MECH-TECH College

Date October 7, 2021

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PROCEDURE FOR GRANTING FUNDS under The Higher Education Emergency Relief Fund III (HEERF III) that is authorized by the American Rescue Plan (ARP), Public Law 117-2, Higher Education Emergency Relief Fund (HEERF) III Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) under the Section 314(c)(3) - Higher Education Emergency Relief Fund (HEERF) II ELIGIBLE STUDENTS

On December 27, 2020, the President signed the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (P.L.116-260) and on March 11,2021 was signed The Higher Education Emergency Relief Fund III (HEERF III) that is authorized by the American Rescue Plan (ARP), Public Law 117-2, Higher Education Emergency Relief Fund (HEERF) III a supplemental grant.

Formula grant funds (the "Advanced Funds") are for the sole purpose of providing emergency Financial Aid Grants This Funding Policy is created under the provisions the American Rescue Plan (ARP), Public Law 117-2 as was established by the Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) under the Section 314(c)(3) requiring that Financial Aid Grants be awarded to students in great need. This grant can be used by students to cover any of the components of the cost of attendance or emergency costs as a result of the coronavirus. These costs can be tuition, food, housing, health care, and childcare. It is added in this new appropriation that the student can express his consent to apply the aid to cover any balance he may have with the institution.

Mech-Tech College / Mech-Tech Institute will make emergency financial aid grants from advanced funds available directly to students to cover the costs mentioned in the above paragraph. This aid will be awarded as promptly as possible and discretion is retained in determining the amount of each individual emergency financial aid grant in accordance with all applicable laws, including nondiscrimination laws.

Procedure:

A. The Registrar will request at a certain date a list from the Director of Information System (DIS) containing the active students on the requested date that will include the following information: First and Last Name, Student Number, Social Security Number, Start Date, Expected Graduation Date, Program of Studies, Telephone, Postal Address and Email.

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B. The Registrar will validate that the list provided by the Director of Information System (DIS) includes all active students. After the validation of the population will proceed to send the revised list to the Financial Aid Department.

C. The Director of Financial Aid will verify that the students included in the list received from the Registrar are students who have filed the Free Application for Federal Student Aid (FAFSA) that are eligible for free aid and students that are not eligible for Title IV. Eligibility criteria for participating in the aid Free are as follows: U.S. citizenship or non-citizen, valid social security number, registration in the selective service (if you are a male), not being in default on a Title IV loan. Students who have not submitted the Free Application for Federal Student Aid (FAFSA) are contacted to file the application and be evaluated under the eligibility criteria. The Director of Financial Aid will send the revised list to the Director of Information System (DIS) to send an email to each of the students informing them of the aid that is available and at the same time will include a link that   redirects the student to consent to receive the aid or apply it to any balance they may have.

D. Once the student goes to the link sent, complete the requested information, and select one of the two options. The student's response is received in a report in Excel format that reflects the option chosen by the student. This report is segregated according to the response received.-The list of students who opted to have the aid sent to them will be passed to the Accounting Department for check preparation. The list of students who opted for the authorization to apply the aid to cover outstanding balance with the Institution will be sent to the Department of Finance.

E. The Director of Finance will receive the list of students who opted for and authorized the amount granted to cover the outstanding balance in their account. The Finance Department will use the list of students who authorized the aid to be applied to their account to register in it. After applying the aid to the student's account, it will be verified if any credit arises in it. The Finance Department will prepare a list with the student information with credit balance to the Accounting Department to prepare refund checks to the student.

F. The Accounting Department will receive the list of students who chose to receive the aid. This list will be sent to the Director of Information Systems (DIS) in order to create an invoice for each student and then facilitate the registration and preparation of the check to the student.

G. With the coordination of the Call Center, students who have not answered the email will be followed up.

This evaluation and funding process is carried out as the students of Mech-Tech College and Mech-Tech Institute meet the requirements.