

American Rescue Plan Act (ARPA) Act: Higher Education Emergency Relief Fund Grant Distribution

Administrative Procedure FINAID-3

Number: FINAID-3	Name: CRRSAA: Higher Education Emergency Relief Fund (HEERF III) Procedures
<p>The American Rescue Plan Act 2021 (ARPA), formerly known as the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) provides, in part, for grant funds to be distributed to institutions of higher education, including Marshall University using a formula based on student enrollment. The University is required to provide the same level of funding as was required in the previous CARES Act to provide students with emergency financial aid grants to help assistant students with the greatest financial need. The purpose of this administrative procedure is to provide the method by which these funds will be distributed to qualifying students.</p>	
Responsible Unit:	
Approved by: <div style="text-align: center; color: green; font-family: cursive;">A. Mukherjee</div>	Approval Date: <div style="text-align: center; color: green; font-family: cursive;">9/15/2021</div>

I. PURPOSE

- A. Pursuant to the American Rescue Plan Act of 2021 (ARPA), in part, Marshall University must allocate the same level of funding as was required in the previous CARES Act to provide students with emergency financial aid grants to assist students with the greatest amount of need as instructed by the Department of Education.
- B. Marshall University’s goal is to provide a fair and equitable method to providing funding for all eligible students.
- C. Awards provided by this Administrative Procedure will go directly to students and will not pay any obligations owed by the student to Marshall University.
- D. Awards will be limited to available funds. Nothing herein, is intended to guarantee any funds to Eligible Students.
- E. Awards will be disbursed until the ARPA grant funds are exhausted.

II. DEFINITIONS

- A. **Award** – Grant funds which Eligible Students who qualify will receive a predetermined dollar amount, based upon level of “need” as determined by the Expected Family Contribution (EFC), following the guidance of The Department of Education. Additionally, students who have not filed a 21-22 FAFSA will also be eligible for a predetermined amount. Marshall University, in keeping with a spirit of fairness and equity, will focus efforts of relief to students who have not previously been considered eligible recipients based on Federal rules. All enrolled students will have an opportunity to appeal for additional funding after initial awards are disbursed.

- B. **COVID-19** - a mild to severe respiratory illness that is caused by a coronavirus (*Severe acute respiratory syndrome coronavirus 2 of the genus Betacoronavirus*), is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure and was first identified in Wuhan, China in December 2019.
- C. **Eligible Expenses** – Any expense included in a student’s financial aid cost of attendance (i.e. tuition, food, housing, health care (including mental health care) or child care) may be covered by a Relief Grant or a student may appeal for other expenses.

III. PROCEDURE

- A. A Microsoft Excel spreadsheet will be provided by the Financial Aid Office using the determined eligibility criteria above to the Bursar’s Office listing each eligible student; their Marshall University Identification Number (MUID); and their EFC, as determined by the student’s current FAFSA with the dollar amount to be awarded. In addition, students who have not filed a FAFSA will be awarded a base amount, and will be included on the listing.
- B. Amounts were determined based on Administrative decisions and enacted by the Director of Financial Aid.

Allocations are determined using estimated percentages of enrollment that are separated based on need and previous opportunity for inclusion in prior HERRF awards that were based on Federal rules. Based on these estimations, allocations are as follows:

- Approximately 75% of students will file a FAFSA.
Approximately 25% of students will not file a FAFSA
- Of the 75% filers, the following percentages will be used to allocate funds:
70% Undergraduate awarded based on “high need”.
20% Undergraduate awarded based on “medium need”
10% Undergraduate awarded based on “minimum need”
- Non-filers will receive a pre-determined amount.
- Graduate Students will receive a pre-determined amount.
- Appeal opportunities will be made available to all students following the disbursement of all awards.

IV. APPEAL

- A. Any student may appeal awards for additional funding.
- B. Appeals regarding eligibility must be made within 30 days of when the Student is notified they are ineligible or their award amount.
- C. The decision of the Financial Aid Director or his/her designee shall be final.