with the school.

Agreement Statement

I have read and agree to the guidelines above, and understand I am limited to one HEERF Emergency Financial Aid Grant Request. If my request does not meet these guidelines, it is subject to denial.

Print Name

Signature

Date