

September 23, 2020

University of Mary Reporting for CARES Act Section 18004(a)(1) Emergency Financial Aid Grants to students

1. On April 14, 2020, the University of Mary signed and returned to the US Department of Education 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.
2. The University was awarded \$768,094.00 from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.
3. As of the date of this reporting noted above, the total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act is \$711,319.38.
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 is 1,830.
5. The total number of students to date who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is 958.
6. To determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act, the University created the following process adopted by Council Resolution on April 22, 2020:

*“the University will distribute CARES Act funding – the portion Emergency Financial Aid Grants to Students under Section 18004 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act – supplemented by University funds, to students based on the following methodology: First, funding will be made available in the form of cash grants calculated based on value lost to students because of the disruption of the COVID-19 pandemic and related to eligible expenses related to their cost of attendance at the University, such as food and housing. An equitable formula will be used and shared with recipients whom the University believes to be eligible. Second, students with verifiable financial need will be asked to identify themselves and, after substantiation, will be considered for additional financial assistance. This additional financial assistance will be added to the total of their cash grant, or form a separate cash grant, and will include such students as those eligible for Pell Grants and Year-Round Campus students. Furthermore, those students in a critical situation of immediate and exceptional hardship resulting from the disruption of the COVID-19 pandemic will also be asked to identify themselves and, after consideration, will be assisted as quickly and equitably as is*

*practicable. For students who are graduating before June 30, 2020, who do not manifest immediate and exceptional hardship, the cash grants will be mailed to the current address listed in their respective student accounts within 14 days of their degree conferral and the settlement of their student account. No amount of the balance on a student account will be withheld from the recipient to reimburse the University, but the funds will flow to the student unencumbered once the above conditions are met. The University will make reasonable efforts to notify all eligible students of the funding available to them and to distribute the funds in a timely and cost-efficient manner, no later than one year from April 14, 2020, the date the University of Mary completed and filed the Recipient's Funding Certification and Agreement: Emergency Financial Aid Grants to Students Under the Coronavirus Aid Relief and Economic Security (CARES) Act. Students who remained on campus from March 23 – April 24, 2020, or any portion thereof, can reasonably be held to have experienced less financial disruption and will be generally ineligible for financial assistance. Reasonable efforts will be made to communicate these opportunities for assistance to students; students who remain unresponsive to University efforts to communicate with them through their umary.edu email address [identified on page 3 of the University of Mary Student Handbook as the mode for official communication between students and the University] through May 11, 2020, will become ineligible for financial assistance.”*

7. All registered students were notified via email on April 24, 2020 to watch for an upcoming message regarding Emergency Financial Aid Grants in the following week. On April 27, 2020, students received the following email or a slight variation depending on what they were eligible for:

Dear NAME,

The **Housing/Food Grants Form** has been posted to your student account, as well as any additional forms which you may be eligible to complete. Your attention to this form and any accompanying forms in your [my.umary.edu](https://my.umary.edu) account is sought by the University of Mary, and **your response is needed by May 11, 2020.**

To access these forms, go to [my.umary.edu](https://my.umary.edu).

- Log in using your own credentials
- Go to the Student tab, then Academic Information
- Select the Academic Forms & Policies page
- You will see a box labelled “COVID-19 Financial Forms” at the top of this page. Please review and complete all forms which apply to you.

Thank you so much,



**COVID-19 Taskforce**  
University of Mary  
[finaid@umary.edu](mailto:finaid@umary.edu)

A posting was made on facebook and twitter directing students to check their emails. An email address and phone number for members of the Financial Aid team was listed on all

forms for any questions or concerns. All questions were addressed within an hour of receipt. On May 4<sup>th</sup>, a second email was sent to students who had not yet completed the forms:

Dear NAME,

Last week (Monday, April 27), the University of Mary posted important information to your account at [my.umary.edu](http://my.umary.edu). Your attention to this information is sought by the University of Mary, and **your response is needed by May 11, 2020.** **If you do not respond by May 11, you will have forfeited your access to possible emergency financial grants and/or refunds.**

To access your form(s), go to [my.umary.edu](http://my.umary.edu).

- Log in using your own credentials
- Go to the Student tab, then Academic Information
- Select the Academic Forms & Policies page
- You will see a box labelled “COVID-19 Financial Forms” at the top of this page. Please review and complete any forms which apply to you.

Thank you so much,



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On May 6, texts and phone calls were made to all students who had not yet responded. On May 11, an additional email went out to non-responsive students as well as additional texts. The athletics department reached out to non-responsive students by sport and the student life department contacted students with possible housing needs.

Students indicating on the forms that they were no longer students of the University of Mary were given an additional opportunity to apply for hardship funds. Emails and texts were sent to those students on June 1, 2020 notifying them of the opportunity. They had until June 8, 2020 to respond and complete the forms. Checks were disbursed immediately after the response date.