



**C-TEC Adult Education**

**CARES ACT Student Application for Emergency Funding**

This application is for emergency funding to assist students with unexpected expenses related to the COVID-19 pandemic. Emergency assistance for allowable expenses will be provided in accordance with institutional policy and guidance from the US Department of Education. The emergency grant can be used for expenses related to the disruption of campus operations as a result of the coronavirus such as food, housing, course materials, technology, health care and child care.

**Student Name:**

**C-TEC Program:**

Are you also currently enrolled at another postsecondary institution, such as COTC or OSU Newark?

To be eligible for consideration for the emergency funding, students must meet the following criteria. Please check all that apply to you:

You filed a Free Application for Federal Student Aid (FAFSA) for your program at C-TEC

You have filed a FAFSA in the past, for a different school or program

You have not been convicted of a drug-related felony while receiving student financial aid

-----OR-----

You did not file a FAFSA for your program at C-TEC, but you:

Are a U.S. citizen or eligible non-citizen

Have a valid Social Security Number

Have registered with the Selective Service (if you are male)

Have a high school diploma or GED

As a result of the COVID-19 pandemic, which of the following financial hardships have you experienced? Not having enough money for: (check all that apply)

Food for you or your family

Books, supplies or tools for your program

Housing (rent, mortgages) for you or your family

Health care

Technology (internet access, electronic devices)

Child care

Other expenses related to the COVID-19 pandemic (List):

If you were to receive emergency funding, which of the above areas would you be most likely to use the grant for?

Under the penalty of perjury, I acknowledge that all of the information on this form is true and complete to the best of my knowledge. I know I may be required to provide further information if necessary. I understand that the information I submit may be shared with C-TEC Adult Education staff that have a need to know for purposes of reviewing and processing this application, and/or to comply with C-TEC policy or law.

Email completed application to [jfletcher@c-tec.edu](mailto:jfletcher@c-tec.edu).

**Student Signature**

**Date**

Applications must be submitted in writing to C-TEC Adult Education by 05/29/2020. Contact C-TEC's Financial Aid Office at 740-364-2359 for additional assistance or questions.

## Higher Education Emergency Relief Fund - Student Aid

### Information for Students

The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance. Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

### CARES Act Overview and Eligibility

The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. This means that each institution may develop its own system and process for determining how to allocate these funds, which may include distributing the funds to all students or only to students who demonstrate significant need. The only statutory requirement is that the funds be used to cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care).

Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. If a student has filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 the HEA. Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

Institutions may provide emergency financial aid grants to students using checks, electronic transfer payments, debit cards, and payment apps that adhere to the Department's requirements for paying credit balances to students. The disbursement of the emergency financial aid grant to the student must remain unencumbered by the institution; debts, charges, fees, or other amounts owed to the institution may not be deducted from the emergency financial aid grant. The emergency financial aid grant may not be made to students through the use of a credit card that can be used only on campus or in a retail outlet affiliated with the institution.

For additional information on the CARES Act or the Coronavirus in Postsecondary Education, go to <https://www.ed.gov/coronavirus/>



## **C-TEC Emergency Relief Fund**

### **Student Frequently Asked Questions**

#### **Who is eligible for the relief funds?**

Currently enrolled (active) C-TEC occupational training program students who have filed a FAFSA or who are eligible to file a FAFSA. This also means that you must meet the eligibility requirements listed on the first page of the application.

You must attest that, due to the COVID-19 Pandemic, you have been adversely affected in your ability to pay for basic needs while enrolled in school, such as housing, food, child care, health care, technology, or material costs for the program.

#### **Who is NOT eligible for the relief funds?**

Students who do not have a high school diploma or GED, including students enrolled in ASPIRE or Adult Diploma Program

Students enrolled in continuing education classes (chunky blanket classes, Spanish for beginners)

Students who are in default status with the U.S. Department of Education and its loan servicers

Students who have committed a drug-related felony while receiving federal financial aid

#### **What if I am also enrolled at COTC? Can I get funds from both C-TEC and COTC?**

No. If you are enrolled at COTC (or any other postsecondary institution), you must first seek relief funds from that institution.

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

Students enrolled in full time programs over 600 hours will receive a minimum of \$800.

Students enrolled in part time programs (between 80 and 362 hours) will receive a minimum of \$300.

#### **When will I receive the money? Do I need to come in to C-TEC to pick up my check?**

After your application is processed and C-TEC determines that you are eligible for the relief funds, C-TEC will issue a check to your current mailing address. If your address has changed since you first enrolled, you must provide updated information so that you receive your check.

#### **Are there special requirements on how the money must be spent?**

The CARES Act requires that you use the relief funds for expenses related to the disruption of classes due to COVID-19. This includes costs related to program timelines being extended, the implementation of remote learning, and your basic needs associated with the disruption of classes.

#### **Do I have to claim these funds as income for my income taxes?**

No. These funds are considered “emergency relief,” not income.

#### **Will this money affect any other support I’m receiving from Job and Family Services, VA, or other agencies?**

No. These funds are considered “emergency relief,” not income.

#### **Who do I call if I have questions?**

Contact C-TEC’s financial aid counselor, Janet Fletcher, at 740-364-2359 or [jfletcher@c-tec.edu](mailto:jfletcher@c-tec.edu)