

COVID-19 Emergency Grant Fund Rules & Guidelines

Congress has made available to TLU, federal grant funds to be used to help students enrolled at TLU with COVID-19 related expenses that resulted from TLU's campus closure due to federal and state guidelines.

The U.S. Department of Education (ED) has set forth rules and guidelines that TLU must follow when granting these funds to students. To be considered eligible to apply for these funds, students must:

- 1) Be Title IV eligible. Being Title IV eligible means that the student meets all the requirements set forth by Congress to be eligible to receive federal grants, loans, and work-study. Title IV eligibility includes but is not limited to:
 - a. Student is a U.S. citizen or eligible non-citizen.
 - b. Have a valid high school diploma, GED, or completion of high school in an approved homeschool setting.
 - c. Have a valid Social Security number.
 - d. Not be in default of a federal loan or owe a repayment of a federal grant.
 - e. If male, have registered for Selective Service.
 - f. Not having been convicted of a federal drug offense.
 - g. Etc.
- 2) How do we determine Title IV eligibility? By having the student complete either the 2019-20 or the 2020-21 Free Application for Federal Student Aid (FAFSA) at studentaid.gov. When the FAFSA is processed, the federal processor confirms the student meets all the requirements for eligibility. The student need not have received any federal grants or loans but must meet the eligibility requirements to receive them.
- 3) Section 18004(c) of the CARES Act requires TLU to provide emergency financial aid grants to students for **expenses** related to the disruption of campus operations due to coronavirus. These can include expenses such as food, housing course materials, technology, health care, and child care. Note: We can award grants for expenses but not lost pay.
- 4) Guidance provided by ED states that TLU may not use the emergency financial aid grants to satisfy a student's outstanding account balance. ED notes that the student may use his or her emergency financial aid grant for expenses related to the disruption of campus operations due to coronavirus.

When determining how much grant funds to request, a student should consider the following:

- 1) What additional expenses did or will you incur because of campus closure?
 - a. Travel or storage costs related to moving out of the residence hall mid-semester?
 - b. Need to purchase a computer, printer, paper, ink, hotspot or internet to be able to complete your classes online?
 - c. Do you have rent, utilities, food, or other monthly bills that you can no longer pay as a result of losing your job due to the corona virus? This includes on and off campus jobs.
 - d. Are the utilities, food, etc. more expensive at your parents' house as you are now living at home?
 - e. Do you have additional medical bills because you were sick with the corona virus?
 - f. Do you have to ship your books back to campus – either course materials or library rentals?

All of these are potentially reimbursable to you through the emergency aid grant funds.

- 2) What do you need to do to request funds?
 - a. Complete the COVID-19 Emergency Aid Request form, sign it (no electronic or typed

signatures will be accepted), and return it to Student Financial Services. If these are recurring expenses, you can request reimbursement for the remaining months of the spring term (up to 3 months) and, if you are registered for summer classes, for up to 3 months for the summer.

- b. Include copies of receipts, leases, bills, or other documentation that supports the expenses for which you are requesting grant funds.

When and How TLU Disburses the Grant Funds

TLU's Emergency Aid Committee will make every effort to review all requests submitted as soon as possible but no later than one week of submission. Requests are reviewed once all documents have been received. Students may be asked to submit additional information after review. Disbursements will be made twice per week and grant checks will be printed and mailed on Tuesdays and Fridays.