



Enclosure A:

**Procedure for Granting the CARES Act
Funds to Eligible Students**

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The advanced funds have the exclusive purpose of providing emergency financial aid to students for their expenses related to the interruption of campus operations due to the COVID-19 such as: food, housing, course materials, technology, medical expenses, and childcare.

Mech Tech College / Mech Tech Institute, will provide students emergency financial aid from the advanced funds directly for their expenses related to the interruption of campus operations due to the COVID-19 as soon as possible and reserves discretion in determining the amount for each individual emergency financial aid according to all applicable laws, including non-discrimination laws up to a maximum of \$6,195.00.

Procedure:

- A. The MIS Department will issue a list that contemplates active students with the following information: Name and Last Name, Social Security Number, Start Date, Expected Graduation Date, Program of Study, Telephone, Postal Address, and Email address.
- B. The Registrar's Department will validate that the list provided by the MIS Department contemplates all enrolled students. After validating the population, students that meet the eligibility criteria will be identify to participate from the CARES aid, under Title IV Section 484 of the Higher Education Law of 1965 as amended (HEA), please refer to Satisfactory Academic Progress and High School evidence or its equivalency.
- C. The Financial Aid Office will issue a list of students that have presented the Free Application for Federal Student Aid (FAFSA) which contemplates the eligibility requirements to participate from the CARES aid under Title IV Section 484 of the Higher Education Law of 1965, as amended (HEA). The eligibility criteria to participate include; among others, the following: U.S. citizenship or eligible non-citizen, valid Social Security number, register in the Selective Service (if male), not having defaulted on Title IV loans. The list contemplates each one of the criteria as well as the student's Expected Family Contribution (EFC) and the verification groups. The list is provided by the MIS Department to be joined to the list of active students as mentioned in Section A. Once the result of this union is received, each one of the eligibility criteria is validates for each student. Students that have been selected for verification in groups V4 and V5 contemplate such process before granting the CARES financial aid. A student who has not received the Free Application for Federal Student Aid (FAFSA) are contacted so that they complete it and undergo an evaluation of the eligibility criteria. The list of students that are eligible for granting the CARES aid is sent to the Fiscal Officer.

- D. Student Consent – For Mech-Tech College students, they must complete orientation consent for granting the fund in the following link <https://bit.ly/35qWp5x> and for Mech-Tech Institute students, <https://www.mtifl.com/cares/> which will be sent by the Registrar’s Office through the institutional email account. Once completed by the student, it will be sent to the Finances Department.
- E. Check issuance – The Accounting Department will receive the list of students eligible for the CARES funds. The checks will be sent based on the list and with the amount determined by management. The Accounting Department will provide the checks to the Finances Department.

The Finances Department will receive consents sent by the students through the link. The information contained in the student’s consent will be validated and the checks will be sent by regular mail to eligible students who sent their consents.

The evaluation and funds granting process is carried out as Mech-Tech College’s and Mech-Tech Institute’s students comply with the requirements.