

Higher Education Emergency Relief Fund (HEERF III)

Disclosure and Reporting information

December 31 2021

4th Quarter reporting

The American Rescue Plan (ARP), Public Law 117-2, has allocated emergency financial aid grants called the **Higher Education Emergency Relief Fund (HEERF) III**.

These grants can be used by students toward educational costs and other emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

This report is posted to comply with the required reporting mandates according to the CARES, CRRSAA and ARP.

- I. Manhattan Christian College acknowledges that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under Section 2003 (a)(1) of the ARP to provide Emergency Financial Aid Grants to students.
- II. The total amount of HEERF III (ARP) funds that has been received is \$285,508 from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.
- III. The total amount of HEERF III funds distributed to students as of December 31, 2021 was \$152,922.
- IV. The estimated total number of students at the institution eligible to receive the Higher Education Emergency Relief Funds under the ARP criteria was calculated to be 162.

- V. The total number of students who have received an HEERF III award is 75.
- VI. As stated in the guidance for these funds, students with the greatest need were to be the primary recipients. With this guidance we chose to use the following method to determine our initial allocations.

Those who were determined to have a zero EFC received \$2000. Those whose EFC's fell between 1 and 1500 received \$1950. Those whose EFC's fell between 1501 and 2999 received \$1900. Those whose EFC fell between 3000 and 4499 received \$1850. Those whose EFC fell between 4500 and 5999 received \$1800. Those whose EFC fell between 6000 and 7499 received \$1750. Finally those whose EFC fell between 500 and 8999 received \$1,700.

After the initial allocations were disbursed, we began to look at the students who were struggling with personal needs. We had an application for students to request extra funds. Those applications were processed according to their request and availability of funds.

- VII. Finally we are to report "Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants." Between October 1st and December 31st, the following instructions, directions and guidance was given to our students.

By email on October 1, 2021:

"If you are receiving this email it is because you are in our first round of distributing HEERF III funds to our students. The Higher Education Emergency Relief Funds III were approved by Congress and signed into law by President Biden in March of 2021. These funds are not a part of the federal student aid so these funds won't be accounted for on your 1098 T tax form nor are they taxable monies.

In the law, students are allowed to designate if these funds are to be used for their balances owed to the institution. I have included the link to our google form which allows you to tell us how you want these funds to be used. If you wish to know your balance, feel free to reply to me and I will email your balance information to you.

<https://forms.gle/z3TidJvH9KxbSgrd7>

Please have this form completed by **Monday, October 4th by 8 am**. It is a very simple form.

We are desiring to have any direct deposit funds to you by Friday, October 8th. If you do not have a direct deposit form with us, please come by our office to complete the form. If you are unable to have a direct deposit, we hope to have the checks ready for pick up by the end of that day but there is no guarantee due to extra processing time and needed signatures.”

For those who we were informed were still in need and struggling either with covering their MCC balance or had other financial needs, an email with the following instructions were sent to the individual:

“I have a google form for you to use to request HEERF money to help cover your balance or other needed expenses. Please read and complete it so we will be able to move forward taking care of your balance/needs.

If you have any questions, please let me know.

Assistance Request: <https://forms.gle/XWgaXBsWihYGbCdG9>”

The Assistance Request form has the following information:

“This form will be solely used to process a request emergency federal funds provided through the ARP Act signed in March 2021. The student portion of the funds allocated by the ARP Act (HEERF III) are for expenses related to the national emergency of the coronavirus.

The funds may be used for many purposes including but not limited to the costs of attending MCC such as tuition, fees, books, equipment, housing and supplies. The funds may also be used to help with expenses related directly to the virus such as healthcare costs both physical and mental, current or past due expenses such as utilities, insurance, vehicle payments because of loss of income related to illness, quarantine or loss of work. There is no guarantee that the funds allotted will cover all the expenses incurred. Funding is limited. These funds are not federal student financial aid and will not affect eligibility for federal/state or institutional funds in the future. These funds are not taxable.

Each application will be considered on the basis of the information provided on this application. Please be thorough in your answers.”

All students who communicated to MCC staff or faculty that they were having any financial issues, were informed to contact Student Financial Services due to these funds being available.

As communications from U.S. Department of Education and other entities become available MCC will disseminate the information to our student body through

several means such as email, posting on our website, and posting in our weekly newsletter.