

**The College of Wooster**  
**Higher Education Emergency Relief Fund Reporting – Emergency Financial Aid Grants to**  
**Students Report #1 (5/28/20)**

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 The College of Wooster received under the HEERF, the funds for Emergency Financial Aid Grants to students under Award No. P425E203012.

**Certification and Agreement**

The College of Wooster signed and returned the Certification and Agreement to the U.S. Department of Education on April 21, 2020 and received the grant award notification on April 28, 2020. In accordance with the terms of the certification, the College 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.

**Award**

The College of Wooster has received a total of \$1,417,795 under Section 18004(a)(1) of the HEERF from the Department of Education. Pursuant to the College’s Certification and Agreement for Emergency Financial Aid Grants to Students, at least \$708,898 will be distributed directly to students impacted by campus disruptions due to the novel coronavirus.

**Funds Distributed**

As of the close of business on May 28, 2020, The College of Wooster has distributed \$598,120 to students in Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act.

**Student Eligibility**

The estimated total number of students at The College of Wooster 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 to students under Section 18004(a)(1) of the CARES Act is 1569. As of May 28, 2020, 516 students have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act

## **Methods Used to Determine Which Students Receive Aid and How Much**

The College of Wooster created a brief online secure survey asking students to confirm that they experienced additional expenses, such as food, housing, course materials, technology, health care, and child-care expenses, related to the disruption of campus operations due to coronavirus in the amount of approximately \$2,500. The Director of Financial Aid, in collaboration with the Associate Vice President for Student Affairs/Senior Dean of Students, then evaluated each application individually and awarded emergency financial aid grants to those students who identified such expenses in amounts between \$500 and \$2,500, depending on need.

In addition to responding to requests through the online survey, The College of Wooster identified the neediest population of students, which included all Pell Grant recipients as well as those individuals with Expected Family Contributions (EFC), as determined by the FAFSA, of below a certain level. These students who were deemed to be part of the neediest population and had not identified themselves through the online survey and therefore were not initially awarded grants through self-reporting, were subsequently sent emergency financial aid grants. Individuals who were identified as dependent students were sent an award in the amount of \$1,000, and those who were identified as independent students were sent an award in the amount of \$2,500. The College of Wooster based these calculations on the eight-week disruption to campus operations caused by the novel coronavirus during the Spring 2020 semester. The College determined that, for each week of the disruption, dependent students would receive \$125 to cover their food, housing, and other personal expenses that families had not previously been provided. Additionally, the College determined that, for each week of the disruption, independent students, who were responsible for providing for themselves without additional assistance, would receive approximately \$300 for the above expenses.

## **Instructions or Directions Given to Students**

In anticipation of being positioned to distribute the student aid portion of the CARES Act HEERF as quickly as possible, especially to students who were in crisis due to the coronavirus, President Sarah Bolton sent an email to all students on April 28, 2020 informing them of general financial and counseling sources of support available, as well as providing an update about campus planning for the fall. In the email, she asked students to reach out to the Dean of Students' Office or the Office of Financial should they require immediate support in these challenging times.

The Associate Vice President for Student Affairs/Senior Associate Dean of Students and the Director of Financial Aid reviewed the emails sent by students who reached out in response to President Bolton's email. Those students who identified that they had current expenses due to

the disruption of campus operations received a follow-up email from the Director of Financial Aid asking them to fill out the online survey referenced above.

Students who responded to the survey and identified expenses in the amount of \$2,500 or more, then received an email notice from the Director of Financial Aid and the Associate Vice President for Students/ Senior Dean of Students informing them of their award. This email communication informed the student of the pending award; the amount being provided under the CARES Act; the federal government as the source of the funding; the purpose and use of the funds; and the method for the distribution of the funds.

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

1. Email from President Sarah Bolton dated April 28, 2020 informing students of resources and support available, as well as campus planning updates;
2. Email from the Director of Financial Aid asking students to fill out the online survey;
3. Online survey accessed from the online student portal;
4. Email from the Associate Vice President of Student Affairs/ Senior Dean of Students and Director of Financial Aid informing the student of the award and of funding from the CARES Act;
5. The College of Wooster CARES Act Informational Page.

**From:** Sarah Bolton <[sbolton@wooster.edu](mailto:sbolton@wooster.edu)>  
**Sent:** Tuesday, April 28, 2020 4:31 PM  
**To:** Sarah Bolton <[sbolton@wooster.edu](mailto:sbolton@wooster.edu)>  
**Subject:** Updates on support and planning

Dear Students,

I hope that you and your families are well as we come to the final weeks of the semester.

We know that many of you have questions and concerns about the fall semester, and perhaps new needs as a result of the COVID-19 pandemic. [In this video](#) I explain how we are planning for the fall to ensure that students are safe. We will be able to share more specific plans by mid-June.

As we head into summer, I want to be sure you have the support you need. Emergency funds and counseling support are available if you are in need right now. You can access them through the [Dean of Students' office](#). We also have new grants available for next year for students who may be experiencing financial hardship as a result of the pandemic and worried about how to continue their Wooster education. The staff in the Financial Aid office are here to help at [financialaid@wooster.edu](mailto:financialaid@wooster.edu) or via phone at 330-263-2317.

We are very much looking forward to seeing you on campus again soon. Until then, please don't hesitate to reach out if we can help in any way.

Take care, and stay safe.

Sincerely,  
Pres. Bolton

Sarah Bolton, President  
The College of Wooster  
1189 Beall Avenue  
Wooster, OH 44691  
Ph: (330) 263-2139  
Fax: (330) 263-2539



*Independent Minds, Working Together*

Student,

We're sorry you're facing financial constraints right now and hope you are healthy and safe. The institution has funding for a variety of circumstances and is happy to work with you to see if what funding you could be eligible to receive. To start our review, please complete the following one minute [survey](#). The form is accessed using the Wooster student log-in credentials.

Once we have your survey response, we will be in touch with you directly through your Wooster e-mail.

If you have any further questions in the meantime, please let us know.

Best regards,

Dana Kennedy

Office of Financial Aid

The College of Wooster

[financialaid@wooster.edu](mailto:financialaid@wooster.edu)

(330)263-2317 (800)877-3688

# Expenses Confirmation Survey

The College of Wooster has received funding through the CARES Act to provide Higher Education Emergency Relief Fund grants to students who meet certain criteria. Your answers to this short survey will assist us in reviewing your eligibility. Please note that there is a limited amount of funding and your request will be reviewed in hopes of being able to assist you, but cannot be guaranteed.

Hi Dana, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Have you experienced additional expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses of approximately \$2,500? \*

 

2. If no, please state the amount of the additional expenses related to the disruption of campus operations due to coronavirus you have experienced.

Submit

This content is created by the owner of the form. The data you submit will be sent to the form owner. Never give out your password.

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THE COLLEGE OF  
**WOOSTER**

*Independent Minds, Working Together*

May 20, 2020

Student Example

Sent electronically to student@wooster.edu

**PERSONAL AND CONFIDENTIAL**

Dear Student,

After review of your financial situation and our available funding sources, the College has decided to provide an additional emergency grant to assist you as detailed below.

You have been awarded the following:

A federal emergency grant under the CARES Act in the amount of \$2500. This grant will come to you immediately to assist you with expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses. Because the federal government considers this to be a grant, it does not need to be repaid. Additionally, the IRS has announced that it does not need to be reported as taxable income at year-end. Finally, this funding will have no impact on your financial aid package for next year.

In order to receive your grant funds as quickly as possible, we *strongly encourage* you to add your banking information using the link for Accts Payable Banking Info on the Self Service Screen of ScotWeb, if you have not already done so. If you do not have banking information in ScotWeb, a physical check will be sent to your address on file, which will delay your access to the funds.

We wish you the very best and are hopeful these additional funds will be helpful to you and your family. We know this is a very challenging time for many students and we are here to help as many students as we possibly can. If your situation changes since you applied and you have further documentation, please don't hesitate to reach out to the [Dean of Students' Office](#) or [Financial Aid](#).

Sincerely,

Dana Kennedy, Director of Financial Aid



Myrna Hernandez

Associate Vice President for Student Affairs and Senior Associate Dean of Students

CC: Financial Aid Office

# Coronavirus Aid, Relief, and Economic Security (CARES) Act Emergency Funds FAQs

The recently enacted federal [CARES Act](#) provided money to colleges and universities for emergency student grants. The purpose of the money is to award emergency financial aid grants to students for specific expenses that are a direct result of the disruption of campus operations due to the coronavirus.

The College of Wooster will distribute at least \$708,898 in CARES Act funding in a way that prioritizes students with the greatest demonstrated need and ensures that funds are distributed as widely as possible.

## **What expenses can be considered for CARES Act Emergency funding?**

The following is a list of expenses that can be considered for CARES Act Emergency grant assistance if they were incurred in "direct relation to the disruption of campus operations due to the coronavirus:"

- Food
- Housing
- Course materials
- Health care
- Childcare
- Technology-related expenses (such as having to buy a computer when courses were moved online)
- Other expenses (expenses that do not fit the above-mentioned categories)

## **Who is eligible for CARES Act Emergency funding?**

If you were enrolled at The College of Wooster during the Spring 2020 semester and were eligible to receive Title IV aid, you were able to receive CARES Act Emergency funds. Subsequent to graduation, if you were enrolled in the Spring 2020 semester and are registered for Fall 2020 classes, you may continue to apply for CARES Act Emergency funds.

## **Do I have to file a FAFSA to receive CARES Act Emergency funds?**

While the federal regulations do not mandate the completion of a FAFSA, the College of Wooster is using the FAFSA to determine Title IV eligibility. Therefore, we recommend you file a FAFSA prior to applying for CARES Act Emergency funds.

### **Can I apply for these funds if I am an international or undocumented student?**

No, unfortunately the guidance from the federal government regarding distribution of these funds indicates that they are reserved only for students who are Title IV eligible. International students and undocumented students are not Title IV eligible. If you are an international or undocumented student in need of aid, please contact the Dean of Students office at [dos@wooster.edu](mailto:dos@wooster.edu). They have other emergency funds available with which they can help you.

### **I am a student with need who is eligible for CARES Emergency Act funding. What do I do?**

CARES Act Emergency funding will be distributed in three ways:

- As stated in President Bolton's e-mail on April 28th, if you have a need for financial support, you should e-mail the Dean of Students' Office at [dos@wooster.edu](mailto:dos@wooster.edu) or the Financial Aid Office at [financialaid@wooster.edu](mailto:financialaid@wooster.edu) with a summary of your current circumstances. The Dean of Students' Office and the Financial Aid Office will review the emails they receive on a rolling basis to collect additional information to ensure eligibility for CARES Act emergency funds. You will need to monitor closely your Wooster e-mail and respond to the request for additional information. If funds are awarded to you, the Dean of Students' Office and the Financial Aid Office will communicate directly with you through your Wooster e-mail address.
- If you are a Pell Grant recipient with an expected family contribution of less than \$12,000, you have previously been contacted regarding CARES act funding, because you have priority eligibility to receive funds for your needs.
- The remaining CARES Act Emergency funds have been set aside for future needs of eligible students. To apply for funding, you should e-mail the Financial Aid Office at [financialaid@wooster.edu](mailto:financialaid@wooster.edu) with a summary of your current circumstances.

### **What can I do if I am not eligible for CARES Act Emergency funding, but have need?**

The College of Wooster recognizes that the need for student support extends beyond what is allowed through the Federal CARES Act and has funds provided by alumni gifts to support international, undocumented, and DACA students. These institutional funds are currently available through the College's [student application for emergency funding site](#). You can also email the Dean of Students at [dos@wooster.edu](mailto:dos@wooster.edu) for help.

### **How much will I receive?**

Award amounts will vary. If you request any emergency aid, grant amounts will be determined based on the number of applications received and specific need. The College of Wooster cannot guarantee that all requests will be funded.

**When will I know the results of my request?**

The Dean of Students' Office and the Financial Aid Office will be in touch with you once your request has been reviewed. You can expect a response within two weeks.

**How will I receive the money?**

All emergency grants will be processed through the Business Office. Emergency grants will be directly deposited into your bank account if you are enrolled in direct deposit. If you do not have direct deposit, you will receive an Emergency grant check in the mail. If you would like to expedite the receipt of the funds, you should enroll using the direct deposit enrollment form available on ScotWeb.

**What if I owe The College of Wooster for tuition or other expenses?**

The full amount of the emergency grants will be given directly to you, and The College of Wooster will not hold the funds to pay any outstanding balance owed.

**Will CARES Act Emergency funds impact current or future financial aid?**

No. This funding is not financial aid. It is emergency relief funding from Congress.

**Are the CARES Act Emergency funds taxable?**

No. The IRS has announced that the funds do not need to be reported as taxable income at year end. Please see [the IRS website](#) for more information.