



IMPORTANT
INSTRUCTIONS FOR COMPLETION OF
REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS from EVCC
Under the CARES Act, Pub. L. No. 116-136

UPDATED 08-13-2020

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act authorized the Higher Education Emergency Relief Fund, which provides emergency funding for students and institutions impacted by the COVID-19 pandemic. On April 9, 2020, the US Secretary of Education announced that the student funding was being made available to institutions to award and disburse to students who have incurred expenses related to the disruption of campus operations due to Coronavirus, including eligible expenses under the student's Cost of Attendance, such as food, housing, course materials, technology, health care, and child care.

For these emergency grants to be fairly and compliantly awarded, you (and all requesting students) must provide information to the institution regarding the Coronavirus related expenses you have incurred. On the attached form, please provide details and amounts of any of the types of costs you may have incurred.

On the top portion of the form, it is imperative that you provide the correct address where mail from the school will reach you. **This is the address to which your Grant check will be mailed.**

To be eligible to receive funds, you must meet the eligibility requirements listed on the EVCC CARES Act page (<http://evcc.edu/cares-act/>) and have your application approved by the college. This funding is for students formally enrolled at EVCC as of **September 28th, 2020**. All applications must be received by **OCTOBER 12th, 2020**.

For your completed application to be approved, it must include:

- 1) Your full name
- 2) Last 4 digits of your social security number
- 3) The address to mail your check once your application is approved
- 4) Whether you have incurred Coronavirus related expenses and an estimate of those expenses
- 5) Your handwritten signature and date (electronic signatures or typed names will not be accepted)

To complete #5, you will need to print the application and sign it. For students unable to print, there are a small number of blank copies available at EVCC's front desk.

To submit your application for funds, take a photo of, or scan, the signed form and email it to CARESAct@evcc.edu. Alternatively, you may bring your signed, completed application to EVCC and leave it with the front desk.

You will receive an email when the EVCC staff evaluates your application. Checks will be issued by mail to students with approved applications within 30 days of the application deadline.

If you have any questions, contact the Bursar, Dillon Kress, as soon as possible at (540) 373-2200 or dkress@evcc.edu.



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Student Name: _____ Last 4 of SSN#: _____

Street Address (at which I am sure to receive my Grant check):

City, State and Zip Code: _____ Email: _____

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing, course materials, technology, health care and/or childcare expenses? _____ YES _____ NO

CATEGORY OF EXPENSE

AMOUNT I HAVE PAID OUT

FOOD \$ _____

HOUSING \$ _____

COURSE MATERIALS \$ _____

List Materials: _____

TECHNOLOGY \$ _____

List Technology: _____

HEALTH CARE \$ _____

CHILD CARE \$ _____

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students.

Student Signature: _____ Date: _____

FOR SCHOOL USE ONLY

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ _____ CHECK#: _____

Signature and Title of School Representative: _____