

Ecumenical Theological Seminary (ETS)

CARES Act: Higher Education Emergency Relief Funds

I. Background

On Friday, March 27, 2020, the federal government enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The Higher Education Emergency Relief Fund (HEERF), under Section 18004(a)(1) of the CARES Act provides emergency funding to institutions of higher education for student expenses related to the disruption of campus operations due to the coronavirus. Eligible expenses include a student's cost of attendance, such as food, housing, course materials, technology, health care, and child-care. The funds cannot be used towards a student's tuition account balance.

II. Policy

The CARES Act requires that institutions disburse the student funds as emergency grants to eligible students. Students eligible to receive the emergency grants must meet the criteria under Section 484 in Title IV of the Higher Education Act of 1965. Eligible students must have a Free Application for Federal Student Aid (FAFSA) on file with ETS and be eligible for federal financial aid.

To request the emergency funds, students must complete the Online Student Request for Higher Education Emergency Relief Funds form. The request must be submitted by June 30, 2020. No requests will be honored after that date. The forms will then be reviewed for proper completion and certification.

ETS has elected to distribute the funds evenly between eligible students who return the Online Student Request for Higher Education Emergency Relief Funds form.

III. Procedures.

Online Student Request for Higher Education Emergency Relief Funds

Eligible students must complete the online request form. Once the request is submitted, ETS will compile form for funds to be disbursed.

Documentation to Accompany the Request

Receipts and other expense documentation are not required. The student must, however, check the certification box found on the online request form mentioned above.

Disbursement of the Higher Education Emergency Relief Funds

Disbursements will be made via electronic transfer to the student's bank account.

Students will receive an e-mail notification when disbursement is made.

Every effort will be made to disburse the funds as soon as practicable. Distribution update information will be posted online.

Tax Compliance

The Internal Revenue Service has provided guidance that emergency funds are not taxable income to the students.

Reporting Requirements

1. Ecumenical Theological Seminary (ETS) signed and returned the Certification and Agreement and assures that ETS intends to 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 to students.
2. ETS has received \$7,129.00 pursuant to the Institutions Certification and Agreement for Emergency Financial Aid Grants to Students.
3. The total amount of Emergency Financial Aid Grants distributed to students under Section 108004(a)(1) of the CARES Act as of 6/25/2020 (45 days thereafter date)
4. The estimated total number of students at ETS eligible to participate in the programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act is 39.
5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is zero.
6. The equal distribution method was used by ETS to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act.
7. ETS provided the students the following instructions, directions, or guidance concerning the Emergency Financial Aid Grants.
 - a. Sent an email explaining the availability of emergency funds under Section 18004(a)(1) of the CARES Act.
 - b. Provided a link in the email for student to access the Request for Higher Education Emergency Relief Funds - Student form for completion.
 - c. Directed students to ETS website to review CARES Act Higher Education Emergency Relief Funds policy and procedures.

Higher Education Emergency Relief Fund Report – 6/25/20

Emergency Financial Aid Grants to Students

Date 6/24/20

Ecumenical Theological Seminary (OPE ID: 04002400) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution has received these funds and is distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s (“Department”) Electronic Announcement of May 6, 2020. For questions or concerns regarding this Fund Report, please contact Name, Title, at Email Address.

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used, or intends to 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 to students.
2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is \$7,129.
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is \$0.
4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 39.
5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is 0.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided as follows:
 - a. The equal distribution method was used by ETS to determine which students receive Emergency Financial Aid Grants and how much the student would receive.
 - b. ETS elected to distribute the funds evenly between eligible students who return the Online Student Request for Higher Education Emergency Relief Funds form by June 30, 2020.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided as follows:
 - a. Students were sent an email explaining the availability of emergency funds under Section 18004(a)(1) of the CARES Act.
 - b. Students were provided a link in the email for student to access the Request for Higher Education Emergency Relief Funds - Student form for completion.

- C. Students were directed to ETS website to review CARES Act Higher Education Emergency Relief Funds policy and procedures.