



www.gctcok.edu

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918-758-0840

CARES ACT Higher Education Emergency Relief Fund Plan & Procedures

Due to COVID-19, eligible post-secondary students at GCTC may receive a Higher Education Emergency Relief Fund (HEERF) grant authorized through the CARES Act. These non-taxable emergency grants, which do not have to be repaid, are intended to provide funds for post-secondary students to cover unforeseen expenses related to the disruption of campus operations due to COVID-19, including but not limited to food, housing, healthcare, and course-related materials or services, such as technology.

Green Country Technology Center signed and returned to the US Department of Ed the allocated student portion Certification and Agreement on 5-5-20 and the allocated institution portion on 5-15-20, which assures that GCTC intends to use, no less than 50 % of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to post-secondary students. GCTC will receive a total of \$157,598 in emergency grant funds.

In order to be eligible for these funds at GCTC, a student must meet the criteria as defined by law in SEC 484, 20 U.S.C.1091, In Title IV of the Higher Education Act of 1965, as amended (HEA):

- ❖ Have been enrolled as a post-secondary student in an approved program as of March 13, 2020
- ❖ Be a US Citizen or eligible Non-Citizen
- ❖ Have a valid Social Security Number
- ❖ Have registered for the Selective Service (if male)
- ❖ Have a High School Diploma/Transcript, Homeschool Diploma/Transcript, or GED
- ❖ Have maintained Satisfactory Academic Progress
- ❖ Not be in default on any Title IV loan or owe an overpayment on any Title IV grant or loan
- ❖ Not have been convicted of a crime involving fraud in obtaining federal Title IV funds
- ❖ Not have fraudulently received or repaid Title IV loans in excess of the annual or aggregate limits
- ❖ Not have a federal or state conviction for drug possession or sale, with certain time limitations
- ❖ Have expenses related to the disruption of campus operations due to the COVID-19 shutdown which began on March 23, 2020
- ❖ Must sign a statement of educational purpose
 - Attest under penalty of perjury that he/she meets the requirements of Section 484 of the Higher Education Act
 - 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 each student 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 shutdown. GCTC applied for the total of \$157,598 that is available with at least 50% being allocated for students and the remaining amount being allocated for the institution. Distribution will be a straight proration to all post-secondary students enrolled in an approved program as of March 13, 2020.

- ❖ 50 % Allocated HEERF Student Portion, \$78799, divided by the 42 GCTC post-secondary students = \$1876.17
- ❖ GCTC will add \$161.00 to the 50 % Allocated HEERF Student Portion from the Institutional Portion so that the prorated amount of \$1876.17 can be rounded up to \$1880.00 per student.
- ❖ Adjusted Student Portion of \$78,960 divided by 42 GCTC post-secondary students = \$1880.00 per student

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.

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.
- ❖ We will issue all checks to each student in person by appointment.
 - Students will be contacted by the Financial Aid Coordinator to set up an in-person appointment to sign all documents and receive their check from a Central Office Administrative Professional.
 - No part of the student portion will be applied to a student's account balance even if the student requests it, per USDE. The student may pay the school after receiving the funds if they choose.
 - If these checks do not clear and must be voided, GCTC would still be obligated to give those funds to students relating to the COVID-19 shutdown. GCTC has one year from the date the Certification and Agreement was signed on 5/05/20 in which to disburse any remaining funds.

Student contact and documentation:

- ❖ The Financial Aid Coordinator will contact each student:
 - To complete the 19-20 FAFSA, if they had not already done so
 - To read the GCTC HEERF Plan and Procedures & submit HEERF Acceptance/Attestation form to verify that they meet the requirements of Section 484 of the Higher Education Act for Title IV eligibility
 - To set up an in-person appointment to sign all documents and receive their check from a Central Office Administrative Professional
- ❖ A Student HEERF Acceptance/Attestation form was created that will serve as documentation that each student has expenses related to the disruption of campus operations due to the COVID-19 shutdown. Students will sign the form attesting under the penalty of perjury that he/she meets the requirements of Section 484 of the Higher Education Act, attesting that he /she intends to use the funds for COVID-19 related expenses, and accepting the emergency grant from GCTC.
- ❖ Per USDE Secretary DeVos, "Students may demonstrate eligibility by completing a FAFSA and by completing an acceptance/attestation form designed by the institution in which the student attests under the penalty of perjury to meeting the requirements of Section 484 of the HEA." The Funding Certification and Agreement that GCTC signed, further states "The Secretary does not consider these individual emergency financial aid grants to constitute Federal financial aid under Title IV of the HEA." For the students that have not completed a FAFSA, GCTC will send a request for that student to complete 19/20 FAFSA. If a student does not complete a FAFSA, GCTC will do its due diligence to verify that the students meet the requirements of Section 484 of the HEA and are therefore eligible to receive the HEERF funds.
- ❖ For students that have not completed a current FAFSA, a Student High School Completion Status and Statement of Educational Purpose and Identity form was created to further verify their information.
- ❖ A HEERF Disbursement form was 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 HEERF Acceptance/Attestation form
 - HEERF Disbursement form indicating the amount the student will receive
 - Student FAFSA or Student High School Completion Status & Statement of Educational Purpose & Identity form
 - GCTC Enrollment Verification
 - COVID-19 Distance Learning Agreement Form
 - SAP compliance (including attendance and grades)
 - Selective Service registration (if male and if no FAFSA has been completed)
 - Copy of High School Diploma/Transcript, Homeschool Diploma/Transcript, or GED
 - NSLDS documentation verifying that the student is not in default on any Title IV loan and doesn't owe an overpayment on any Title IV grant or loan
 - Copy of check stub and signed activity requisition

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