

## Higher Education Emergency Relief Fund (HEERF) Reporting

Wartburg College has received funds under section 18004 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Pub. L. No. 116-136, 134 Stat. 281 (March 27, 2020) Higher Education Emergency Relief Fund (“HEERF”).

The Department of Education is finalizing required reporting requirements, but until then, the DOE has noted that Wartburg College’s response to various items must be made available to the public. Accordingly, the seven required items as well as Wartburg College’s response are noted below:

- 1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or 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:** Wartburg College acknowledges we have taken such action and have spent more than 50 percent of these funds to provide Emergency Financial Aid Grants to students.
- 2. The total amount of funds that the institution has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students:** \$644,635
- 3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of submission (i.e., as of the 30-day Report and every 45 days thereafter):** A total of \$888,615 in CARES Act funding has been distributed to students for Emergency Financial Aid Grants. In addition to using 100 percent of the \$644,635 allotted for Emergency Financial Aid Grants to Students, Wartburg College also used \$243,980 of Institutional CARES Act funding for Emergency Financial Aid Grants to students.
- 4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act:** 1,187
- 5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act:** 1,187
- 6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act:** Wartburg College awarded Emergency Financial Aid Grants funded from the CARES Act to students who filed the FAFSA and provided any required verification documents associated with such filing. On a related note,

Wartburg College provided non-CARES Act funds to full-time students who did not file a FAFSA.

The amount each student received took all of the following into consideration:

- Estimated expenses each student incurred related to the disruption of campus operations due to coronavirus
- Need, as determined by the amount of estimated family contribution per the FAFSA
- Specific request received from students for financial assistance related to the disruption of campus operations due to coronavirus were reviewed by an Allocations Committee on campus. The Director of Financial Aid at Wartburg College served on the Allocations Committee. The Allocations Committee made recommendations to the Wartburg College President's Cabinet, which reviewed and approved the allocations.

7. **Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants:** There have been several communications related to the Emergency Financial Aid Grants, along with a Wartburg College fund called the UKnight for Students Fund. A summary of these various communications is noted below:

- **March 23:** Juice\* email sent to students mentioned the creation of the UKnight for Students Fund and that the College would soon share details about how to apply for funds.
- **March 25:** An email from the President of Wartburg College reminding students that the UKnight for Students Fund was accepting requests for financial assistance.
- **March 31, April 6 & April 13:** Juice\* email sent to students with a link to the form and details about how to apply for UKnight for Student funds.
- **April 15:** "Last chance" Juice\* email sent to students with a link to the form and details about how to apply for UKnight for Students funds.
- **April 16:** An email was sent from the President of Wartburg College to students and their parents noting the amount of funds available, including the CARES Act Emergency Financial Aid Fund, the UKnight Day for Student Fund, and other institutional funds.
- **April 17: Parent Insights email** mentioned the UKnight for Students fund (sent to all parents of current students).
- **April 30:** An email from the President of Wartburg College to students and their parents noting that the checks funded from the Emergency Financial Aid Grants or UKnight for Students Fund would be placed in the mail no later than May 15, 2020.

- **May 4:** Juice\* email to students stating that the UKnight for Students Fund form was no longer accepting requests for aid, and that students should contact the Financial Aid Office if they are experiencing financial need due to the pandemic.
- **May 11:** A check, letter, and a frequently asked questions (FAQs) document were mailed to students with a U.S. mailing address and not currently living on campus.
- **May 12:** A check, letter, and FAQs document were placed in campus mailboxes for students currently living on campus. For international students not living on campus and with a non-U.S. mailing address, the check, letter and FAQs document was kept in the Business Office until these students could be contacted to determine how best to provide these materials. Other Wartburg College resources were used to fund any checks that went to a student who had not filed a FAFSA.
- **May 12:** An email was sent from the Business Office to all students who would be receiving a check, explaining how they would be receiving the check.
- **Various dates:** Frequently asked questions were periodically posted to and updated at <https://info.wartburg.edu/Portals/0/Public/FAQEmergencyGrantstoStudents.pdf>

*\* The Juice is the College's official communication tool for news and events, and is sent via email to all students, faculty, and staff.*