**Report on the Higher Education Emergency Financial Aid Grant**

**(HEERF III) under ARP Act**

1. On March 11, 2021, the President of the United States, Joe Biden, signed into law the “American Rescue Plan Act”. This law represents the third round of financial aid for those students who are currently, and in the near future, enrolled in an institution of higher education such as Columbia Central University. In addition, they can cover part of the expenses that they have had to incur due to the national emergency created by COVID-19.
2. The total funds received by the institution from the Federal Department of Education, as provided in the Certification and Agreement for the Financial Aid Subsidy for students, was $1,574,373.00.
3. The University distributed $1,510,200.00 to eligible students, as of March 31,2022.
4. The University estimated that around 1,668 students are eligible to participate in these funds under the ARP Act (HEERF III) and, therefore, are eligible to receive the emergency financial aid grant under ARP Act sections (a)(1) and (a)(4), as of the date of this report, 1,668.
5. The total number of students who have received the emergency financial aid grant, as established in section (a)(1) and (a)(4) of the ARP Act, as of the date of this report is 1668.
6. Columbia Central University established a procedure for distribute the funds as provided by the ARP Act, which we present below:

**Institutional Procedure for the Granting and Distribution of**

**Emergency Financial Aid Funds (HEERF III)**

1. The ARP Act (HEERF III) funds will be automatically assigned by the Financial Aid Department to our students based on their financial need, which will be determined through their “Expected Family Contribution (EFC)”. Students who do not qualify for the Pell grant could also receive this aid, as well as students whose study modality is 100% distance learning.

The student interested in repaying or crediting their student balance with the assigned funds must complete the form entitled: **Authorization to Accredit ARP Act.**

**TABLE FOR GRANT**

**EFC Total Subsidy**

0-1000 $950.00

1001-2000 $850.00

2001-3000 $750.00

3001-4000 $650.00

4001-5000 $550.00

5001 or greater $450.00

No FAFSA $350.00

The amount of the base grant will be automatically. This term will be paid as soon as possible after Columbia Central University receives the funds allocated by the Federal Department of Education. Students will receive the emergency grant through a check from the institution

Students will be informed that the grant is intended to cover one or more of the expenses allowed under the cost of attendance formula, (food , housing, school supplies, technology (for example, computers, tablets, internet, etc.), tuition, health care, care of another dependent due to disability, and child care), and that by cashing the check, they are agreeing to that they have incurred such expenses and will use the funds to cover those expenses.

1. **REGISTRAR'S OFFICE**

As requested by the Financial Aid Director, it will issue a list of all active students enrolled at the time of awarding the grant that includes all asset classifications: Active, Active-Certified, Active Pending Grad, Warning and Probation.

1. **FINANCIAL AID OFFICE**

Will evaluate the EFC of active students certified by the Registrar's Office and the eligibility of students without FAFSA and the subsidy already established in the table will be granted.

Once eligibility has been evaluated, the corresponding amount will be added to the student information system for each student, ensuring that it does not affect financial need.

Once the students have been entered into the student information system, a *batch of said fund will be prepared and delivered to the Treasury Office* or the IT Department (this applies to original CCU units).

The Financial Aid Director of each campus is responsible for keeping a file with the *batches* worked for this fund together with the procedure and subsidy table for future audits.

1. **TREASURY OFFICE**

The Treasury Office will be responsible for; Once the *batch* with students to allocate grant funds is received, post it in the *ledger in* the student information system. The student who wishes to use these funds to satisfy the outstanding balance at Columbia Central University, must complete the form entitled *Authorization to Credit Grant*.

The Treasury Office will contact students by phone or email to confirm their interest in paying or crediting the debt. The interested student will complete and return the duly signed consent document on or before three days after receiving the notification. If you do not answer, we will understand that you are not interested in paying or crediting the debt reflected in your account and the check will be issued for the amount originally granted.

The Treasury Office will verify that the stipend has been generated for the correct amount according to the aid awarded and the amount authorized by the student to be credited to the balance, in the cases that apply.

Once the subsidy has been posted and the stipend has been verified, the batchso that the checks can be issued for the amounts indicated therein. For original units, the last mentioned will be done by the **IT Programmer.**

1. **ACCOUNTANT**

The accountant will be responsible for issuing checks to the students included in the *batch* for the indicated amounts. The check will be sent to the postal address that appears in the student information system and together with each check an *Emergency Grant Funds Award Statement* in which the student is guided on the correct use that should be given to the money.

Once the G5 funds are received, they must be disbursed (send the checks to the students) within a period not exceeding 15 calendar days.

In addition, it will be responsible for keeping a list and balance of the grant funds until they are exhausted.

1. **Information to students:**

As part of the commitment of Columbia Central University, to guide students and prospects of all academic programs on emergency financial aid, stipulated by the ARP Act, we issue communications to all students, in such a way that so that they are informed about it.

Refer to Exhibit A, for communication.

If you need additional information on this matter, you can contact me by email: gmirabal@columbiacentral.edu.

**April 4, 2022**

**Exhibit A**

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**Declaration of award of emergency grant funds under the**

**American Rescue Act Plan (ARP Act)**

Dear student:

I enclose the payment of the grant from the emergency fund, provided under the ARP Act (HEERF III) that was determined for you. Columbia Central University determined this amount based on your Expected Family Contribution (EFC) for AY2020-2021, based on your FAFSA. If you have not completed the 2020-2021 FAFSA, the grant amount will be $350.00.

This grant is intended to cover one or more of the expenses allowed under the cost of attendance formula, (food, housing, school supplies, technology (for example, computers, tablets, internet, etc.), tuition, medical care, care of another dependent due to disability, and child care), ***and by cashing the check***, you are representing that you have incurred one or more of these expenses and will be using these funds to cover them.

If you have not incurred any of the expenses described above and/or are not currently in need of these emergency grant funds, we encourage you to cancel this check, and notify us immediately, so that the University can reallocate these funds to another student with greater need. Below, we present the Table of Distribution of the subsidy:

**TABLE FOR GRANT**

**EFC Total Subsidy**

0-1000 $950.00

1001-2000 $850.00

2001-3000 $750.00

3001-4000 $650.00

4001-5000 $550.00

5001 or greater $450.00

No FAFSA $350.00

We hope that this economic assignment will be helpful to relieve the expenses you have incurred to face this emergency.

Columbia Central University