

To: General Public
From: Union College, Brian Strunk
Date: May 20, 2020
Re: CARES HEERF Fund Report – 30 Day Report

Union College signed and returned the to the Department of Education a Certification and Agreement, and issues assurance that the institution intends to use no less than 50% of the funds received under Section 18004(a)(1) of the CARES act to provide emergency student financial aid grants.

The total amount of funds that the institution will receive or has received from the Department pursuant to Union's Certification and Agreement for Emergency Financial Aid Grants to Students is \$654,425.00.

As of the date of this report, the total amount awarded in emergency financial aid grants to students is: \$472,250.

The estimated total number of students eligible to participate in Emergency Financial Aid Grants is: 752

The total number of students who have received Emergency Financial Aid Grants as of the date of this report is: 410.

Union College required students interested in grant funding to apply. A copy of the application is attached as exhibit A. After the receipt of an application, a committee reviewed each application. Students were first qualified based on eligibility, then reviewed for need. A review of the student submission revealed a total request. In accordance with an institutional policy document drafted for this (attached as exhibit B), an upper limit of \$2,500 was established as a maximum award, barring extenuating circumstances, but in no case would any award exceed the maximum annual Pell level, as recommended by the Secretary of Education. Awards were issued in \$500 increments, barring one award for \$250. Committee members reviewed each applicant and voted yes or no on funding based on a recommended grant amount based on need.

Two announcements were distributed via campus email and are attached as exhibits C & D.

Exhibit A

The results of only the first 300 responders will show here. You can check all responses in Excel from the Responses tab.

Respondent

< >

02:55
Time to complete

1. What is your name? *

2. What is your Student ID Number? *

3. What is your Email address? *

4. Please provide a contact phone number where you can be reached for inquiries about your responses. *

5. Did you complete a FAFSA for the current school year (2019-2020)? *

Yes

No

Exhibit A

6. Have you completed the FAFSA for the upcoming school year (2020-2021)? *

- Yes
- No
- Not Yet
- Graduating Seniors not planning to attend grad school, select this option

7. Because of the move to the online format, do you expect that you will need or may want to take a summer course to improve your GPA or to ensure completion of your degree? *

- Yes
- No
- Not Sure

Demonstrating your emergency need

This section will ask you to document your emergency needs. Please be as thorough as possible in your aid request - we want to be able to award you with enough to compensate your losses tied to COVID-19. All figures provided in the questions are merely examples - please use your own costs.

8. Did you have relocation (food, housing, transportation) expenses related to moving caused by COVID-19? If so, please list a total and a short description of those funds: (e.g. - \$150 - two tanks of gas and a hotel room while returning home for the semester).

9. Did you purchase any computer equipment for the move to online courses caused by COVID-19? If so, please list a total and a short description of those funds: (\$500 - new laptop for completing coursework online)

Exhibit A



10. Did you incur additional expense related to internet service for completing courses that were moved online because of COVID 19? You may include increased amounts caused by the need for additional bandwidth for online course. Please list a total amount and a short description (\$375 - internet service upgrade to facilitate classes).



11. Did you incur any other costs (course materials purchased because of the change in format, health care costs incurred, child-care expense) related to the transition of courses to an online format because of COVID-19? Please provide a sum and short description of how the costs relate to the change to online format.



12. Go back and total your sum for questions in section 2 on this page and restate the total in this answer. This is your total emergency grant aid request. *



Certification

Do you certify that the information here is true, to the best of your knowledge?

13. Do you certify that the information here is true, to the best of your knowledge?

*

Yes

No

Exhibit A

14. If selected for a grant, to what address should we send the funds? Please state a whole mailing address. *

Exhibit B

Union College CARES Student Emergency Grant Policy

Preamble: In response to the funding of the CARES legislation in 2020, Union College has assembled a committee to review emergency student grants to help students cover expenses related to the change in delivery format precipitated by the COVID-19 crisis. The document serves as a policy guide for the application, review, and awarding process as operated by the College and the committee.

Section 1: The Purpose

- a) The purpose of these emergency student grants is to directly offset student expenses caused by the change of delivery format. In accord with the agreement between Union College and the US Department of Education, the funds are for students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.
- b) Union College and the Committee encourage all students to apply for funding if they were or are impacted by the change in delivery of instruction.

Section 2: The Process

- a) All undergraduate students eligible to receive federal student aid monies, regardless of their actual receipt of such monies in the past, are encouraged to apply via the link at :
www.unionky.edu/CAREGRANT
- b) Upon receipt of such application, the committee shall determine the eligibility of the student, as well as the grant award amount, in compliance with this policy, and as detailed throughout this document.
- c) If a favorable grant decision is made, the Committee shall notify the appropriate agent in the Accounts Payable department to issue such funds as approved by the committee in a timely manner.

Section 3: The Committee

- a) The Committee shall be comprised of:
 - 1) The President or her designee;
 - 2) The Vice President of Advancement;
 - 3) The Dean of Students;
 - 4) The Director of Financial Aid; &
 - 5) A representative of the Registrar's Office.
- b) The committee will meet electronically, and may conduct its business via email, web conference, and/or tele-conference.

Exhibit B

- c) The committee shall keep a log of all grant decisions and grant award amounts.

Section 4: Review Process

- a) The institution adopts an upper limit of grant funds in the amount of \$2,500 per student.
- b) In the event of a demonstrated need that exceeds the amount stated in subsection 4(a), a grant award may be increased above this figure, based upon a strong showing of evidence from the applicant.
- c) In no event shall any grant exceed the maximum annual Pell Rate in the given year.
- d) In reviewing grant applications, the committee shall abide by the following preference:
 - 1) First, Pell eligible student will receive highest priority preference;
 - 2) Second, students with the highest demonstrated need will receive the second highest priority preference; &
 - 3) Finally, other students eligible to receive federal assistance will receive consideration.
- e) Unless changed in a later policy announcement by the Department of Education, students who are ineligible to receive federal financial assistance will receive no consideration.

Exhibit C

Subject: CARES Funding - Direct Student Aid

Date: Tuesday, April 21, 2020 at 3:04:28 PM Eastern Daylight Time

From: Strunk, Brian

To: Strunk, Brian

Good Afternoon –

We are happy to announce that Union College has been selected to receive grant funding under the CARES act. Of the funds received, 50% must be provided in the form of direct aid to students who were impacted by the change in delivery method. These grant funds are for students who were not totally online prior spring break. **If you were 100% online prior to Spring Break, you are not eligible for these grant funds.**

If you were impacted by the change in delivery format, you are encouraged to apply when the application is announced this week. In agreement with the US Department of Education, the funds are for student expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.

We plan to announce the application this week. Please stay alert to your inbox. We encourage you to apply for these funds. The application will be brief and we hope will take you less than 10 minutes to complete. If you have questions, please reply directly to me.

Thank you,

Brian R. Strunk

Vice President of Advancement & Communications
Union College | 310 College Street | Barbourville, KY 40906
606-546-1276 (Office)

Exhibit D

Subject: \$\$ CARES Grant Application \$\$

Date: Wednesday, April 22, 2020 at 11:41:42 AM Eastern Daylight Time

From: Strunk, Brian

To: Students_Undergrad

Greetings Students:

We are pleased to release the Application for CARES Direct Student Grant Funding. The link is at the bottom of this email.

Some Frequently Asked Questions:

What if I am commuter/residential student?

· While your residential status might impact the amount of your costs that you report on the grant application, it does not impact your eligibility to receive funds.

What about hybrid courses?

· Hybrid courses are those that are scheduled with some face to face and some online parts. Because of the coronavirus, all classes have moved to an online format. If you have been impacted by this change in format, you are eligible to apply.

What if I owe a balance?

· These funds are separate from your student account balance with Union College. That means you may be eligible to receive a grant even if you owe money to the college.

Who is eligible?

· In this round of grant funding, only students who are or could be eligible to participate in Federal Student Aid. The filing of a FAFSA demonstrates automatic eligibility to receive grant funds.

Do I have to pay this back?

· No. This is a grant. You will not be obligated to return these funds.

Who do I contact with questions?

· Email Brian Strunk (or reply to this message).

Ready to apply? Click below:

<https://www.unionky.edu/CAREGRANT>

Exhibit D

Thank you,

Brian R. Strunk

Vice President of Advancement & Communications
Union College | 310 College Street | Barbourville, KY 40906
606-546-1276 (Office)