

## **Emergency Financial Aid Grants to Students Distribution Policy**

Ohio Technical College has designed our distribution policy based on Secretary DeVos encouraging institutions to prioritize students with the greatest need, but at the same time consider establishing a maximum threshold for all students to ensure as wide a distribution as possible. The eligible expenses that OTC has elected to focus on from the listed items in the CARES Act and the HEA's cost of attendance formula are food and rent. OTC feels that these are the two areas that effect our students the most and allow us to make a significant impact on helping them through the tough times that they are experiencing due to COVID-19.

Eligible students would include all student who were current students as of March 16, 2020 and are still current students as of the date the Emergency Grant funds are received, except for those who graduated in March since training was suspended on March 17, 2020. Based on the above guidance OTC has divided our population into two groups: Pell eligible and non-Pell eligible. This allows OTC to prioritize based on income, but at the same time recognize that our entire student body has been impacted by COVID-19.

Pell Eligible students will be divided into groups based on EFC ranges. The range groups are as follows: 0-900, 901-1900, 1901-3900, and 3901-5711. These students would be eligible to receive a set amount for food of \$500(0-900), \$400(901-1900), \$300(\$1901-3900) and \$200(3901-5711). These students would also be considered for up to two months of rent expenses not to exceed a maximum of \$1000. Students who completed the special lease term option with CHS would only be considered for one month of rent since they no longer have a rent payment, but they would be entitled to recoup the \$250 lost security deposit as part of their rent expense. **Pell eligible students since they are being considered for housing expenses, will need to complete an application that will be sent to them.**

Non-Pell eligible students will only be eligible for food expenses for a set amount of \$200. Students from this group that will be excluded are those who were financial aid refusals (**unless a FAFSA was completed**) and those who's FAFSA EFC was greater than 32,000. This EFC level was chosen since the highest COA of any of our programs is \$31,963. **Non-Pell eligible students will not need to complete an application.**

All students will receive an Award Acknowledgement along with the check showing the amount they are receiving for the listed expenses and the total Emergency Financial Aid Grant. This form will be signed by an OTC administrator and the student must sign it confirming the amount they are receiving and that they will be using the funds received for the purpose on which it was awarded. If there are any remaining funds after all applicants are awarded, they will be held as an emergency fund for unanticipated and special needs.