

FINAL REPORT ON  
CARES ACT EMERGENCY GRANTS TO STUDENTS  
Higher Education Emergency Relief Fund (HEERF)

January 8, 2021

Under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, a total funding allocation was established for Great Bay Community College (GBCC), with at least 50 percent reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus.

Great Bay Community College submitted a signed “*Recipient’s Funding Certification and Agreement*” to the US Department of Education for the emergency financial aid grants to students portion (HEERF), acknowledging that \$435,085 was allocated “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).”

➤ WHAT IS THE TOTAL AMOUNT OF EMERGENCY FINANCIAL AID GRANTS DISTRIBUTED TO STUDENTS?

As of	Total Amount Disbursed	Total Number of Students
May 22, 2020	\$0	0
July 6, 2020	\$435,100	875
August 20, 2020	\$440,950	890 *
October 4, 2020	\$440,950	890 *
January 8, 2021	\$437,950	878 *

\*15 additional students found to be eligible under original awarding criteria. Awarded \$5,850 August 18, 2020. The Student Portion grant amount is \$435,085, so \$5,865 of the student awards are funded from the Institutional Portion.

\*12 students did not cash the CARES Act checks distribute to them. These students were contacted by email, phone, and text, with a final email notice on November 4, 2020. \$3,000 was returned to the institutional portion of GBCC’s CARES Act fund.

➤ WHO IS ELIGIBLE FOR THE EMERGENCY FINANCIAL AID GRANT FUNDS?

To be eligible for emergency financial aid grant funding, as outlined under CARES Act Section 18004(a)(1) students must:

GBCC Fifth CARES ACT Report - FINAL

January 8, 2021

Page 1 of 8

## FINAL REPORT

- have been matriculated in a Title IV eligible program
- enrolled as of March 13, 2020
- be eligible to participate in programs under [Section 484 in Title IV of the Higher Education Act of 1965](#)

As of	Estimated Number of Eligible Students
May 22, 2020	900

➤ WHAT METHODOLOGY WAS USED BY GREAT BAY COMMUNITY COLLEGE TO DETERMINE WHICH STUDENTS RECEIVED FUNDS?

AND

➤ WHAT INSTRUCTIONS, DIRECTIONS OR GUIDANCE WERE PROVIDED BY GREAT BAY COMMUNITY COLLEGE TO STUDENTS?

1. **After careful review** of Section 18004(a)(1) of the CARES Act along with US Department of Education guidance, GBCC established that a student could be considered for a CARES Act Emergency Student Fund Award if the following eligibility criteria were met:
  - Student must demonstrate eligibility to participate in programs under Section 484 of the Higher Education Act - [Click here for HEA Section 484 details](#)
    - To confirm Section 484 eligibility, student needed to submit a valid 2019-2020 FAFSA to GBCC that demonstrated Section 484 eligibility
  - Student must be matriculated in and making satisfactory academic progress in a degree or certificate program
  - Student must have been registered for Spring Semester program course(s) as of March 13, 2020
2. **GBCC identified matriculated** students who were registered on March 13, 2020. On May 5, 2020 GBCC sent CARES Act advisory emails (to student and personal email addresses) to:
  - 863 students with 1920 FAFSAs submitted to GBCC

*Dear Student,*  
*As a result of the CARES Act, the Higher Education Emergency Relief Fund has been established to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. The Department of Education has indicated only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may be eligible to receive these emergency financial aid grants. You have completed your 2019-2020 FAFSA and*

## FINAL REPORT

*may be eligible for these funds. We are working on a process to determine eligibility and distribute these funds to students with COVID related expenses. **Please be on the lookout for other emails with additional information, including a survey to complete if you have been affected by the closure of the physical campus of the College due to coronavirus.***

*Sincerely,  
Financial Aid Team  
Great Bay Community College*

- 427 students without FAFSAs

*Dear Student,*

*As a result of the CARES Act, the Higher Education Emergency Relief Fund has been established to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. The Department of Education has indicated only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may be eligible to receive emergency financial aid grants. **If you have expenses related to the disruption of campus operations due to coronavirus AND wish to be considered for these funds, please complete the 2019-2020 FAFSA at <https://studentaid.gov/apply-for-aid/fafsa/filling-out>** immediately using the GBCC school code 002583.*

*Eligibility for the CARES funding is not based on income information, so **you are strongly encouraged to submit your FAFSA even if you have been previously ineligible for free federal aid.** We may request additional information to consider your eligibility. We are working on a process to determine eligibility and distribute these funds to students with COVID related expenses. Please be on the lookout for other emails with additional information, including a survey to complete if you submit your FAFSA and have been affected by the closure of the physical campus of the College due to coronavirus.*

*Sincerely,  
Financial Aid Team  
Great Bay Community College*

3. **Along with sister** CCSNH Colleges, GBCC developed a simple Survey Application for students to complete on the SIS (Student Information System). A facsimile of the survey:

# FINAL REPORT

## [CARES Act Emergency Student Fund Application](#)

### ○ **CORONAVIRUS: CARES Act Higher Education Emergency Relief Fund for Students**

As a result of the CARES Act, the Higher Education Emergency Relief Fund has been established to provide students with **emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus.**

*To be considered for eligibility for CARES Act Emergency Student Fund Eligibility,*

- *Your school must have a FAFSA on File (2019-2020)*
- *You must be making satisfactory academic progress in a degree or certificate program*
- *You must have been registered for Spring Semester program course(s) as of March 13, 2020*
- *You must demonstrate eligibility to participate in programs under Section 484 of the HEA*

**Click the “CARES Act Emergency Student Fund Application” link above if you have been impacted by the closure of the physical campus of the College due to coronavirus.**

**Question 1:** Do you have expenses related to the disruption of campus operations due to coronavirus? (Yes/No)

**Question 2:** Please select the categories which apply to your expenses:

(Food, HOUSING – Utilities, HOUSING – Internet Access, COURSE MATERIALS, TECHNOLOGY, HEALTH CARE, CHILD CARE, TRANSPORTATION.

4. **Between May 19, 2020** and May 26, 2020 GBCC sent email announcements to 1328 potentially eligible students (student and personal email addresses) with instructions to complete the SIS Survey Application:

*Dear Student,*

*As a result of the CARES Act, the Higher Education Emergency Relief Fund has been established to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus.*

*To be considered for CARES Act Emergency Student Fund Eligibility,*

- *Your school must have a FAFSA on file (2019-2020)*
  - *If you have not, there is still time. Complete your 2019-2020 [FAFSA](#) before June 20, 2020.*
- *You must be making satisfactory academic progress in a degree or certificate program*
- *You must have been registered for Spring Semester program course(s) as of March 13, 2020*
- *You must demonstrate eligibility to participate in programs under Section 484 of the HEA - [Click here for more details](#)*

***The application is now available on the [Student Information System](#). Login and click on the “CARES Act Funding Application” tab.***

## FINAL REPORT

*For priority consideration, please complete your application and meet eligibility requirements by June 5, 2020. Funds are limited.*

*Sincerely,  
Financial Aid Team  
Great Bay Community College*

- SIS Survey access information was posted on the GBCC website, and on social media.
  - SIS Survey application access was retired on June 11, 2020.
5. **A special report** was designed to facilitate review of survey results (RXRCARE)
- Between June 8, 2020 and June 13, 2020 GBCC reviewed the 292 submitted survey applications.
    - 282 of the student applicants were registered on March 13, 2020
    - 260 of these students met all other eligibility requirements
      - 237 of the 260 Answered Yes to at least one question/expense category on the survey
      - 23 of the 260 responded “No” to the question “Do you have expenses related to the disruption of campus operations due to coronavirus?”
6. **Award amounts for** the 237 survey applicant responders were allocated according to the number of expense categories designated by the student:

Yes Response Tally	Student Count	Award Amount	Total
Yes 1 - 2	37	\$ 1,000	\$ 37,000
Yes 3 - 4	70	\$ 1,100	\$ 77,000
Yes 5 - 6	74	\$ 1,200	\$ 88,800
Yes 7 - 9	56	\$ 1,300	\$ 72,800
	<b>237</b>		<b>\$ 275,600</b>

7. **After monitoring the** US Department of Education’s revised guidance as published, GBCC concluded that all GBCC matriculated students enrolled on March 13, 2020 were impacted due to the disruption of campus operations due to coronavirus, and could be eligible for a CARES Act award if all other eligibility requirements were satisfied. GBCC reviewed:
- All potentially eligible non survey students, evaluating the eligibility requirements via the logic in the RXRCARE report, and added the
  - 23 eligible students who answered “No” to the CARES Survey Application.

## FINAL REPORT

**As a result, 638 additional students were awarded \$250 each.** (GBCC supplemented the grant with \$15 from institutional funds.)

8. **During August, 2020, 15 additional students** were identified as CARES Act grant eligible using the original GBCC Criteria. 13 students were awarded \$250 and 2 students were awarded \$1100 (total \$5,850). The Student Portion grant amount is \$435,085, so \$5,865 of the student awards are funded from the Institutional Portion.

### TOTAL GBCC CARES ACT AWARDS (*Higher Education Emergency Relief Fund*)

Students	Amount	Total
651	\$ 250.00	\$ 162,750.00
37	\$ 1,000.00	\$ 37,000.00
70	\$ 1,100.00	\$ 77,000.00
74	\$ 1,200.00	\$ 88,800.00
58	\$ 1,300.00	\$ 75,400.00
890	TOTAL STUDENT AMOUNT:	\$ 440,950.00
	Student Portion	\$ 435,085.00
	Funded by Institutional Portion	\$ (5,865)

#### ➤ HOW DID STUDENTS RECEIVE THE CARES ACT FUNDS?

(August disbursements were made according to this same procedure)

1. **Funds were posted** directly to students accounts through the Bursar's Office on June 16, 2020.
2. **On June 17, 2020**, a \*\*\*GBCC AWARD – CARES Act Emergency Relief Fund for Students\*\*\* notification email was sent to all awarded students.

*Dear Student,*

*As a result of the CARES Act, the Higher Education Emergency Relief Fund (HEERF) has been established to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus.*

*You meet the eligibility requirements for CARES Act Emergency Student Fund Eligibility:*

- *You were registered for Spring Semester program course(s) as of March 13, 2020,*

## FINAL REPORT

- GBCC has a 2019-2020 FAFSA on file, and
- You were making satisfactory academic progress in a degree or certificate program.

*You have been awarded a CARES Act Grant in the amount of \$\_\_\_\_\_*

**This is a grant and does not need to be repaid.**

### HOW WILL YOU RECEIVE YOUR AWARD?

- The **CARES Student Grant** award has been posted to your GBCC student account and will be paid directly to you **in the next two weeks.**
- You will receive an email from our servicer Nelnet ([studentrefunds@ccsnh.edu](mailto:studentrefunds@ccsnh.edu)) notifying you of the payment amount and payment method (check or electronic refund).
- If you have not already signed up for Direct Deposit/Electronic Refund (**the fastest method**) you will have 24 hours to update your payment method according to the instructions in the email.
- Otherwise, a CCSNH check (Community College System of NH) will be mailed to you at the current mailing address on file.

### PLEASE CASH YOUR CHECK PROMPTLY!

QUESTIONS regarding your award payment? Please contact the GBCC Business Office at [GBCCBusinessOffice@ccsnh.edu](mailto:GBCCBusinessOffice@ccsnh.edu).

Sincerely,  
Financial Aid Team  
Great Bay Community College

3. **On June 17, 2020**, a “Student Refund Notification” notification email was sent to all awarded students from Nelnet, from the email address [studentrefunds@ccsnh.edu](mailto:studentrefunds@ccsnh.edu)

Dear Student,

Community College System of New Hampshire has issued a refund payment to you in the amount of \$\_\_\_\_\_.

This refund will be issued to you via {payment method on record at Nelnet – check or electronic deposit}. You have approximately 24 hours from the receipt of this e-mail to make changes to your refund method or account before the funds will be disbursed. If you have any questions about how to access your profile or make changes to your refund method, please let us know.

Electronic Refunds: Please allow 2-3 business days for your refund to be deposited into

## FINAL REPORT

*your bank account.*

*Check Refunds: Please allow 7-10 business days to receive your paper check via mail. For more information regarding Student Choice Refunds, including how to sign up for direct deposit, please visit <http://ccsnh.edu/ccsnh-student-refunds>.*

*Thank you,  
Community College System of New Hampshire*