Kutztown University CARES Act Student Aid Report #1 (5/18/2020)

PR/Award No. P425E200501

Introduction

On March 27, 2020, the President of the United States signed the CARES Act (H.R. 748), which provides emergency relief funds to organizations and individuals affected by the coronavirus pandemic. The Higher Education Emergency Relief Fund (HEERF), found in Section 18004 of the CARES Act, provides funding to institutions of higher education "to prevent, prepare for, and respond to coronavirus." This report provides details on the first award Kutztown University (KU) received under the HEERF, the funds for Emergency Financial Aid Grants to students.

Acknowledgement of Funding and Certification

KU reviewed, signed, and returned the U.S. Department of Education's Certification and Agreement for these funds on April 13, 2020, and we received our grant award notification on April 22, 2020. In keeping with the terms of the certification, KU will use no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants directly to students.

Total Award

KU will receive a total of $7,424,966 under Section 18004(a)(1) of the HEERF, of which at least **$3,712,483** will be provided directly to students impacted by campus disruptions due to the novel coronavirus.

Funds Distributed to Date

As of the close of business on May 13, 2020, KU has awarded **$2,846,345** in direct grants to students.

Student Eligibility

The total number of KU students eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and therefore eligible to receive CARES Act emergency financial aid grants is **5,525[1]**. Of those students, **5,525** have received an award as of May 12, 2020.

Methods Used to Determine Which Students Receive Aid and How Much

KU utilized a two-part approach to assist as many students as possible.
Part one awarded all eligible students automatically without requiring a request.
- 40% of this initial funding award allocated $295 to each eligible student.
- 30% of this initial funding award allocated an additional $345 to those eligible students above, who also had an EFC below 16,000.

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[1] The number of eligible students excludes those ineligible for Title IV aid (e.g., non-degree seeking students enrolled in dual credit courses, non-U.S. citizens) as well as those enrolled exclusively in online programs prior to March 13, 2020, which the U.S. Department of Education deemed ineligible to receive CARES Act funds.

Part two, the final 30% of the initial funding award, is reserved for student requests that exceed the amounts awarded in part one, or are outside of Spring semester, such as summer and future semesters where the disruption of campus closure has effects. Student requests are made online via a request form to be reviewed by the KU Care Team.

Students are asked to specify an amount needed, provide personal information and to detail the need and cause. In addition, they are asked what other steps they have taken to secure funding. The KU Care Team reviews each application in detail to assess if the need is COVID related, and is an approved expense for CARES Act funding (i.e. food, housing, technology, course materials, health/child care, and other approved costs). If student needs are not CARES Act eligible, other internal funding sources are explored and/or suggested. If additional information is required, the student is contacted to obtain this in order to make a fair determination. Provided that the students were eligible to receive funds and identified legitimate needs, additional CARES grant funding may be awarded.

Instructions or Directions Given to the Students

In accordance with the Secretary of Education's instructions for institutions to issue aid to students as soon as possible under the student aid portion of the CARES Act HEERF, on April 24, 2020, the daily update communication included an explanation of the CARES Act as well as steps to ensure a student refund preference was on file to receive any funds in a quick and safe manner.

On May 4, 2020 a newly created CARES Act webpage was published. On May 5, 2020is communication the daily update on May 5, 2020 included this information and link to the CARES Act webpage. On the webpage as well as in the communication a link is provided for students to make additional fund requests to be reviewed by the KU Care Team.

These communications contained the following information:

- General instructions on the purpose and allowable uses of funds,
- Anticipated dates of disbursement,
- Method of disbursement,
- A link to the online request form for additional emergency funds,
- Contact information for questions, and
- Acknowledgement of the federal government as the source of funding.

Copies of the following instructional/informational materials given to the students include the following, which are attached to this report in the order listed:

1. Email announcement: Funds and application soon to be available dated April 24, 2020
2. Email notification: Availability of funds and link to request form dated May 5, 2020
3. Email notification: Disbursement of funds, explanation and link to request form May 8/12, 2020
4. Online Funds Request form
5. KU's CARES Act webpage

Here are today's updates from campus:

HEALTH UPDATE FOR THE KU CAMPUS
There are NO confirmed cases of coronavirus on campus. As the virus is now community spread in all areas, we continue to monitor the situation on campus. If any individual on campus tests positive, their close contacts will be notified to self-quarantine, as per CDC guidelines.

SUNDAY: OUT OF THE DARKNESS (VIRTUAL) WALK
The Out of the Darkness Campus Walk hosted by NAMI KU is now virtual. Teams can sign up at https://www.afsp.org/kutztown. We will broadcast a live ceremony at 3 p.m., Sunday, April 26, via our Facebook link. The walk time is 3:30-6 p.m., but feel free to walk any time April 26 to remember family, friends and community members who have died by suicide. Look for reminders on NAMI KU's Facebook page at https://www.facebook.com/events/578066809675237/. Please use the following hashtag, **#Kutztownuniversityhopewalkshere2020** on the day of the walk and post pictures of yourself walking, pictures of friends/family members who have died by suicide or messages to family members/friends who have died by suicide on Facebook, Twitter or Instagram.

CARES ACT FUNDING

The Department of Education is in the process of releasing funds to colleges and universities in order to support students who have been disrupted by the coronavirus pandemic. To be eligible for these funds, students must meet certain criteria as outlined by the Department of Education and Title IV eligibility guidelines. We understand many students have an urgent need for financial assistance and we are reviewing those needs against the criteria from the Department of Education. Next week we will email more details. Students selected and eligible will be contacted by email if they will receive funds. These students will also see these funds awarded on MyKU. Refunding will follow shortly after that, through our partner, BankMobile. In the meantime, students are always welcome to complete a KU Care Team Emergency Funding Request form if they have an emergent need.

BANKMOBILE DISBURSEMENTS EMAIL 4/22/2020: STUDENT EMERGENCY GRANTS

Kutztown University is aware that BankMobile, in their haste to ensure students receive all refunds timely and safely, sent an email that may have been interpreted as saying that the student was getting an emergency grant. A follow up email was sent from BankMobile on April 23 to clarify. Please know their email in no way indicates any determination or guarantee of funding from the CARES Act. The email simply suggested students make a refund selection to be prepared should they be eligible for funding from the CARES Act funding.

REFUND SELECTION

Enrolled students should make sure their refund selection is current and up to date. We also encourage all students to have a selection on file. Please go to www.refundselection.com, under the personal code box, click on Need a Code and proceed with making a choice. If you encounter difficulty, please email us at studentaccounts@kutztown.edu. Often, all we have to do is unlock your account or verify the information you are entering.

QUESTIONS
We update our Frequently Asked Questions daily at www.kutztown.edu/CoronavirusInfo. If you have specific questions, please contact the Office of University Relations at ur@kutztown.edu.

Sincerely,

KU Office of University Relations

May 4, 2020

WEBSITE PULBISHED

See Sample below

May 5, 2020

Here are today's updates from campus:

HEALTH UPDATE FOR THE KU CAMPUS
There are NO confirmed cases of coronavirus on campus.

As the virus is now community spread in all areas, we continue to monitor the situation on campus. If any individual currently on campus tests positive, their close contacts will be notified to self-quarantine, as per Centers for Disease Control (CDC) guidelines. HIPAA regulations protect the identity of individuals from the general population, should someone test positive.

Please be advised that we continue to have nearly 60 students and staff living on campus and many more essential employees are working on campus each day. As has been shared in our earlier messages, students currently on campus who exhibit symptoms of COVID 19 should notify the KU Health and Wellness Center, while employees should notify KU Human Resources. Should someone who is on campus test positive, the CDC and Department of Health guidelines and the Clery Act require us to issue immediate notification, and begin to implement the proper quarantine protocols.

CELEBRATING KU's CLASS OF 2020
This week is a special week for our campus and most importantly, our graduating students. While we aren't able to have our formal, on-campus commencement ceremonies this weekend, it's time to celebrate KU's Class of 2020 in our virtual environment! Throughout the week, we will be launching new information, videos and messages for our graduating students. Today,

Alumni Relations and the KU Foundation are delighted to welcome a new class of alumni. Check out their [Senior Roar webpage](#) for new information on becoming part of our Golden Bear alumni. Stay tuned to our Daily Update and KU's social media channels to join us in celebrating KU's newest graduating class.

GRADUATES: SEND US YOUR PHOTOS!

Attention 2020 graduates: even without an on-campus commencement ceremony this weekend, we want to celebrate each and every one of you and your amazing achievement. Share your photos or video of your graduation celebration this Saturday and tag us using #KutztownU2020; or, send an email to socialga@kutztown.edu. We'll be sharing your photos all day Saturday, so don your regalia if you have it and show us your Golden Bear spirit. Congratulations, Class of 2020!

CARES ACT ADMINISTRATION AND FUNDS DISBURSEMENT

As a result of funding from the CARES Act, Kutztown University received $3.7 million from the federal government to be disbursed to eligible students who have been negatively affected by the disruption to campus operations caused by the COVID-19 pandemic. The vast majority of our students will receive approximately $295 each to help with the financial impact of dealing with this crisis. About half of our students who have demonstrated financial-need, based on their completed FAFSA, will receive up to an additional $345. Approximately 30% of the funding will be held back to distribute to students who have petitioned for additional support as the result of dealing with an emergency or have an extreme need. [Please visit our website](#) to the details of this program.

QUESTIONS
We update our Frequently Asked Questions daily at www.kutztown.edu/CoronavirusInfo. If you have specific questions, please contact the Office of University Relations at ur@kutztown.edu.

Sincerely,

KU Office of University Relations

Dear Student,

The **Coronavirus Aid, Relief and Economic Security (CARES) Act** was recently signed into law, allotting funds to Kutztown University to award directly to students, for expenses related to the disruption of campus operations due to the coronavirus. Several criteria must be met for a student to be eligible for a portion of these funds. For example, students must meet eligibility requirements within the Higher Education Act (HEA) Section 484; have a fully verified FAFSA on file and making satisfactory financial aid progress, among other things. Click here for additional information related to the CARES Act funds at Kutztown University.

It is important to note that you are entirely responsible for determining the use of these funds. If you had a balance due to Kutztown University (KU) for the current or prior semester, these funds were not withheld to pay that; that balance still exists.

May we suggest you consider the following options? Use the funds to:

- Pay for things related to this disruption. Such eligible expenses related to your attendance as course materials, technology, Wi-Fi, health care, childcare, food and housing are valid.
    - You may choose to utilize these funds for tuition & fees as well; as stated above no portion of these funds were retained if you had, or have, a balance due to KU.
- Use the funds to make a payment against the principal portion of a student loan, if applicable, to you lower your debt. You can manage your loans at https://studentaid.gov.
- Save the funds to assist with future educational expenses during the summer sessions or fall semester.

To make payments towards a current, or future, semester at KU, you may go to MyKU > KU Financial Account tile > Payment Dashboard. For a future payment click on the pay link and select Prepay, the bottom option.

The CARES Act funds will be disbursed to you via your selected refund preference with BankMobile Disbursements. Click here for more additional information about the refund selection process.

Stay safe, Shelter in Place and Stay GOLDEN! We look forward to seeing you soon!

Kutztown University
Financial Aid Services
financialaid@kutztown.edu
610-683-4077

KU Care Team Emergency Funding Request

The KU Care Team administers emergency funds for Kutztown University students who have experienced an emergency or financial crisis that affects their ability to be a successful student. This fund is an opportunity to support students who are experiencing an unforeseen, temporary financial crisis due to accidents, illness, death of a family member, fire, and other unplanned circumstances. There will be no expectation of repayment; students may choose to donate back to the fund when they find themselves to be more financially stable. All requests are considered on a case-by-case basis.

Examples of Covered Expenses:

- Food or gas

- Rent, utilities, and other essential household expenses

- Safety (changing locks due to criminal concern)

- Medication/medical issues

- Essential belongings (when lost due to a disaster or crime)

- Transportation expenses directly related to a student's attendance at the university

- Educational supplies

- Other expenses, considered on a case by case basis.

Expenses Not Typically Covered:

- Tuition (with limited exception)

- Bail, fines or tickets

- Non-essential items

Eligibility:

- Students must be currently enrolled and in good standing at Kutztown University or, if during a break, enrolled for the following semester.

- Students must demonstrate financial hardship related to an emergency, defined as an unplanned or unexpected event urgently requiring immediate action.

- All other possible resources must have been explored and applied for, and are either insufficient, unavailable, or not available in a timely manner.

- Funding is limited to once per year per student.

Emergency Funding Request Information

Urgency of this request (Required): [▼]

Date of Request (Required): [mm / dd / yyyy]

Amount of Request: [ ]

Applicant Information

Name	KU ID Number	DOB (YYYY-MM-DD)	Phone number

KU Email address	Address (street, city, state, zip)

Questions

Please answer the following questions and provide as much detail as possible.

Please describe the emergency situation and how it impacts your academic success: (Required)

[ ]

Do you have financial aid? (Required)

| Please Choose... | ▾ |

If you have financial aid, have you appealed for additional aid? (Required)

| Please Choose... | ▾ |

Describe any efforts that you have taken to identify additional funding from financial aid or other sources:

[ ]

Please attach additional documentation to support your application as applicable:

[ ] Medical documentation, police report, etc.

[ ] Receipts, invoices, and/or billing statements to show the expenses for which you are requesting funding

Please check the following, acknowledging your understanding and permission: (Required)

[ ] I give permission for KU Care Team member to verify my academic record, student account, and financial aid information at KU.

[ ] I give permission for a KU Care Team member to verify my attendance and progress with my current KU faculty, if necessary.

Supporting Documentation

If you have documentation of the expense (i.e., a bill, statement, etc.) please attach it here. It should have the name and address of the company to which the payment is owed. You may also submit other documentation, such as lost wages, etc. (if available), to support your request for emergency funding. 1GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

| Choose files to upload | Choose Files |

Submit report

CARES ACT

May 04, 2020

Kutztown University has received federal funding from the CARES Act, which provides assistance for student expenses related to the disruption of campus operations due to coronavirus. Students can request funds in these categories:

- Food
- Housing
- Course Materials
- Technology
- Health Care
- Childcare expenses
- Other Expenses (Expenses that do not fit any of the above)

Am I eligible?

You may be eligible for CARES Act funding if you are enrolled in at least one face-to-face course during the 2020 spring semester, have filed a FAFSA, completed verification if requested and are meeting all eligibility necessary to receive federal funding as stated in Section 484 of the Higher Education Act.

International, dual credit, non-U.S.-citizen students, and students enrolled exclusively in online courses prior to March 13, 2020 are not eligible for CARES Act funding.

Do I have to apply if I am eligible, or will I be refunded automatically?

You do not have to apply. If you meet the criteria to receive an award, one will be added to your MyKU account and refunded to you through BankMobile automatically.

What if I am not eligible but have an emergent need?

You can complete a request at the link below for other funding that might be available. Please be sure your request is complete and includes any support for financial requests. A committee will review and reply within 7 business days. We understand all requests are urgent. We do appreciate your patience as we review requests.

KU Care Team Emergency Funds Request

Frequently Asked Questions

What is the CARES Act? ▼
How much will I receive? ▼
How will I receive this money? ▼
Do I need to repay the money? ▼
Can I apply for more funding than the automatic award I received? ▼
Can I apply for funding more than once? ▼
Does this funding affect my other financial aid? ▼
What if I still have an account balance? ▼
Are the Emergency Grants taxable? ▼