

**Higher Education Emergency Relief Funds
HEERF II/III
Student Emergency Grants
Quarterly Report - October 2021 - December 2021
Published January 5, 2022**

Pursuant to the requirements of the ARP and CRRSAA, Lipscomb University provides the following disclosures:

1. Lipscomb University has signed and returned to the Department of Education the Certification and Agreement. As required by the ARP and CRRSAA, Lipscomb University intends to award an additional \$4,792,118 in student emergency grants from the total funding under this act. (This does not include the \$1,291,012 in CARES Act funding that was awarded to students in 2020.)
2. Lipscomb has been awarded \$4,792,118 in funding from the Department of Education under ARP and CRRSAA for Emergency Financial Aid Grants to Students.
3. As of December 31, 2021, Lipscomb has distributed \$4,792,118 in funding from ARP and CRRSAA directly to students as Emergency Financial Aid Grants.
4. Under the updated guidance for the DOE, all students enrolled on or after March 13, 2020 are eligible to receive this funding.
5. As of December 31, 2021, Lipscomb has disbursed funds to 3,513 students (using both HEERF II and HEERF III resources).
6. Lipscomb developed a collective process to distribute HEERF II and III Students Grants primarily (approximately 80% of total funds) based on a standard calculation using FAFSA data. Applications were accepted for distribution of the remaining funds to address situations of exceptional need not covered through the initial disbursement and students who did not submit a FAFSA. The application was open to all students (graduate and undergraduate).

Undergraduate awards were determined based on “unmet need”. This is calculated as the cost of attendance minus the student’s estimated family contribution from the most recent FAFSA and any non-loan financial aid the student is receiving. All undergrad students who have a FAFSA on file for the current aid year will be included in the automatic distribution and receive a minimum of \$500. The maximum award will be \$4,000.

Graduate awards were standardized so each student who submitted the most recent FAFSA would receive \$1,000. More than 80% of graduate students had an EFC below

\$12,000. Because most students demonstrate significant unmet need, a standard award is more practical than the breakdown used for undergraduates.

HEERF II funds were used until exhausted to begin the distribution process. HEERF III funds were used to fulfill the remaining parts of the automatic distribution process and the application distribution process.

Applications were evaluated by a committee with representatives from Academics, Student Life, and Financial Aid. No student received more than \$5,000 from HEERF II and III funding after completion of the application process.

After distributing funds using the application process, remaining funds (approximately \$380,000) were distributed to students (enrolled on or after the emergency declaration) with outstanding university account balances that are not currently attending Lipscomb. The goal was to assist these students with additional financial resources so that they can continue their education or obtain their transcripts and diploma for successful entry into the workforce. Students with outstanding balances of \$6,000 or greater received an award of \$6,000. Students with balances less than \$6,000 but more than \$5,000 received \$5,000. Students with balances less than \$5,000 but more than \$4,000 received \$4,000 (and so on down to balances of at least \$200). Any amount already received from HEERF II or III by the student was subtracted from this supplementary award amount. Although these students all have outstanding balances with the university, these funds were only applied to student accounts with the affirmative consent of the student.

7. Instructions, direction, or guidance to students related to the HEERF II and III grants are attached as Attachments A, B, C, D, E, F and G.

Attachment A
Template Email to Students
HEERF Grant Notification
(HEERF II Only)

SUBJECT LINE: Important Information: You have been awarded a HEERF grant

Dear Students:

As part of the federal Coronavirus Response and Relief Supplemental Appropriations Act Higher Education Emergency Relief Fund (HEERF) to provide continued support during the COVID-19 crisis, the US Department of Education has made additional funding available for universities to provide directly to students for their expenses based on those with the greatest financial need. Need has been calculated based on a student's cost of attendance minus the estimated family contribution data from the student's most recent FAFSA as well as any grants, scholarships or institutional aid a student receives.

Based on this analysis, we are pleased to inform you that you have been awarded XXX.

In order to distribute these funds to you, please complete [this brief questionnaire](#) **NO LATER THAN XXXX at 11:59 p.m. CST. so we will know how to distribute these funds to you.**

Students have two options for receiving these funds: To apply the full amount to your student account or to receive the full award amount as a direct refund. If you would like to receive your award by **direct deposit**, please search your Lipscomb email for the registration/set up info from **Heartland ECSI(our third party refund vendor)**. If you choose **not to set up direct deposit, a check will be mailed from ECSI to the address on file.**

**NOTE: Please do not forward this email as it is only intended for the person that is receiving it.*

Please note that HEERF student grants are not a part of the regular financial aid process. If you have questions related to your financial aid award, please contact the financial aid office.

Please send questions to CARESActStudentGrant@lipscomb.edu.

Thank you and best wishes for a successful end of spring semester!

Laura Essner
Accountant
Lipscomb University Business Office

Attachment B

2nd Template Email to Students HEERF Grant Notification

(Used once HEERF III funds were available to notify remaining students and make application available)

SUBJECT: Important Information: You have been awarded a HEERF grant

Dear Student:

As part of the federal Higher Education Emergency Relief Fund (HEERF) to provide continued support during the COVID-19 crisis, the US Department of Education has made additional funding available for universities to provide directly to students for their expenses based on those with the greatest financial need. Need has been calculated based on a student's cost of attendance minus the estimated family contribution data from the student's most recent FAFSA as well as any grants, scholarships or institutional aid a student receives.

Based on this analysis, we are pleased to inform you that you have been awarded XXX.

In order to distribute these funds to you, please complete [this brief questionnaire](#) **NO LATER THAN XXX at 11:59 p.m. CDT. so we will know how to distribute these funds to you.**

Students have two options for receiving these funds: To apply the full amount to your student account or to receive the full award amount as a direct refund. If you would like to receive your award by **direct deposit**, please search your Lipscomb email for the registration/set up info from **Heartland ECSI (our third party refund vendor)**. If you choose **not to set up direct deposit, a check will be mailed from ECSI to the address on file.**

If you feel your award amount above does not adequately cover emergency costs that have arisen due to coronavirus, you may submit a supplemental application for additional funding. With this application, you will provide information about specific emergency costs that exceed the award above.

The application for these funds is available [here](#) and is due by June 30, 2021 at 5 pm CDT. Students will be notified by the end of July of any additional award. Please note that supplement awards are not guaranteed and are based on the need demonstrated in the application.

**NOTE: Please do not forward this email as it is only intended for the person that is receiving it.*

Please note that HEERF student grants are not a part of the regular financial aid process. If you have questions related to your financial aid award, please contact the financial aid office.

Please send questions to CARESActStudentGrant@lipscomb.edu.

Thank you and best wishes for a successful summer!

Laura Essner
Accountant

Attachment C

Email to Students without FAFSA on file

SUBJECT: Important Information: Student Emergency Grant Application

Dear Student:

As part of the federal Higher Education Emergency Relief Fund (HEERF) to provide continued support during the COVID-19 crisis, the U.S. Department of Education has made additional funding available for universities to provide directly to students for their expenses based on those with the greatest financial need. Need has been calculated based on a student's cost of attendance minus the estimated family contribution data from the student's most recent FAFSA as well as any grants, scholarships or institutional aid a student receives.

Because you do not have a current FAFSA on file, we need additional information to make an award determination for a student emergency grant. If you would like to receive funding to cover emergency costs that have arisen due to COVID, please submit the application below.

The application for these funds is available [here](#) and is due by June 30, 2021 at 5 pm CDT. Students will be notified by the end of July of any award. Please note that awards are not guaranteed and are based on the need demonstrated in the application.

**NOTE: Please do not forward this email as it is only intended for the person that is receiving it.*

Please note that HEERF student grants are not a part of the regular financial aid process. If you have questions related to your financial aid award, please contact the financial aid office.

Please send questions to CARESActStudentGrant@lipscomb.edu.

Thank you and best wishes for a successful summer!

Laura Essner
Accountant
Lipscomb University Business Office

Attachment D

Email to Student Previously notified of HEERF II Award

SUBJECT: Important Information: Application for Additional Student Grants

Dear Student,

You have recently been notified of a student emergency grant award funded through the federal Higher Education Emergency Relief Fund (HEERF) to provide continued support during the COVID-19 crisis. The award amount was calculated based on your cost of attendance minus your estimated family contribution data from your most recent FAFSA as well as any grants, scholarships or institutional aid you receive.

If you feel your award amount did not adequately cover emergency costs that have arisen due to coronavirus, you may submit a supplemental application for additional funding. With this application, you will provide information about specific emergency costs that exceed the award you have already received.

The application for these funds is available [here](#) and is due by June 30, 2021 at 5 pm CDT. Students will be notified by the end of July of any additional award. Please note that supplement awards are not guaranteed and are based on the need demonstrated in the application.

**NOTE: Please do not forward this email as it is only intended for the person that is receiving it.*

Please note that HEERF student grants are not a part of the regular financial aid process. If you have questions related to your financial aid award, please contact the financial aid office.

Please send questions to CARESActStudentGrant@lipscomb.edu.

Thank you and best wishes for a successful summer!

Laura Essner
Accountant
Lipscomb University Business Office

Attachment E
HEERF Student Grant Application Questions

First Name

Last Name

L Number

Street Address

City

State

Zip Code

Phone Number

Academic Year for Fall 2021:

May/August 2021 Graduate

Freshman

Sophomore

Junior

Senior

Graduate Student

Have you received a student emergency grant before?

If Yes, amount?

To ensure the maximum award, please provide specific and detailed information to the questions below. Emergency financial aid grants may be used by students for any component of their cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Please explain why you qualify for an emergency student grant due to exceptional need caused by COVID-19. (e.g. job loss, housing or food insecurity)

Due to COVID I have experienced emergency costs that arose due to coronavirus totaling:

- More than \$4,000
- \$3,000-\$3,999
- \$2,000-\$2,999
- \$1,500-\$1,599
- \$1,000-\$1,499
- \$500-\$999
- Less than \$500

Please provide specific details about your COVID related emergency costs.

Please attach any documentation that supports your request for an emergency student grant.

Certification: I certify that the information contained in this application is true and accurate to the best of my knowledge.

Attachment F
Application Award notification

SUBJECT: Important Information: You have been awarded a HEERF grant

Dear Student:

As part of the federal Higher Education Emergency Relief Fund (HEERF) to provide continued support during the COVID-19 crisis, the US Department of Education has made additional funding available for universities to provide directly to students for their expenses based on those with the greatest financial need.

You submitted an application to request HEERF funding. The applications have been reviewed by a committee with representation from financial aid, academics, and student life with award amounts following guidance and requirements from the Department of Education.

Based on this analysis, we are pleased to inform you that you have been awarded XXXX. This amount is in addition to any previous award you may have received.

In order to distribute these funds to you, please complete [this brief questionnaire](#) **NO LATER THAN August 8, 2021 at 11:59 p.m. CDT so we will know how to distribute these funds to you.**

Students have two options for receiving these funds: To apply the full amount to your student account or to receive the full award amount as a direct refund. If you would like to receive your award by **direct deposit**, please search your Lipscomb email for the registration/set up info from **Heartland ECSI (our third party refund vendor)**. If you choose **not to set up direct deposit, a check will be mailed from ECSI to the address on file.**

**NOTE: Please do not forward this email as it is only intended for the person that is receiving it.*

Please note that HEERF student grants are not a part of the regular financial aid process. If you have questions related to your financial aid award, please contact the financial aid office.

Please send questions to CARESActStudentGrant@lipscomb.edu.

While we hope the funds you received through HEERF are helpful, we want to offer additional resources that are available to you. If you are still in need of additional resources, please don't hesitate to reach out to our Student Care Coordinator for on and off campus resources at scc@lipscomb.edu or complete the following [form](#) and a Student Care Coordinator will reach out to you.

Thank you and best wishes for a successful fall!

Laura Essner
Accountant

Attachment G
Award Notification to Students

Dear Student:

As part of the federal Higher Education Emergency Relief Fund (HEERF) to provide continued support during the COVID-19 crisis, the US Department of Education has made additional funding available for universities to provide directly to former students who were enrolled on or after March 2020. Need has been calculated based on a student's cost of attendance minus the estimated family contribution data from the student's most recent FAFSA as well as any grants, scholarships or institutional aid a student receives. The university has used several methods to determine the allocation amounts based on need.

Based on this analysis, we are pleased to inform you that you have been awarded \$6,000. This is in addition to any previous award you may have received.

In order to distribute these funds to you, please complete this [brief questionnaire](#) **NO LATER THAN Friday, November 12, 2021 at 11:59 p.m. CT so we will know how to distribute these funds to you.**

Students have two options for receiving these funds: To apply the full amount to your student account or to receive the full award amount as a direct refund. If you would like to receive your award by **direct deposit**, please watch for a welcome email from **Heartland ECSI (our third-party refund vendor)**. If you choose **not to set up direct deposit, a check will be mailed from ECSI to the address on file**. You can expect to receive your award funds no later than the end of November.

While you may choose how to use these funds, you may consider applying them to the remaining past-due balance on your university account. This is a good opportunity to make progress on the amount you owe. We are available to assist you in applying these funds to your account balance if you wish. Regardless of how you choose to use your HEERF grant award, the balance of your past-due account still must be paid in full.

**NOTE: Please do not forward this email as it is only intended for the person that is receiving it.*

Please note that HEERF student grants are not a part of the regular financial aid process. If you have questions related to your financial aid award, please contact the financial aid office.

Please send questions to CARESActStudentGrant@lipscomb.edu.

Thank you and hope you are having a good fall!

Laura Essner
Accountant
Lipscomb University Business Office