



November 17, 2020

STUDENT NAME
STUDENT ADDRESS
CITY, STATE ZIP CODE

Re: CARES Relief Funds

Dear *STUDENT NAME*,

In May you applied identifying financial impacts as a result of the COVID-19 pandemic that affected your educational plans at Southeast Technical College. Specifically, you identified additional expenses in one or more areas that included the following: food, housing, course materials, technology, health care, or childcare.

Under legislation enacted by Congress and signed by the President, the Coronavirus Aid, Relief, and Economic Security (CARES) Act authorized institutions of higher education to distribute cash grants to students as part of the funding allocated in the Higher Education Emergency Relief Fund (HEERF).

Southeast initially estimated that approximately 1,700 students would be eligible to apply for relief. At that level of participation, the average cash grant would have been roughly \$500 per eligible student.

The actual number of applications received was considerably less than initially anticipated with fewer than 400 applications submitted. As a result of receiving fewer applications than first thought, Southeast has the discretion to increase the cash grant amounts from our HEERF funds.

On the back of this letter, information from your original application and your potential cash grant is reflected. As part of the process of distributing the funds to you, we are requiring that you review the information provided, and sign the document confirming your financial impact. The document should be signed by you and returned to Southeast Technical College in the enclosed self-addressed postage paid envelope. **Electronic submissions will not be accepted.**

Funds will be distributed on a weekly basis; however, this document must be returned before November 30, 2020 to ensure the full amount of your cash grant as reflected on the reverse side of this document.

If you have any questions, please e-mail CARES@southeasttech.edu.

Sincerely,

Rich Kluin

Rich Kluin
Vice President, Finance/Operations
Southeast Technical College

**Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
Higher Education Emergency Relief Fund (HEERF)**

Name: *STUDENT NAME*

Student ID#: *STUDENT ID*

Eligibility Status

I was a Southeast Technical College student who was:

- enrolled at Southeast Technical College during the Spring 2020 semester **AND**;
- a diploma or degree seeking student **AND**;
- taking most Spring 2020 semester classes at the physical Southeast Tech campus **AND**;
- a student in good academic standing either receiving or was otherwise eligible to receive Title IV financial aid **AND**;
- making satisfactory academic progress.

I further attest that I incurred self-reported¹ **additional** expenses as a direct result of the disruption of Southeast Tech campus operations due to coronavirus in each of the following categories identified:

- Additional Course Materials: **Yes**
- Additional Childcare Expenses:
- Additional Technology Costs:
- Additional Food Costs: **Yes**
- Additional Housing Costs:
- Additional Health Care Expenses:

The total financial impact for which I am seeking emergency relief is: **\$750**

¹*Information derived from student submitted survey and direct inquiry.*

I further understand that I **would not** be eligible for relief funds if any of the following conditions apply to my situation during the Spring 2020 semester. I **was not**:

- enrolled in a non-diploma or non-degree program **OR**
- enrolled in a dual enrollment course(s) **OR**
- enrolled in an online program on or before March 20, 2020 **OR**
- in good standing with Federal Financial Aid (Title IV) **OR**
- incurring additional expenses as a result of the COVID-19 pandemic.

I certify, under penalty of perjury, that the information stated above is true and accurate. I understand that the above information, if misrepresented or incomplete, may be grounds for repayment and/or penalties as specified by law.

STUDENT'S SIGNATURE (REQUIRED)*

DATE

****This document must be signed and mailed to Southeast Technical College in order to receive relief funds.***