

May 27, 2020

Dear Skyhawks:

The Department of Education recently released funding for the Higher Education Emergency Relief Fund (HEERF) created as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The University of Tennessee at Martin has received \$2,555,156 from these funds to support students facing urgent needs created by the coronavirus pandemic through emergency financial aid grants for expenses related to the disruption of campus operations, including eligible expenses under a student's cost of attendance, such as food housing, course materials, technology, health care and child care.

To be eligible for the grant, students must have been enrolled on March 13, 2020, and meet all criteria to be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), to receive emergency financial aid grants. To demonstrate eligibility, we must have a 2019-20 Free Application for Federal Student Aid (FAFSA). Students who have not filed a 2019-20 FAFSA have until June 30, 2020 to complete one at www.studentaid.gov. Other eligibility criteria are:

- Be enrolled as a regular student in an eligible degree or certificate program
- Be enrolled in at least one face-to-face class on March 13
- Be a US Citizen or eligible noncitizen
- Have a valid social security number
- Registered with Selective Service (male students over the age of 18)
- Must be making satisfactory academic progress
- Must not be in default on student loans
- Must not owe money on a federal student grant

As outlined by the Department of Education, the following students are ineligible to receive CARES Act funds: International students, DACA or undocumented students, male students over the age of 18 who have not registered for selective service, students enrolled in fully online programs of study, and students ineligible due to Satisfactory Academic Progress (SAP). Additionally, CARES Act funds may not be applied directly to a student's existing account balance without explicit instructions from the students to do so.

UTM will provide emergency financial grants for COVID-19-related expenses. Any student who meets the eligibility criteria will be given a portion of these emergency funds. UTM will distribute approximately 90% (\$2,295,337) of its CARES money to eligible students based on Expected Family Contribution (EFC) as outlined on their FAFSA.

Below is a table outlining EFC ranges, number of current students in each of the three ranges, the amount given to each student by EFC range, and the total cost by range.

Table 1

	Current Students	Amount Per Student	Cost
0 - \$5,576 (Pell range)	2,151	\$640	\$1,376,640
\$5,577 - \$10,000	401	\$640	\$256,640
Above \$10,000	1,529	\$433	\$662,057

Distribution of Funds –We expect the grants to be put on eligible students’ 2019-20 financial aid packages by May 29, 2020. Once available, students can start certifying they incurred expenses due to COVID -19 by accepting the offered amount in their Banner Self-Service found in their 2019-20 financial aid award package. The money will go onto each eligible student’s account and a refund will be processed. Funds will either be direct deposited or checks mailed to students, depending on how the students have indicated they want their refund distributed.

UTM will reserve the remaining 10% (\$259,819) to use for emergency financial grants awarded by application. Students who incurred more allowable expenses than the amount given from the CARES Act may submit an application for additional funds. Any amount requested must be for expenses that *exceed* the amount given from the grant based on EFC (see Table 1 for reference). Decision will be made and notification sent within 5 business days of application. (This form is currently unavailable)

We encourage students who have not already done so to sign-up for electronic funds transfers (EFT) to receive refunds. The following link is provided to help with the process: <http://www.utm.edu/departments/bursar/E-Refunds.php>. EFTs can be managed through Banner Self-Service. Students who already have enrolled for EFT should use this time to ensure the current banking information is reflected. EFT is the quickest way to receive refunds. Paper refund checks will only be mailed to the permanent address on file. This address can be updated on Banner Self-Service.

Click here: <https://www.utm.edu/alerts/corona.php> for additional information about student allocations and the CARES Act.

For any questions, please contact James Mantooh, Executive Director of Enrollment Services & Student Engagement at mantooh@utm.edu or 731-881-7053.