

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

**Reporting Period: October 1 – December 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 that is easily accessible to the public 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, the applicable amount of funds designated under the CRRSAA and ARP (a)(1) and (a)(4) programs to provide Emergency Financial Aid Grants to students.**

Mitchell Technical College signed and returned to the Department the Certification and Agreement on April 16, 2020. Mitchell Technical College assures the institution will direct all student emergency funds to student as required by the Higher Education Emergency Relief Fund (HEERF).

- 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 for HEERF I, II and III programs.**

- April 24, 2020 Mitchell Technical College was awarded \$439,711 through the CARES Act (HEERF I)
- January 17, 2021 Mitchell Technical College was awarded \$439,711 through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) (HEERF II)
- May 14, 2021, Mitchell Technical College was awarded \$1,405,584 through the American Rescue Plan (HEERF III)
- Total amount awarded through HEERF I, II and III for Emergency Financial Aid Grants to Students is \$2,285,006

- 3.) The total amount of Emergency Financial Aid Grants distributed to students from all HEERF grants for the quarter.**

- During the quarter September 1 through December 31, 2021, Mitchell Technical College distributed \$826,562 in emergency financial aid grants to eligible students.
- As of December 31, 2021, Mitchell Technical College has disbursed a total of \$1,705,984 in emergency aid grants to eligible students since inception of HEERF.

- 4.) The estimated total number of students at the institution eligible to receive Emergency Financial Aid Grants to Students through HEERF for the quarter.**

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- Mitchell Technical College determined there were 932 students eligible to receive Emergency Financial Aid Grants under the guidelines of HEERF during the quarter.

## 5.) The total number of students who have received an Emergency Financial Aid Grant to students during the quarter.

- During the period October 1 – December 31, 2021 932 students were awarded emergency financial aid grants.

## 6.) The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CRRSAA and ARP (a)(1) and (a)(4).

All degree seeking students enrolled in the Fall Semester 2021 at Mitchell Technical College as of October 7, 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 Certification and Agreement paragraphs 3 thru 7. Prioritization to students with exceptional need is demonstrated below:

- *63% of student aid grant funds (\$522,412) was be provided to 26% of students (246 students) identified with the highest need.*
- *37% of student aid grant funds (\$304,150) was awarded to 74% of students (686 students) with lesser 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.*

*Student aid grant awards ranged from a minimum of \$250 to a maximum of \$5,442.80 with the average award amount of \$886. Awards amounts were determined as follows:*

- *For students with unmet financial aid need of \$1,900 or more. Payment was calculated at 40% of unmet financial aid package need.*
- *For students with unmet financial aid need of less than \$1,900, payment was calculated at a flat rate of as follows:*
  - *Unmet financial aid need of \$1,000 - \$1,899. Award of \$750.*
  - *Unmet financial aid need less than \$1,000. Award of \$600.*
  - *Unmet financial aid need of \$0. Award of \$500.*
  - *No FAFSA completed. Award of \$250.*

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

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

- On September 8, 2021 the Mitchell Tech Director of Financial Aid sent an email to all students notifying them of the opportunity to receive a financial aid adjustment due to the unemployment of a family member or independent student or due to other circumstances. A copy of this email is posted [here](#).
- On October 5, 2021 an email was sent from the Admissions Office to all students receiving Emergency Aid Grants for Fall semester 2021. A copy of this email is included with this report (next page).

**From:** MTI Admissions Office  
**Sent:** Tuesday, October 5, 2021 10:47 AM  
**To:** MTI Students  
**Subject:** Fall Student Aid Payment - Direct Deposit Setup - PLEASE READ

Later this week, Mitchell Tech will be processing and disbursing the Cares Act Fall Student Aid payments. This is money that was allocated to Mitchell Tech as part of the American Rescue Plan/Cares Act and is intended to be paid out to students to assist with disruptions caused by the Covid-19 pandemic.

- **These are funds that do not need to pay back**
- **The payment does not impact your financial aid**
- **The payments amounts were prioritized and awarded based on information provided to the Mitchell Tech Financial Aid Office through 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.**
  - o Completing the FAFSA was not a requirement to receive the payment. Students who did not complete this are still eligible for the payment.

**DO NOT REPLY TO THIS EMAIL AND ASK WHAT YOUR PAYMENT WILL BE, YOU WILL BE NOTIFIED BY EMAIL LATER THIS WEEK WHEN THE PAYMENTS ARE COMPLETE.**

**IF YOU WOULD LIKE YOUR PAYMENT TO BE DIRECT DEPOSIT INSTEAD OF A PAPER CHECK,** please complete the Direct Deposit form on MyTech by 3:00 PM on Wednesday, October 6<sup>th</sup>. The form can be found in the Financial Aid section on the [FORMS](#) page.

**\*Direct deposit is optional, not required. If you previously signed up for direct deposit for your refund check, you do not need to set that up again.**

**\*\*If you signed up for direct deposit during the 2020-21 school year, you will need to re-enroll for this year to receive your payment by direct deposit.**

The screenshot shows the MyTech website interface. The navigation bar at the top includes links for Home, Student Life, Student Advising, Center for Student Success, Campus Store, Billing, Retention, Technology, **Forms** (highlighted), Admissions, Course Search, Faculty, Instructional Excellence, and More. The main content area is titled 'Forms' and is divided into several sections. The 'Mandatory Forms' section includes a link to 'Request to Graduate'. The 'ANNUAL DATA' section is also visible. The 'Graduation Request' section has a 'Request to Graduate' link. The 'FERPA Form' section is at the bottom. The 'Financial Aid' section is prominent, featuring two sub-sections: 'Refund Request Form' and 'Direct Deposit Request', each with a 'Visit' button. A red arrow points to the 'Direct Deposit Request' button, and a blue arrow points to the right side of the page.

Any questions, please contact me.

*Note - Contact information removed from this email for HEERF Report*