

**Quarterly Report for Student Portion of CARES Act Funding
Tri-State Bible College
Higher Education Emergency Relief Fund (HEERF) April 10, 2022**

About the CARES Act and the Higher Education Emergency Relief Fund (HEERF)

On March 27, 2020 the federal government enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The CARES Act included a Higher Education Emergency Relief Fund (HEERF). A portion of HEERF funds were directed to eligible students in the form of emergency financial aid grants for expenses related to the disruption of campus operations due to the COVID-19 pandemic.

Emergency grants were awarded to students who were Title IV eligible. Only students enrolled for credit pursuing an Associate's, Bachelor's or Master's degree were eligible for emergency grants.

The following information is provided by Tri-State Bible College as required by the Department of Education to comply with the reporting requirements under the CARES Act. This is TSBC's final reporting.

1. Certification and Agreement

On September 29, 2020, Tri-State Bible College signed and returned to the Department of Education the Certification and Agreement and the assurance that the College intended to use no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.

2. Amounts to be Received

Pursuant to the Certification and Agreement, Tri-State Bible College received \$12,900 in HEERF Emergency Assistance Grant funds. On 9/30/2020, the College received confirmation (Award #P425E205772, Action Number 1) of the availability of these funds.

On January 19, 2021, Tri-State Bible College received notification of an additional grant award of \$12,900 (Award #P425E205772, Action Number 2).

The committee met June 11, 2021 to distribute \$13,690 to three graduate and six undergraduate students for Summer 2021. On May 25, 2021, the college was notified of an additional grant totally \$41,899. The total Student Portion award to TSBC is \$67,699.

3. Amounts Distributed to Date

For Spring and Summer 2020, students were notified through a variety of methods beginning on October 21, 2020—direct email, TSBC website posting, and TSBC Facebook posting—with a deadline of 11:59pm on October 28, 2020. Nine students applied, requesting a total of \$13,450. The Student Grant Committee met on November 5, 2020 and determined the amount awarded

to each student. The entirety of the \$12,900 in HEERF Emergency Grant Funds were distributed by November 5, 2020 (Award #P425E205772, Action Number 1).

In connection with the \$12,900 from Award #P425E205772-20A, Action Number 2, the Student Grant Committee distributed \$12,900 for Spring 2021 (4/23/2021). On 5/25/2021 from \$41,899 in Award #P425E205772-20B, Action Number 4, we distributed another \$1,150 for Spring 2021.

Of the remaining \$40,749 in Award #P425E205772-20B, Action Number 4, the Student Grant Committee distributed \$13,690 for Summer 2021 (7/20/2021).

TSBC has distributed \$40,640 of the \$67,699 awarded, which leaves \$27,059 remaining. The Student Grant Committee met on Friday, September 10, 2021. The Committee plans to distribute the remaining Student Portion funds for tuition assistance grants in Spring 2022.

As of 4/10/2022, the Committee has not distributed the remaining funds. In preparing for this report, our Finance Office discovered that our third-party servicer account reports that the entire \$41,899 from Award #P425E205772-20B, Action Number 4 remains available in our account. This contradicts our previous Finance Office records (reported above) by a surplus of \$14,840. We are presently working to locate the accounting error, which will be reflected in the next and final report. On January 6th, 2022, we responded to a flagged return/refund by our Management and Program Analyst regarding a particular draw that took place on 2/10/2021, during which we discovered a discrepancy between TSBC and our third-party servicer. The resultant findings proved that the wrong funds were drawn from the wrong grant awards. We previously thought that only Awards P425F205087 and P425N200916 were affected. We will investigate the 2/10/2021 draw again for an explanation for our records and account balance.

4. Estimated Number of Eligible Students

TSBC estimated that approximately 24 students from the Spring 2019–2020 semester and 14 enrolled students from the Summer 2019–2020 semester, including students enrolled in associate’s, bachelor’s, and graduate programs, were potentially eligible for the Emergency Assistance Grant funds. This represented approximately 39% (in the Spring) and 23% (in the Summer) of the College’s total enrollment. Fourteen students were estimated eligible for Spring 2021 with twelve for Summer 2021 and twenty students for Fall 2021.

5. Number of Students who have Received HEERF Emergency Grant Funds

For Fall 2020, nine students received funds. The Student Grant Committee dispersed HEER Funds to 10 undergraduate students for a total of \$14,050.00 in Spring 2021. Six undergraduate and three graduate students received HEER Funds for a total of \$13,690.00 for Summer 2021.

6. Method of Determining Which Students Would Receive HEERF Emergency Grant Funds

Following is a summary of the College’s procedure used to determine how the HEERF Emergency Assistance Grant funds were distributed:

- The Student Grant Committee evaluated each eligible applicant’s award based on a matrix of these factors: (1) course load (i.e., number of credit hours) during the aforementioned

semesters, (2) amount of previously awarded aid, and (3) need-based circumstances unique to COVID-19.

Spring Course Load	Summer Course Load	Amount of Previously Awarded Aid	COVID-19 Related Expenses Resulting in Need
# of hours	# of hours	\$ of Previously Awarded Aid	\$ from Submitted Receipts Demonstrating Need

Table 1. TSBC Student Grant Committee Distribution Formula Matrix

- Student applications were required to accurately describe the expenses incurred as a result of the disruption of campus operations, classroom operations, and class schedules due to the COVID-19 pandemic. The college then validated each student’s eligibility through an application process. Student applications were accepted starting October 21, 2020.
- All funds were distributed through this initial round of funding.

Beginning in the Spring 2021 semester, the student was no longer required to submit a stand-alone application and provide documentation of the expenses requested. It was determined by the SGC board that eligibility would be determined using the following criteria:

- The student must file a FAFSA for the current academic year. Meeting eligibility criteria for grants was not a requirement. Therefore, a student may have an EFC exceeding Pell standards, rendering them ineligible to receive federal and / or state grants, yet still qualify to be considered for CARES Act / HEERF funding.
- If a student qualified for federal and / or state grant money, they were required to accept the funds which were applied to the current semester tuition. The student would be responsible for current semester fees and any past due balances. If the student opted to apply for loans to cover the current fees and / or past due balances, that request was processed through our third-party financial aid servicer, Campus Ivy.
- The qualifying student would receive a CARES Act / HEERF fund award equal to the tuition balance after all federal and / or state grants were applied directly to their student finance account
- If the federal and / or state grants exceeded the cost of the current semester tuition (excluding fees / charges), the student did not meet qualifying criteria and did not receive any CARES Act / HEERF funds. The student was responsible for any outstanding amount of current semester costs, if applicable.

7. Instructions, Directions, and Guidance Regarding HEERF Emergency Grant Funds

Tri-State Bible College developed an online application process for students to apply for the Emergency Assistance Grant funds. Students were continuously notified through email, text, social media, and other notification processes and were encouraged to do the following:

- Review the Online Application: Grant Application
<https://www.tsbc.edu/CARESActStudentGrant>
- Of all allowable expenses (Food, Course Materials, Technology, Health Care, Child/Dependent Care, Transportation, or Housing), determine expenses incurred after March 13, 2020 and prior to August 30, 2020 directly related to the disruption of campus operations, classroom operations, and class schedules.
- Print out the completed application, attach applicable receipts, and deliver it to the Financial Aid Office.
- Review HEERF Emergency Assistance Grant FAQ's (below) and <https://www.tsbc.edu/CARESActStudentGrant> for related information.

The Student Grant Committee was required to do the following: (The following were not Student encouraged actions.)

- Review applications on a regular and ongoing basis to determine eligibility and allocate amounts based on the aforementioned distribution formula matrix. Communicate to the student any concerns or request additional information.
- Send email to student's TSBC address with a decision. Award grant by check and mail to the physical address currently on file with the College. Note that checks may take up to ten business days to be received.

HEERF Emergency Assistance Grant FAQ's

Emergency grants were awarded to students using the SGC's distribution formula matrix previously described and illustrated and in accordance with federal financial aid guidelines. All students who were eligible to file a Free Application for Federal Student Aid (FAFSA) could apply.

ELIGIBILITY

Following were the requirements to be eligible for the grant funds:

- According to U.S. Department of Education, enrollment in a degree-seeking program as an undergraduate student or as a graduate student with Title IV eligibility [Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Subsidized and Unsubsidized Direct Loans].
- College Credit Plus students were ineligible.
- Eligible as determined by the Free Application for Federal Student Aid or FAFSA (see details below this list)
 - o U.S. citizenship or eligible non-citizen
 - o A valid Social Security number
- Maintain satisfactory academic progress in their course of study (at least a 2.0 at time of application).¹
- Must have been enrolled in at least one resident or resident modular course in Spring or Summer 2020 semester. Incoming freshman are exempt from this requirement.

HOW DO I APPLY?

CARES Emergency Assistance Grant must be used to cover expenses related to the disruption of campus operations, classroom operations, and/or class schedules due to coronavirus. This included, but was not limited to, eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare.

Starting the process:

Go to the CARES Act Grant Application <https://www.tsbc.edu/CARESActStudentGrant>.

ALLOWABLE EXPENSES (MUST HAVE DEMONSTRATED):

- Food expenses included unexpected grocery expenses or a student supporting dependent children now home due to their school or childcare closure.
- Course materials included, but was not limited to, general use supplies such as writing utensils and notebooks; course specific supplies required to be purchased due to campus disruption of regular operations.
- Technology expenses included, but was not limited to, computer equipment, internet access expenses, printer supplies, etc. required for student success when transitioning to an online format from the traditional in- person class structure.
- Health care expenses included, but was not limited to, the cost of unanticipated or unusual medical expenses due to coronavirus or its effects.
- Childcare/Dependent care expenses included the cost of unanticipated or unusual care expenses for a student's child or other dependents in the independent (based on FAFSA) student's household.
- Transportation expenses included, but was not limited to, the cost of unanticipated or unusual travel expenses related to the disruption of campus operations. This included additional trips to the college to retrieve personal belongings or difficulty in making car payments due to income loss from this economic disruption.
- Housing expenses included, but was not limited to, unanticipated expenses in securing housing and/or rent for residential students after the closure of campus housing in March. This included difficulty in making rent or mortgage payments due to income loss from this economic disruption.

If a student was Title IV eligible and could supply relevant receipts within the date range, then they could qualify.

FREQUENTLY ASKED QUESTIONS

Is there a deadline to apply for CARES Emergency Assistance Grant?

- Applications will be considered on a first-come, first served basis until all funds are depleted. All students should apply as soon as possible. The deadline for the Student Application to the Student Grant of the Higher Education Emergency Relief Fund

(HEERF) of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) is 11:59pm on October 28th, 2020.

- The college's goal is to distribute these funds as widely as possible to assist many students.

How long will it take for me to receive the funds?

- Receiving the payment may take up to ten days after approval. The Student Grant Committee will review applications on an ongoing basis and make decisions as quickly as possible.
- Once an application has been approved, notification will be sent to the student's Tri-State Bible College inbox. In the event an application is not approved, the student will be notified as soon as possible to provide additional information or to clarify eligibility.

How will the funds be received?

- CARES Emergency Assistance Grant funds will be sent by check to the address provided in the application. We recommend you regularly update your mailing address with the Registrar. Due to these unique circumstances, your check to be sent to your permanent residence on file with the college.

Could these funds be deemed taxable by the IRS?

- CARES Act student payments are non-taxable, according to the IRS: (<https://www.irs.gov/newsroom/faqs-higher-education-emergency-relief-fund-and-emergency-financial-aid-grants-under-the-cares-act>).

Can CARES Emergency Assistance Grant funds be applied to my college balance or account?

- No, the college cannot directly apply these funds to an outstanding balance on a student's account. The college will disburse funds to students by check.

Can I make a payment to my college balance using a portion of the CARES Emergency Assistance Grant?

- You can make a payment on your balance at any time. However, please note that the intent of the CARES Act is to provide emergency cash grants to students to cover their emergency personal expenses such as food, housing, course materials, technology, health care, and childcare.
- Please ensure you have what you need to cover these expenses before using any emergency grant funds to make payment on an outstanding student account balance. Tri-State Bible College will not withhold any CARES Act funds to cover balances.

What are my options if I lost my job?

- CARES Act funds cannot be used to offset lost income but can be used to help toward expenses incurred due to that lost income if those expenses were due to the disruption of campus operations due to coronavirus.
- It is recommended that you contact the Financial Aid Office to discuss the details of your situation. It may be an option to request a Special Circumstance Form to determine if you are eligible for additional federal funds due to a reduction or loss of income.

Whom may I contact with questions?

- Students who require assistance in completing the application, or have other questions, may contact the following offices weekdays from 8:30 a.m. to 5:00 p.m. Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday.

Application questions: Jana Thacker (South Point Financial Aid Office & Student Grant Committee Member) — jana.thacker@tsbc.edu, 740-377-2520.