



April 5, 2021,

CRRSAA funding has been made available for UBTEch students. This funding has been allocated to enrolled adult students in COE approved programs that have been verified for eligibility via a completed FAFSA. Requirements for this funding are that all funds be used to cover expenses related to any portion of a student’s cost of attendance or cover emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or childcare.

UBTEch Student Services, in conjunction with the Office of the President and the Office of Finance, has established the following procedure for the distribution of these funds:

FUNDING MECHANISMS:

Minimum Funding Threshold \$83,683

Eligibility will be determined by verifying enrollment as of March 1st, 2021 utilizing the student information system, Northstar. A FAFSA will be used in order to verify citizenship status. Awards will be made once eligibility is determined. Additional funding may be made available for students at a later time, with an application deadline of April 7th, 2021.

The minimum allocation to be awarded for emergency financial aid grants to UBTEch students is: **\$83,683**.

The reporting of real-time award take will be updated on the CRRSAA portion of the UBTEch website.

Number of Students Applied and Verified as Eligible	Year-To-Date Funds Distributed
77	\$91,250

PROCEDURE:

- 1- The Data Specialist will generate a list of eligible students for emergency grant funding via Northstar (SIS).
- 2- PELL eligible students will receive priority communication for consideration for award via SalesForce from a Student Success Officer to determine if the student is eligible for federal funds and would like to accept or deny funds.
- 3- Once PELL eligible students have been contacted, the Financial Aid Office, in conjunction with Student Success Officers, will contact remaining students in Title IV eligible programs via SalesForce to complete a FAFSA to determine if the student is eligible for federal aid and would like to accept or deny the aid.
- 4- The Finance Aid Office, in conjunction with the Finance Office, will utilize the address of record or preferred address for each student and mail financial aid grant checks to those who qualify and accept.
- 5- A record of those who accept and reject financial aid grants will be maintained.