

# HEERF III Fund Quarterly Report

Dickinson College

Information as of June 30, 2021

## Table of Contents

	<b>Page</b>
Overview- Student Emergency Relief Grants	1
Information provided to students	1-5
Institutional fund report- final	6-8
Appendix A: Awarding Policies and Procedures	9-14

The following report is required to be updated and published on the Dickinson College website on a quarterly basis. It contains information on both the student and institutional portion of the aid received.

## Overview—Student Emergency Relief Grants

Dickinson has signed and returned a certification and agreement to participate in the CARES act emergency relief funding provided by the Department of Education in response to the COVID-19 outbreak. As part of this agreement, Dickinson will distribute at least 50% of this funding to students via emergency relief grants for a total amount of at least \$1,830,166. These funds became available on 6/4/2021. As of 6/30/2021, Dickinson has provided a total of \$659,923.12 of this funding to 210 students.

Dickinson estimates 2388 students are potentially eligible to apply for these grants per Department of Education guidance as of June 30, 2020. This number was calculated based on student enrollment in spring of 2021, plus the number of seniors enrolled in spring 2020. However, Dickinson is prioritizing students with demonstrated financial need by requiring all applicants to have an EFC lower than the cost of attendance. This is estimated to be 1,081 students based on EFC data from the 2020-2021 academic year.

The College has determined that a simple application be the main method to determine if students experienced COVID expenses. The eligible amount is determined by either available student documentation (including the student information system, Banner) or standard expenses assigned to each category of cost. Requests for funds outside of these standard practices are reviewed on a case-by-case basis. To prioritize students with significant need, those with an EFC of less than \$10,000 can receive a maximum of \$6,500, while those with greater than a \$10,000 EFC can receive a maximum of \$5,000. A full explanation of the College's guidelines for awarding HEERF III grants can be found in Appendix A

Priority notice of the application availability was given to students enrolled in summer courses, students who were unable to leave campus housing due to the pandemic preventing travel to their home country, and those who were known to have housing and food insecurity. These students received priority over all other applications for one month. Additionally, announcements were placed in the campus wide publication for 2 weeks advertising the opportunity.

### Information Provided to Students

#### **The following Email was sent to all priority populations on May 26, 2020:**

Hello,

We are reaching out because our records indicate you may qualify as a priority applicant for the Higher Education Emergency Relief Fund III (HEERF III) authorized by the American Rescue Plan.

To qualify for the grant, you will need to have experienced emergency costs due to COVID-19 and need funds for educational costs such as tuition, food, housing, course materials, travel, technology, health care, personal expenses and child-care expenses.

In addition to having incurred hardship due to COVID-19, students must also have demonstrated financial need to be eligible. This means the student and parent Expected Family Contribution (EFC) on the Free Application for Federal Student Aid (FAFSA) for the 2020-21 academic year or on the International Financial Aid application filed at admission must be lower than the calculated cost of attendance on your most recent award letter.

Please review the detailed instructions and complete the brief application here.

Please note that the HEERF III funds have not yet arrived from the Department of Education to Dickinson. They are expected by the end of June and will be distributed to already approved students within 2-3 weeks of arrival. Those enrolled in summer courses and/or summer housing will not be held accountable for late fees based on pending funds.

Please do not hesitate to reach out if you have any questions or concerns.

All our best,

Office of Financial Aid  
Dickinson College  
P.O. Box 1773  
Carlisle, PA 17013  
(717) 245-1308 (phone)  
(717) 245-1972 (fax)

### **Application Instructions**

## **COVID-19 EMERGENCY FUNDING - STUDENT REQUEST FORM**

Dickinson College has received limited federal aid from the third Higher Education Emergency Relief Fund (HEERF III) for the purpose of providing emergency grants to eligible students for economic hardship related to COVID-19.

Funds can be used to assist with tuition, food, housing, course materials, unanticipated travel, technology, health care, personal, child-care expenses and other student-related expenses.

### Eligibility

Any student with demonstrated financial need who has incurred hardship due to COVID-19 and is or was enrolled on or after March 13, 2020.

Demonstrated need means the Expected Family Contribution (EFC) on the Free Application for Federal Student Aid (FAFSA) or International Aid Application must be lower than the calculated cost of attendance.

EFC calculations will be pulled from the 2020-2021 academic year until June 30, 2021. On July 1 and going forward, 2021-2022 academic year calculations will be used until all emergency funds are spent.

Grant amounts:

The dollar amount awarded to each student will depend on financial need and the types of expenses incurred.

The maximum grant for students with a 10,000 EFC or less is \$6,500 for the HEERF III allocation.

The maximum grant for all other students with an EFC under the cost of attendance is \$5,000 for the HEERF III allocation.

Priority Consideration:

Based on the timing of HEERF III, the following groups will be invited to apply first, and prioritized in the distribution of funds based on this application

- Students with financial need enrolled in summer courses
- International students who are unable to return to their home country and require summer housing.
- Students who are food and/or housing insecure, who have self-identified to AVP of Student Life, Angie Harris
- Students with significant need of emergency funds who have self-identified to their financial aid counselor

All other applications will be reviewed after priority groups have been given one month to apply.

Timing:

The Department of Education has indicated these funds will be released to schools sometime in June. Dickinson anticipates being able to distribute to approved students within two weeks of receiving the funds.

Students using these grants to cover summer tuition will not be responsible for any late fees due to these pending funds.

For applications submitted after the funds arrive, we anticipate a turnaround time of 3-4 weeks for receiving funds, if eligibility is determined.

### **Approval verbiage**

For students found eligible for HEERF III grant funding, the following email is sent upon processing.

Dear \_\_\_\_\_,

I'm pleased to share that you have been awarded a federal grant through the third Higher Education Emergency Relief Fund (HEERF III) authorized by the American Rescue Plan. Your eligibility was calculated at \$\_\_\_\_\_, based on your application, billed expenses, and your expected family contribution.

This grant will be distributed based on the method you requested on your application: \_\_\_\_\_. We expect funds to be delivered within approximately 2 weeks. If you have not received your grant within 3 weeks, please reach out to our office so that we can troubleshoot.

We hope these funds help ease the financial strain of COVID-19 and allow you to continue focusing on your studies.

Warm regards,

Office of Financial Aid  
Dickinson College  
717-245-1308  
finaid@dickinson.edu

# Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable

Institution Name: Dickinson College Date of Report: July 9, 2021 Covering Quarter Ending: June 30, 2021

PR/Award Number(s): P425F201375 -20B P425J \_\_\_\_\_ P425K: \_\_\_\_\_ P425L \_\_\_\_\_ P425M: \_\_\_\_\_ P425N: \_\_\_\_\_

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 1,830,165 Section (a)(2): \_\_\_\_\_ Section (a)(3): \_\_\_\_\_ Final Report?

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. <sup>1</sup>				
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.				
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.				
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.				
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.				
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.				

<sup>1</sup> To support expenses related to the disruption of campus operations due to coronavirus consistent with applicable law. This includes eligible expenses under a student's cost of attendance under CARES Act Section 18004(c), or any component of a student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care, per Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and Section 2003 of the American Rescue Plan Act of 2021 (ARP).

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Campus safety and operations. <sup>2</sup>				
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a class period and to provide time for disinfection between uses.				
Replacing lost revenue from academic sources. <sup>3</sup>	\$ 822,345			The lost revenue was incurred for the fall'20 semester, but is being drawn down alongside the student aid portion (as disbursed).
Replacing lost revenue from auxiliary services sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare, or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>				
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.				
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.				
Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>	\$ 1,007,820			These funds were used to 1) off-set the costs associated with implementing evidence-based practices to monitor and suppress the coronavirus; and 2) conduct direct professional judgement outreach to financial aid applicants.

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

<sup>3</sup> Please see the Department's [HEERF Lost Revenue FAQs](#) (March 19, 2021) for more information regarding what may be appropriately included in an estimate of lost revenue.

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that funds for (a)(1) Institutional Portion may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>				
<b>Quarterly Expenditures for Each Program</b>	<b>\$ 1,830,165</b>	<b>\$ 0</b>	<b>\$ 0</b>	
<b>Total of Quarterly Expenditures</b>	<b>\$ 1,830,165</b>			

---

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that funds for (a)(2) and (a)(3) may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

## Appendix A: Awarding Policies and Procedures

### **Dickinson College American Rescue Plan Higher Education Emergency Relief Fund (HEERF III) Policies and Procedures**

This document serves as an official guideline to the distribution of emergency grants through the American Rescue Plan for the student aid portion. This document was developed and implemented in May of 2021 in accordance with guidance received from the Department of Education on May 11, 2021

#### **Allocation**

Dickinson College will receive \$1,830,166 for the purposes of funding emergency grants for students.

#### **Priority Populations**

HEERF funding requires funds be prioritized to those with the highest financial need. Dickinson has thus far fulfilled this prioritization in HEERF I and II. HEERF I application instructions were provided to Pell recipients and Domestic students who had been in touch with a campus office regarding substantial need due to a change of circumstances related to the pandemic.

HEERF II applications were sent to all FAFSA filers who had a federal EFC lower than the cost of attendance. The funds were then divided among applicants, with Pell grant recipients receiving a 50% higher allocation than non-Pell recipients.

Based on the new final rule on student eligibility released on May 11, 2021, all students, including international and undocumented students, may be considered for HEERF funding. We may consider any student who is or was enrolled on or after March 13, 2020. Funds are expected to be received in June.

Based on the timing of HEERF III, the following groups will be prioritized in the distribution of funds

#### Priority 1:

- Students with financial need enrolled in summer courses.
- The small population of students who missed out on HEERF II funding due to timing and technical issues (will be exempted from HEERF III maximums).
- International students who are unable to return to their home country and require summer housing.
- Students who are food and/or housing insecure, who have self-identified to Associate Vice President of Student Life, Angie Harris
- Students with significant need of emergency funds who have self-identified to their financial aid counselor.

## Priority 2: Reallocation of Eligible Emergency Funds Paid Directly to Students in Spring 2020

- Financial Operations has identified a population of domestic students who received aid directly from the college for HEERF eligible expenses, based on their level of need who were not yet reallocated into previous HEERF funding.
- There is now cause to go back and examine refunds made to international students who received need-based aid in March of 2020. This unknown amount may also be added to the reallocation based on the final ruling.
- Summer internship grants. Students who need funding due to taking unpaid internships receive funds that are eligible as HEERF III grants. Those who meet the need criteria will receive these funds from a HEERF III allocation and will be exempted from maximums on the application.

## Priority 3:

- Remaining student population with demonstrated financial need.

### **Methods of Application**

Dickinson College will allocate emergency grant funding through two methods. Directly from the student through a web form (see example at end of document) or documentation from FinOps showing a direct payment to the student for eligible funds during the eligible period outlined by ED. Information from Financial Operations must capture the following information upon submission to Financial Aid:

- how grants were distributed to students
- the amount of each grant awarded to each student
- how the amount of each grant was calculated, and
- any instructions or directions given to students about the grants.

Note: If funding remains after multiple efforts to advertise the funding opportunity, and new application slow, Dickinson reserves the right to implement a new strategy to ensure students receive the full benefit of the funding allotted to Dickinson for student emergency grants. This may include splitting remaining funding between all students with need who have not received the maximum HEERF III allocation.

### **Grant Amount Calculation**

The webform captures data related to the types of expenses incurred. For the items selected and detailed by the student, amounts will be calculated as the chart illustrates , with a maximum grant of \$6,500 for students with an EFC below 10K and \$5,000 for all other students with need, unless significant extenuating circumstances warrant an exception to maximums.

<b>Expense</b>	<b>Amount Allocated</b>
Food	\$500
Housing	The amount billed for summer housing for those students on campus, or \$1,500 for those off campus.
Tuition	Actual amount billed for summer tuition or \$2,000 if not enrolled at Dickinson for summer.
Unanticipated Travel	\$500
Technology/Course Materials	\$500
Health Care	\$500
Personal Care	\$250
Other	Determined based on information provided.

Funding allocated through financial operations will be determined based on NACUBO guidance and best practices and keeping with Department of Education recommendations prioritizing high need recipients. A student may qualify for additional funding above the maximums through the combination of webform and financial operations method.

#### **Application Review and Approval Process**

Applications via webform will be reviewed weekly by a financial aid staff member.

#### **Grant Distribution Process**

Upon approval of any web form applications, the [Dickinson College Payment Voucher](#) will be completed by Financial Aid and submitted to Financial Operations for those students who did not approve the funds to be accredited to their student account. This will then initiate the process to cut a check or direct deposit to the student.

A list will be sent to student accounts for those who requested emergency funds be applied to their student account.

A report showing the date payments were processed for these students should be provided by Financial Operations to financial aid and student accounts each week.

# HEERF III Application

## COVID-19 Emergency Funding - Student Request Form

Dickinson College has received limited federal aid from the third Higher Education Emergency Relief Fund (HEERF III) for the purpose of providing emergency grants to eligible students for economic hardship related to COVID-19.

Funds can be used to assist with tuition, food, housing, course materials, unanticipated travel, technology, health care, personal, child-care expenses and other student-related expenses.

### Eligibility

Any student with demonstrated financial need who has incurred hardship due to COVID-19 and is or was enrolled on or after March 13, 2020.

Demonstrated need means the Expected Family Contribution (EFC) on the Free Application for Federal Student Aid (FAFSA) or International Aid Application must be lower than the calculated cost of attendance.

EFC calculations will be pulled from the 2020-2021 academic year until June 30, 2021. On July 1 and going forward, 2021-2022 academic year calculations will be used until all emergency funds are spent.

### Grant amounts:

The dollar amount awarded to each student will depend on financial need and the types of expenses incurred.

The maximum grant for students with a 10,000 EFC or less is \$6,500 for the HEERF III allocation.

The maximum grant for all other students with an EFC under the cost of attendance is \$5,000 for the HEERF III allocation.

### Priority Consideration:

Based on the timing of HEERF III, the following groups will be invited to apply first, and prioritized in the distribution of funds based on this application

- Students with financial need enrolled in summer courses
- International students who are unable to return to their home country and require summer housing.
- Students who are food and/or housing insecure, who have self-identified to AVP of Student Life, Angie Harris

- Students with significant need of emergency funds who have self-identified to their financial aid counselor

All other applications will be reviewed after priority groups have been given one month to apply.

**Timing:**

The Department of Education has indicated these funds will be released to schools sometime in June. Dickinson anticipates being able to distribute to approved students within two weeks of receiving the funds.

Students using these grants to cover summer tuition will not be responsible for any late fees due to these pending funds.

For applications submitted after the funds arrive, we anticipate a turnaround time of 3-4 weeks for receiving funds, if eligibility is determined.

**Questions**

**Are you enrolled in courses for the Summer 2021 semester?**

(Yes/No)

**Are you an international student who has been unable to return to their home country due to COVID-19?**

(Yes/No)

**Are you experiencing food or housing insecurity?**

(Yes/no)

**The economic impact of COVID-19 has caused me to need funds for the following: (check all that apply) Required**

- Food
- Housing
- Tuition
- Unanticipated Travel
- Technology/ Course Materials
- Health Care
- Personal Care
- Other
- Please provide a brief description and amount of expenses incurred. We may follow up for additional information

**How would you like to receive the funds? Required**

- Direct via check

- Direct Deposit (must be enrolled in direct deposit with Dickinson College)
- I'd like to apply the grant to an outstanding balance on my student bill.

**By typing my name below, I certify that the answers provided are true and accurate to the best of my knowledge. *Required***