



www.gctcok.edu

P.O. Box 1217, 1100 OK-56 Loop, Okmulgee OK 74447

918-758-0840

ARP- American Rescue Plan (HEERF III)

Plan & Procedures

Due to the COVID-19 pandemic, post-secondary and concurrent enrolled students at GCTC may receive a Higher Education Emergency Relief Fund III (HEERF III) grant authorized through the American Rescue Plan. These non-taxable emergency grants, which do not have to be repaid, are intended to provide funds for post-secondary and concurrent enrolled students to cover any component of their cost of attendance or any emergency costs that arise due to coronavirus, such as tuition, food, housing, healthcare (including mental), childcare, and course-related materials or services, such as technology.

In order to be eligible for these funds at GCTC, a student must meet the criteria below:

- ❖ Enrolled as a post-secondary or concurrent enrolled student in an approved program for the 20-21 and 21-22 academic year
- ❖ Be a US Citizen or eligible Non-Citizen
 - Attest under penalty of perjury that he/she meets the above requirements.
 - Attest that he/she intends to use the funds for COVID-19 related expenses (such as technology expenses, course materials, housing, food, childcare, healthcare, etc.)

How the grant allocation is to be determined and the amount disbursed to each student:

The GCTC Financial Aid Coordinator will contact all 20-21 concurrent enrolled students, 21-22 original entry post-secondary students, and 21-22 original entry concurrent enrolled students to make sure they are aware of the emergency grant funds available at GCTC and then send an acceptance/attestation form to each student to verify that they have expenses related to the disruption of campus operations due to the COVID-19 Pandemic. GCTC has received a total of **\$423,304** that is available with at least **\$211,652** being allocated for students and the remaining amount being allocated for the institution. Distribution will be an enrollment status base grant amount for concurrent students enrolled in an approved program for the 20-21 AY and original entry post-secondary and concurrent students for the 21-22 AY. Remaining HEERF II & III funds will be combined and awarded as 2nd half program scholarships to students who apply and are accepted by the HEERF committee.

- ❖ 20-21 Base Grant Amount: Half-Time Status = \$500
- ❖ 21-22 Base Grant Amount: Full-Time Status = \$1000 and Half-Time Status = \$300

How the grant is to be distributed to students:

The method of disbursement at GCTC is by check requiring a student's signature.

- ❖ The student will be required to complete and sign all forms before receiving his/her check.
 - Students will be contacted by the Financial Aid Coordinator of disbursement amount by email.
 - GCTC will issue all checks to each student in person.
 - The Central Office will contact students once checks are available.
 - Students will be required to sign all documents upon receiving their check from a Central Office Administrative Professional.
 - Emergency grants will be applied to a student's account balance if student gives consent with their acceptance form.

Non-Discrimination Statement

Green Country Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment, and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator at 918.758.0840, 1100 OK-56 Loop, Okmulgee, OK 74447.

- If grant checks do not clear & must be voided, GCTC would still be obligated to give those funds to students relating to the COVID-19 Pandemic. GCTC has one year from the awards notification date of May, 2022 in which to disburse any remaining funds.

Student contact and documentation:

- ❖ The Financial Aid Coordinator will contact each student:
 - To read the GCTC American Rescue Plan HEERF III Plan and Procedures & submit the American Rescue Plan HEERF III Acceptance/Attestation form
 - To notify of emergency grant disbursement amount
- ❖ A student American Rescue Plan HEERF III Acceptance/Attestation form is created to serve as documentation that each student has expenses related to the disruption of campus operations due to the COVID-19 Pandemic. Students will sign the form attesting under the penalty of perjury that he/she meets the requirements, attesting that he /she intends to use the funds for COVID-19 related expenses, and accepting the emergency grant from GCTC.
- ❖ An American Rescue Plan HEERF III Disbursement form is created to indicate the amount that the student will receive.
- ❖ All forms must be completed before a check will be given to the student.
- ❖ Documentation will be kept in the student's file in the Financial Aid Office.
 - Student American Rescue Plan HEERF III Acceptance/Attestation form
 - American Rescue Plan HEERF III Disbursement form indicating the amount the student will receive
 - GCTC Enrollment Verification
 - Copy of check stub and signed activity requisition

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