

# Mitchell Technical College Higher Education Emergency Relief Fund (HEERF) Reporting – Emergency Financial Aid Grants to Students

Quarterly Report as of March 31, 2021

In accordance with [U.S. Department of Education guidelines](#), each HEERF participating institution must post the following information listed below in a format and location that is easily accessible to the public 30 days after the date when the institution received its allocation under 18004(a)(1) and updated no later than 10 days after the end of each calendar quarter (September 30, December 31, March 31 and June 30).

**1.) An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution 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.**

Mitchell Technical College signed and returned to the U.S. Department of Education the Certification and Agreement on April 16, 2020. Notification that grant funds were available for draw down was received on April 25, 2020. You can view the Certification and Agreement [here](#). Notification of award of supplemental CRRSAA grant funds was received on January 17, 2021.

Mitchell Technical College intends to use no less than 50% of the funds received to provide Emergency Financial Aid grants to students.

**2.) The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students.**

On April 24, 2020 Mitchell Technical College received \$439,711.00. On January 17, 2021 Mitchell Technical College received an additional \$439,711.00 through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). The total amount received for Emergency Financial Aid Grants to Students is \$879,422.

**3.) The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of submission.**

As of March 31, 2021, Mitchell Technical College has disbursed a total of \$879,422 to eligible students.

**4.) The estimated total number of 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 to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act.**

Mitchell Technical College determined there were 701 students eligible to receive Emergency Financial Aid Grants under the guidelines of the Coronavirus Aid, Relief, and Economic Security

# Mitchell Technical College Higher Education Emergency Relief Fund (HEERF) Reporting – Emergency Financial Aid Grants to Students

(CARES) Act (HEERF I). With the revised eligibility criteria and guidelines issued through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) 2021 (HEERF II) there were 835 students eligible for student aid after December 27, 2020.

## **5.) The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act.**

Prior to December 31, 2020, Mitchell Technical College disbursed Emergency Aid grants to 701 students for the Spring and Summer Semesters 2020.

During the period January 1 – March 31, 2021, Mitchell Technical College has disbursed Emergency Financial Aid grants to 166 students for Fall Semester 2020 and 835 students for Spring Semester 2021.

## **6.) The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act.**

### **Spring and Summer Semester 2020**

Following guidance received from the US Department of Education, MTC determined the following students were eligible to receive Emergency Financial Aid Grants:

Title IV-eligible students under Section 484 of the Higher Education Act

Students are eligible for Higher Education Emergency Relief Fund (HEERF) student grants under the CARES Act if they were not enrolled exclusively in an online **program** on or after March 13, 2020 and meet the Title IV-eligibility requirements.

Emergency Financial Aid Grants were distributed to eligible students during the Spring and Summer Semesters 2020. For the spring semester the method used to determine how much each student would receive was based on the number of credits the student was enrolled in as of March 13, 2020 (excluding any credits for which a student may be refunded due to the program not being able to offer that class to finish the spring 2020 semester). Eligible students received \$30/credit. The summer semester followed a similar method providing \$30/credit to eligible students enrolled in the summer semester as of July 6, 2020.

### **Fall Semester 2020**

Students enrolled during the fall semester 2020 (August 24 – December 17, 2020) were provided an opportunity in December 2020, to apply for Emergency Financial Aid grants for unexpected expenses, unmet financial needs, or expenses related to the disruption of campus operations on account of the COVID-19 pandemic. Applications were reviewed and award amounts were prioritized and allocated based on the financial impact of COVID on students. Awards were paid to qualified students in January 2021. These payments utilized the available balance of CARES Act student aid funds (HEERF I) originally awarded in April 2020.

# Mitchell Technical College Higher Education Emergency Relief Fund (HEERF) Reporting – Emergency Financial Aid Grants to Students

## Spring Semester 2021

The CRRSAA requires that institutions prioritize students with exceptional need in awarding financial aid grants to students. Development of the Mitchell Tech's prioritization and review process was done by a team of staff members including: 1) Vice President Operations; 2) Dean of Financial Operations; 3) Dean of Student Success; and 4) Financial Aid Director.

All degree seeking students enrolled in the Spring Semester 2021 at Mitchell Technical College as of March 5, 2021 were considered for HEERF emergency aid grants. Student aid grant prioritization and award amounts were based on information provided to the Mitchell Tech Financial Aid Office through student completion of the FAFSA as well as Financial Aid office review and determination of student financial aid need, financial aid awarded, and remaining unmet student need.

This approach meets the spirit of federal guidance by prioritizing students with exceptional need and considered students' particular socioeconomic circumstances per the CRRSAA guidelines (See Supplemental Grant Funds for Students Agreement para 3 and 6). Prioritization to students with exceptional need is demonstrated below:

- 70% of student aid grant funds were provided to 30% of students (251 students) identified with the highest need.
- 30% of student aid grant funds were awarded to 70% of students (584 students) with lesser need.
- Since all students have been impacted directly or indirectly by the Coronavirus it was felt that each eligible student should receive some amount in a Student Aid grant.
- Total Spring Semester 2021 Student Aid grants awarded was \$487,353 to 835 students. Of that total, \$437,711 was from the HEERF Student Aid Funds and \$47,642 was allocated from HEERF Institutional Funds.

## 7.) Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

### Spring and Summer 2020

An e-mail was sent to all students whom we had determined to be eligible for the grant based on the guidance received from the Department of Education and if the student had completed a 2019-2020 FAFSA meeting the student eligibility requirements under Section 484 of Title IV of the Higher Education Act. You can view this e-mail [here](#).

A separate e-mail was sent to all students whom we had determined met the basic eligibility requirements, but who had not completed a 2019-2020 FAFSA. These students were informed of the grant and instructed to complete the 2019-2020 FAFSA if they wanted to be further considered. You can view this e-mail [here](#).

# Mitchell Technical College Higher Education Emergency Relief Fund (HEERF) Reporting – Emergency Financial Aid Grants to Students

When a check has been generated for an eligible student and is prepared for mailing, the following note is included:

“Dear MTI Student,

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law to get support to those most in need as quickly as possible. That includes college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

Grant funding made available to MTI through the U.S. Department of Education has allowed this payment to you as an emergency financial aid grant. The amount of the grant is based on \$30/credit hour for the total number of credits you are registered during the spring or summer semester 2020. These funds are to be used to cover 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 childcare).

This is a grant and does not have to be repaid and it does not count as part of your financial aid.”

## Fall 2020

The email shown below was sent on January 13, 2021 to students receiving Fall Semester 2020 Student Aid payments.

January 12, 2021

“Dear Mitchell Tech Student,

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law to get support to those most in need. This includes college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

Grant funding made available to Mitchell Technical College through the U.S. Department of Education has allowed this payment to you as an emergency financial aid grant for unexpected expenses, unmet financial needs, and expenses related to the disruption of campus operations due to the COVID-19 pandemic. This grant is awarded based on your application for Fall Semester 2020 and the funds are to be used to cover eligible expenses under a student’s cost of attendance, such as food, housing, course materials, technology, health care, and childcare.

This is a grant and does not have to be repaid and it does not count as part of your financial aid.

# Mitchell Technical College Higher Education Emergency Relief Fund (HEERF) Reporting – Emergency Financial Aid Grants to Students

Questions regarding this aid can be directed to: Vice President Operations”  
( email & name included in original email)

## Spring 2021

The email shown below was sent on March 23, 2021 to students receiving Spring Semester 2021 Student Aid payments.

“Mitchell Tech Student -

Spring Semester Cares Act checks will be going out this week. If you are receiving a payment, you will receive your payment in one of the following ways:

- Direct Deposit – if you have previously set up to get your refund check via direct deposit, you will receive this payment in that method. You should receive between March 25th and 29th
- With Graduation Tickets – if you are graduating this spring, your Cares Act check will be attached with your Graduation Tickets to be picked up at the Center for Student Success
- Applied directly to your account in the Business Office – for those of you who authorized, your payment was applied directly to your balance with the Business Office
- Pick up in Admissions Office – if you are not receiving it direct deposit, are not graduating, and did not have it applied to your account; you will be contacted to pick it up from the front desk in the Admissions Office in the Campus Center. You will be notified when the check is available to pick up...PLEASE DO NOT INQUIRE PRIOR TO RECEIVING THIS EMAIL.
- If you are off campus for an internship or are an online student please complete this form with the address you would like your check mailed to:  
<https://forms.office.com/r/5gqeM8pLhY>

On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSSA) was signed into law. This new law expanded the Higher Education Emergency Relief Fund (HEERF II) and provided Mitchell Technical College with \$439,711 in additional funds designated for student financial aid grants. Per US Department of Education guidelines, these HEERF II grants may be used by the student for any component of the cost of attendance (tuition, fees, food, housing, health care (including mental health care) or childcare or for emergency costs associated with COVID-19. The CRRSAA required that colleges prioritize students with exceptional need, such as students who receive Federal Pell Grants in awarding financial aid grants to students. However, students do not need to be only Pell recipients or students who are eligible for Federal Pell Grants. In addition, the CRRSAA allows that financial aid may be provided to students exclusively enrolled in distance education.

## **Mitchell Technical College Higher Education Emergency Relief Fund (HEERF) Reporting – Emergency Financial Aid Grants to Students**

Following this guidance, a team of Mitchell Tech staff members developed a prioritization and allocation process for student aid grants for Spring Semester 2021. All degree seeking students enrolled in the Spring Semester 2021 at Mitchell Technical College as of March 5, 2021 were considered for HEERF emergency aid grants. Student aid grant prioritization and award amounts were based on information provided to the Mitchell Tech Financial Aid Office through student completion of the FAFSA as well as a review and determination of the following: 1) student financial aid need; 2) financial aid awarded; and 3) remaining unmet financial aid need. Since all students have been impacted directly or indirectly by the Coronavirus it was felt that each student should receive some amount in a Student Aid grant. This payment is a grant and does not have to be repaid and it does not count as part of your financial aid.

Questions regarding this report or MTC's Student Emergency Financial Aid Grants can be directed to MTC Vice President Operations." (email and phone provided in original email)