

NORTHWEST VISTA COLLEGE
PROCEDURE

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Procedure Number	SS 3.1.1
Procedure Title:	Higher Education Emergency Relief Fund (HEERF) Awarding

1. PURPOSE:

- 1.1 Emergency funds support student retention and provide support during unanticipated or crisis related life events. Supporting rental assistance, car payments or childcare is a critical function of the overall retention strategies of the college. Pairing this work with thorough assessment, case management and mental health support is the most effective way to ensure that in addition to Northwest Vista College emergency fund resources, the Student Advocacy Center team leverages community resources toward longer-term, sustained support for students.

Student Advocacy and Resource Center Mission: Supporting the elimination of poverty through education.

2. RESPONSIBILITY FOR HEERF AID DISTRIBUTION

- 2.1 General responsibility for the disbursement of HEERF aid rests with the NVC Vice President for Students Success (VPSS). The VPSS has delegated the operational oversight to the NVC Director of Student Advocacy and Resource Center.

3. OVERVIEW OF REVIEW PROCESS

3.1 General Guidelines

- Northwest Vista College must be the declared home college and students must be registered for at least one hour and, if it is before census, on a payment plan.
- Students can be helped with emergency aid two times per academic year fall, spring, or summer with exceptions.
- Students can be helped with more than one bill during each disbursement of emergency aid.
- Depending on the funding source, students *may* need to meet a 2.0 GPA *and/ or* good standing status with Financial Aid.

Once approved: Students can receive either form of emergency aid **preferably not both.**

NVC EMERGENCY AID

HEERF AID

- First stream of funding will be HEERF Funds. If HEERF Funds are denied/ student does not qualify/ Fin-Aid is backed up/no FASFA on file --Emergency aid can be utilized. The Advocacy Center Staff will determine funding.

3.2 HEERF AID: CARES Act – Fall 2020: Clean Slate

- On April 17, 2020, Northwest Vista College's Authorized Representative and President, Dr. Ric N. Baser, signed the Certification and Agreement for Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds are aimed at supporting students impacted by the global pandemic and minimizing the negative impact on educational pursuits. Students apply for CARES funding at www.alamo.edu/emergencyaid.

NVC's team of Administrators and Staff supporting emergency aid for students has implemented the following recommendations for Fall 2020 HEERF I Funds - CARES Act Aid:

- Students can be considered for CARES Act emergency aid even if they received an award during spring 2020 or summer 2020.
- All students will be screened for Title IV eligibility through the Financial Aid application process.
- Qualified students will be awarded using the following funding formula:
 - All Pell eligible students: \$600
 - Independent Students: \$2000
 - Dependent Students: \$1000

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- Students will be given instruction on how to apply for additional HEERF Aid
- After the 2nd award by Financial Aid, the Student Advocacy team will case manage:
 - Total award \$1600 for dependent students
 - Total award \$2600 for independent students
 - Maximum award up to \$4,000 semester
- If it is a student's last semester, before graduation, it is possible to give up to the maximum award of \$6,000 for an academic year

3.3 Full Eligibility Criteria – **students must:**

- Complete and submit a 2019-2020, 2020-2021 and/or 2021-2022 FAFSA, whichever is applicable to your request, if one is not already on file;
- Be a U.S. citizen or eligible non-citizen;
- Be or have been enrolled full or part-time in the semester for which you are requesting funds; and
- Have a high school diploma or GED

4. ACCESSIBILITY OF HEERF AID INFORMATION – FEDERALLY REQUIRED WEBSITE

4.1 <https://www.alamo.edu/nvc/experience-nvc/current-students/student-advocacy/federal-requirements-inst/>

5. BIENNIAL REVIEW OF EXISTING RULES

5.1 The College will review and update its HEERF Aid procedures on a regular basis to ensure consistency with federal and state laws, with Alamo Community College

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District Board of Trustees policies, and with the institutional mission and goals. The Executive Assistant to the President will inform the NVC Cabinet and Vice Presidents of upcoming review timeframes at least two months in advance of the review date.

Contact for Interpretation: *Office of the President – Executive Assistant to the President*

Relevant Board Policy:	B.5.3 (Policy) Board Policies
Relevant SACSCOC	n/a
Originating Unit:	Office of the Vice President for Student Success
Maintenance Unit:	Office of the Vice President for Student Success
Implementation Date:	August 25, 2020
Revision Date:	May 14, 2021
Approved (Signature):	