

HEERF Reporting Requirements

1. Highland Community College (OPE ID: 00192100) has signed and returned the Certification and Agreement of usage for the CARES Act to the Education Department on April 14, 2020. By signing this Certification and Agreement, Highland Community College intends 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. On April 24, 2020, Highland Community College received \$483,635 from the Education Department for use to issue Emergency Financial Aid Grants to students.
3. As of May 21, 2020, Highland Community College has issued a total of \$337,700 in Emergency Financial Aid Grants to students.
4. The estimated total number of students eligible for the Emergency Financial Aid Grants as of May 21, 2020 is 528. This is based on language from Section 18004(a)(1) and guidance issued by the Education Department on April 21, 2020.
5. As of May 21, 2020, the total number of students who have received Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act is 206.
As of June 15, 2020, the total number of students who have received Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act is 343. This depleted the total funds provided to Highland Community College.
6. The methods used by the institution to determine eligibility are as follows:
 - a. All students must apply to receive the Emergency Financial Aid Grant through the Highland Community College website. The direct link to the application is here: https://fs16.formsite.com/HCC_Forms/cw0kxgaexp/index.html
 - b. Verify if the student enrolled in at least one (1) face-to-face class as of March 13, 2020.
 - c. Verify if the student has completed either the 2019-2020 FAFSA and there is no C-Codes that would restrict receiving Title IV funding, such as: Default on Student Loans, Overpayment on Pell Grants, Satisfactory Academic Progress, Drug Conviction Status, etc.
 - d. The provided reason from the student contains an explanation about their situation that is tied to COVID-19.
7. The following language has been presented to students that may be considered as Guidance or Instructions. All language can be found online at <https://highlandcc.edu/pages/covid-19-relief-fund>:
 - a. To qualify, you must have been enrolled in at least one on-campus or regional course in Spring 2020, excludes online courses. Must have completed the 2019-2020 or 2020-2021 FAFSA.
 - b. Grants may not cover all costs requested or actually incurred. It's beneficial to document actual amounts paid and provide as many details as possible in the explanation. Qualifying expenses include:
 - i. Additional Class Costs for testing or tutoring
 - ii. Books & Supplies Costs

- iii. Childcare Costs
 - iv. Food Scarcity or Food Cost related to COVID-19
 - v. Technology Costs includes computers, equipment, software, internet service, etc
 - vi. Transportation for students who had to return home out of state
 - vii. Other reason(s) may be considered
- c. Included with the check is the following message: “The enclosed check is a refund for the Relief Fund you applied for. Should you have any questions regarding this check, please contact me at 785-442-6001. Thank you, Trey Collins – Accounts Receivable”
8. Highland Community College is required to provide an update every 45 days that includes the number of eligible students, number of students who have received Emergency Financial Aid Grants and Total Emergency Financial Aid Grants given to all students. This document will be the main source to find this updated information.