



## Addendum to The CARES Act HEERF Student Share Grant Policy for the Award and Administration of Funds dated May 11, 2020

### Post-Spring 2020 HEERF Student Share Grants

Adopted: August 21, 2020<sup>1</sup>

#### I. Background

Supplemental guidance issued by the United States Department of Education (“ED”) in June 2020 has clarified that students who were not enrolled in the Spring 2020 academic term but are enrolled in a subsequent academic session are also eligible to receive HEERF Student Share Grant Funds. Such guidance has also recognized that “[s]tudents may experience expenses related to the disruption of campus operations due to the coronavirus after the semester or quarter in which the national emergency was declared”.

The national emergency was declared on March 13, 2020 during the University’s Spring 2020 semester. Therefore this addendum applies to students enrolled in academic sessions occurring after the University’s Spring 2020 semester (“Post-Spring 2020”).

All in-person University Summer 2020 classes were moved online. On July 13, 2020, the University announced that most class offerings for the Fall 2020 semester will be shifted online. On August 6, 2020 the University announced it would suspend plans to host students in on-campus residence halls until conditions are favorable.

#### II. Purpose and Scope

As a result of the ED supplemental guidance, the University has prepared this Addendum to The CARES Act HEERF Student Share Grant Policy dated May 11, 2020 (the “May Policy”).

The University will continue to accept HEERF Student Share Grant applications for the Spring 2020 semester thru August 31, 2020 and will begin accepting applications for the Post-Spring 2020 period after that date. This addendum outlines the requirements for the “Post-Spring 2020 HEERF Student Share Grant Applications”.

This addendum must be read in conjunction with the May Policy. The addendums to the May Policy are presented below.

#### III. Policy

##### A. Eligibility

Students meeting all of the criteria listed below are considered to be “Post-Spring 2020 Eligible Students.”

- i. **For Post-Spring 2020 HEERF Student Share Grant applications, students must have completed a Free Application for Federal Student Aid (“FAFSA”) for the 2019-2020 Academic Year or for the 2020-2021 Academic Year and be deemed eligible for Title IV aid.<sup>1</sup>**

Loyola students could submit a FAFSA beginning October 1, 2019 for the Academic Year 2020-2021.

<sup>1</sup> Clarification dated September 30, 2020 in Section III A i: For enrollment in the summer academic term a 2019/2020 FAFSA is required; for the fall academic term a 2020/2021 FAFSA is required.

- ii. **Students must have been enrolled in a Title IV eligible degree-seeking or certificate program during at least one of the University's Post-Spring 2020 academic terms (i.e. Summer 2020 or Fall 2020 academic terms).**

Students are considered enrolled in a Summer 2020 session if they completed a Summer 2020 academic term and received a letter grade. Students are considered enrolled in the Fall 2020 semester if they are enrolled as of September 4, 2020.

- iii. **Students must not have been enrolled in an exclusively online academic program, as identified by the University's Office of Institutional Effectiveness, during a Post-Spring 2020 academic term.**
- iv. **Students must submit a University Post-Spring 2020 HEERF Student Share Grant application.**

### **Students NOT eligible for Post-Spring 2020 HEERF Student Share Grants**

Examples of students who are not eligible for HEERF Student Share Grants include: dual-credit high school students; international, undocumented, and DACA students; students enrolled exclusively in an online academic program (as identified by the University's Office of Institutional Effectiveness); and any student who is not eligible to receive Title IV funds.

### **B. Post-Spring 2020 HEERF Eligible Expenses**

Post-Spring 2020 Eligible Students who have incurred Post-Spring 2020 HEERF Eligible Expenses are eligible to receive Post-Spring 2020 HEERF Student Share Grant Funds, provided such expenses (i) have not been previously reimbursed by the University or previously reimbursed by HEERF Student Share Grant funds, (ii) are due to the disruption of campus operations due to coronavirus after the Spring 2020 semester, and (iii) fall into one of the following expense categories:

- i. **Eligible Housing - Lease Termination Fee**

Post-Spring 2020 Eligible Students who entered into an off-campus housing lease prior to August 6, 2020 in anticipation of on-campus activities during the Fall 2020 semester and who, as a result of the University's July 13<sup>th</sup> and August 6<sup>th</sup> announcements, terminated such off-campus lease and paid a lease termination fee, may submit such fee as a Post-Spring 2020 HEERF Eligible Expense.

- ii. **Eligible Housing – Off-Campus Lease**

Post-Spring 2020 Eligible Students who (i) entered into an off-campus housing lease prior to August 6, 2020 in anticipation of on-campus activities during the Fall 2020 semester, (ii) who have not terminated such lease but have decided to no longer live in the leased space, and (iii) who are unable to sub-lease the space, may submit the student's share of rent and related expense (such as utilities) starting from the date the leased unit was vacated thru November 2020. Expenses incurred in this category will be limited to a maximum of 4 months during the period from the vacated date thru November 2020 of as a Post-Spring 2020 HEERF Eligible Expense.

- iii. **Eligible Housing – Off Campus Lease (Students Identified as having an On-Campus Housing Reservation as of August 6<sup>th</sup>)**

Post-Spring 2020 Eligible Students identified by the University as holding a reservation for on-campus housing as of August 6, 2020 and who entered into an off-campus housing lease on or after August 6, 2020 for the Fall 2020 semester may submit as a Post-Spring 2020 HEERF Eligible Expense up to the equivalent of 4 months of that portion of the student's share of off-

campus monthly rent and related expense (such as utilities) which exceeds the Fall 2020 semester on campus housing rate of \$1,270 per month.

**iv. Eligible Course Materials**

Expenses incurred by Post-Spring 2020 Eligible Students for Post-Spring 2020 course-specific supplies/materials (such as paint brushes and canvases) that the student must now purchase due to the disruption of campus operations, may be submitted as a Post-Spring 2020 HEERF Eligible Expense. Tuition and course fees are **NOT** HEERF eligible expenses.

**v. Eligible Technology Expenses**

Expenses incurred by a Post-Spring 2020 Eligible Student for technology (including computer equipment, internet access expenses, printer supplies, etc.) required for student success when transitioning to a remote format from the traditional in-person class structure, may be submitted as a Post-Spring 2020 HEERF Eligible Expense.

**vi. Eligible Travel and Moving Expenses**

Expenses incurred by a Post-Spring 2020 Eligible Student may submit expenses incurred for unanticipated travel and moving due to disruption of campus operations. For example, if a student had shipped personal items to campus in anticipation of living on-campus for the Fall 2020 semester, expenses incurred related to shipping the personal items back home are an eligible expense. Likewise, airline ticket change fees related to the University's July 13<sup>th</sup> and August 6<sup>th</sup> announcements may be submitted as a Post-Spring 2020 HEERF Eligible Expense.

**vii. Eligible Health Care Expenses**

Health care expenses incurred by Post-Spring 2020 Eligible Students and related to the disruption of campus operations due to coronavirus during the Post-Spring 2020 academic terms may be submitted as a Post-Spring 2020 HEERF Eligible Expense.

**viii. Eligible Childcare**

Childcare expenses incurred by Post-Spring 2020 Eligible Students, for their child or other dependents of the independent (based on FAFSA) student's household, and related to the disruption of campus operations due to coronavirus during the Post-Spring 2020 academic terms, may be submitted as a Post-Spring 2020 HEERF Eligible Expense.

**ix. Eligible Food**

Food expenses incurred by Post-Spring 2020 Eligible Students and related to the disruption of campus operations due to coronavirus during the Post-Spring 2020 academic terms may be submitted as a Post-Spring 2020 HEERF Eligible Expense

**Please note that per ED guidelines, "lost wages" are NOT considered a HEERF Eligible Expense.**

**C. Post-Spring 2020 HEERF Student Share Grant Amounts**

As mentioned above, the University will continue to accept HEERF Student Share Grant applications for the Spring 2020 semester thru August 31, 2020. Once such applications have been reviewed and funds disbursed, the remaining HEERF Student Share Grant funds awarded to the University will be made available for Post-Spring 2020 HEERF Student Share Grants (such remaining funds, "Post-Spring 2020 Available Funds").

Consistent with the ED's April 9, 2020 letter, the University has decided to prioritize students with the greatest need. At the same time the University will establish a maximum funding threshold for each

student to ensure that these funds are distributed as widely as possible. For purpose of awarding the Post-Spring 2020 Available Funds, the University has determined that EFC is an appropriate proxy for student financial need. The University has also determined that distributing the Post-Spring 2020 Available Funds as follows is consistent with the CARES Act and the ED's guidance:

The maximum grant to a Post-Spring 2020 Eligible Student is expected to be \$1,500 (the "Post-Spring 2020 Maximum Award"). Given the number of University students who may be eligible, and depending on the actual number of applications received and the grant funds requested in the applications, and consistent with the goal of prioritizing students with the greatest need, individual grants may be more or less than such Post-Spring 2020 Maximum Award.

#### **IV. Procedures**

##### **A. Applying for a Post-Spring 2020 HEERF Student Share Grant**

Students may apply for a Post-Spring 2020 HEERF Student Share Grant by completing an **online application** on the University's website (the "Application"). Once the Application is made available to students, the University will accept such online Applications for an initial period of two weeks (the "Post-Spring 2020 Priority Application Period"). See Appendix A of this Addendum for a **Sample Post-Spring 2020 Application**.

##### **B. Documentation to Accompany the Post-Spring 2020 HEERF Application**

As part of their Application, Post-Spring 2020 Eligible Students must provide receipts or other expense documentation, and self-certification as to the Post-Spring 2020 HEERF Eligible Expenses listed in the Application. For clarity, simply submitting an explanation on the application will not be sufficient for this request.

- i. Required Documentation - Lease Termination Fee:** The following documentation is required: 1) A copy of a fully executed lease signed prior to August 6, 2020 inclusive of the Fall 2020 semester; 2) A copy of the lease termination agreement evidencing the expense incurred to terminate the lease; and 3) Proof of payment of the lease termination fee.
- ii. Required Documentation – Eligible Housing – Off-Campus Lease:** The following documentation is required: 1) A copy of a fully executed lease signed prior to August 6, 2020 inclusive of the Fall 2020 semester; 2) A statement that the student is no longer living in the leased unit and 3) A statement that the student has not been able to sub-lease the unit and that the lease has not been terminated.
- iii. Required Documentation – Eligible Housing – Off-Campus Lease (Students identified as having an on-campus reservation as of August 6, 2020):** The following documentation is required: 1) A copy of a fully executed lease signed on or after August 6, 2020 inclusive of the Fall 2020 semester.
- iv. Required Documentation – All Other Post-Spring 2020 HEERF Eligible Expenses (described in Section III B iv through ix above):** A copy of receipts or other expense documentation in support of the amounts submitted. For clarity, simply submitting an explanation of the expense will not be sufficient.

##### **C. Review and Decision**

The University will accept online Applications during the Post-Spring 2020 Priority Application Period, verify student eligibility, and review expense documentation and certifications in order to establish

eligible applications (“Eligible Applications”).

If the total value of Eligible Applications received during the Post-Spring 2020 Priority Application Period exceeds the Post-Spring 2020 Available Funds (based on the lesser of the amount requested and supported or the Maximum Award), the University will distribute the Post-Spring 2020 Available Funds by ranking the Applications based on lowest to highest EFC until the cumulative grants total the Post-Spring 2020 Available Funds.

If the total value of Eligible Applications received during the Post-Spring 2020 Priority Application Period is less than or equal to the Post-Spring 2020 Available Funds, the University will rank the Post-Spring 2020 Applications based on lowest to highest EFC and approve each Post-Spring 2020 Eligible Application for the lesser of the amount requested and supported or the Maximum Award.

The University will use any remaining Post-Spring 2020 Available Funds to make additional awards consistent with the CARES Act. For example, the University may provide additional Spring 2020 and/or Post-Spring 2020 HEERF Student Share grants, increase the Maximum Award for Post-Spring 2020 Eligible Applications from students having the greatest financial need, or take such other allowable actions until the Post-Spring 2020 Available Funds are fully awarded.

#### **D. Disbursing HEERF Student Share Grants**

The University will make every effort to disburse the HEERF Student Share Grants as soon as practicable following the close of the Post-Spring 2020 Priority Application Period. While not a guarantee, the University anticipates that funds will be distributed no later than two weeks from the close of the Post-Spring 2020 Priority Application Period. Distribution updates will be posted online.

The University will disburse the Post-Spring 2020 HEERF Student Share Grants to students via the LOCUS Student Account system, but in no event shall the University apply any portion of such funds to pay down any balance owed by the student to the University. The CARES Act and ED guidance prohibit any such use.

Payments will be made via electronic transfer to the student’s bank account indicated in LOCUS. Students who do not have bank account information in LOCUS will be paid via check mailed to the student’s permanent address in LOCUS. Students will receive an e-mail notification once any disbursement is made.

#### **E. Reporting and Tax Compliance**

The University will comply with ED status update reporting requirements as required by the CARES Act.

The University will issue the appropriate tax documents to students for these HEERF Student Share Grants, if any, as required by the Internal Revenue Service. The Internal Revenue Service has provided interim guidance stating that the HEERF Student Share Grants are not taxable income to the students who receive such funds.

#### **V. Addendum Resources**

- Appendix A: **Sample Post-Spring 2020 HEERF Student Share Grant Application**
- U.S. Department of Education: **CARES Act: Higher Education Emergency Relief Fund**



## Policy Addendum – Appendix A Sample Online Application Form

Welcome, <First Name>!

### HEERF Student Share Grant Post-Spring 2020 Application

By completing this online application, the student identified below is applying for Higher Education Emergency Relief Funds ("HEERF") under the CARES Act. Under the CARES Act, these funds can only be used to provide emergency financial aid grants to eligible students for "expenses related to the disruption of campus operations due to coronavirus."

Please read Loyola University of Chicago's CARES Act HEERF Student Share Grant [Policy, including the Addendum](#), which includes a complete list of eligibility requirements, defined terms, and other important information.

#### Student Information

Please confirm the following information is accurate. If changes are needed, please sign in to LOCUS prior to completing this application.

Name:

Loyola Student ID Number (LID):

Loyola Student E-mail:

Address:

Direct Deposit Profile:

Phone Number:

#### Post-Spring 2020 Impact Statement

TEXT

#### REQUESTED EXPENSES

**ENTER EXPENSE AMOUNT BEFORE UPLOADING SUPPORTING DOCUMENTS:** Please upload supporting documents that will enable the University to confirm that you have incurred Post-Spring 2020 HEERF Eligible Expense. *Please include only expense information and redact or otherwise remove credit, debit, or bank account numbers, social security numbers, or similar personal confidential information prior to uploading such documents.*

**Only for Students who did not have an On-Campus Housing Reservation as of August 6, 2020**

|                                 |             |
|---------------------------------|-------------|
| Housing – Lease Termination Fee | \$          |
| Date lease was signed:          | Date format |

|                                     |             |
|-------------------------------------|-------------|
| Lease start date:                   | Date format |
| Lease end date:                     | Date format |
| Monthly rent (Student's share only) | \$          |

Lease Termination Fee: Required supporting documents include:

- 1) A copy of the off-campus lease signed prior to August 6, 2020 in anticipation of on campus activities during the Fall 2020 semester.
- 2) Lease buy-out agreement
- 3) Proof of payment of the lease buy-out fee.

**Only for Students who did not have an On-Campus Housing Reservation as of August 6, 2020**

|                                                                                                                                                                                                                    |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Housing – Off-Campus Rent<br/>(not to exceed 4 months of student's share of rent + utilities during the Fall 2020 semester period August 2020 thru November 2020, based on the vacate date indicated below)</b> | \$                 |
| Date lease was signed:                                                                                                                                                                                             | Date format        |
| Lease start date:                                                                                                                                                                                                  | Date format        |
| Lease end date:                                                                                                                                                                                                    | Date format        |
| Monthly rent (Student's share only)                                                                                                                                                                                | \$                 |
| Monthly utilities (Student's share only)                                                                                                                                                                           | \$                 |
| Vacate date: Student confirms they (i) have not terminated the lease and (ii) have decided to no longer live in the leased space as of                                                                             | <b>Date format</b> |
|                                                                                                                                                                                                                    | checkbox           |
| Student confirms they have not entered into a sub-lease arrangement for this lease.                                                                                                                                | checkbox           |

Required supporting documents include:

- 1) A copy of the off-campus lease signed prior to August 6, 2020 inclusive of the Fall 2020 semester
- 2) Proof of payment of monthly rent and utilities

**Only for Students who had an On-Campus Housing Reservation as of August 6, 2020**

|                                                                                                                                                                                            |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Housing Incremental Cost of Off-Campus Lease vs \$1,270/month for On-Campus Housing (maximum of 4 months of incremental expense incurred during the period August 2020 thru November 2020) | \$          |
| Date Lease was signed (date must be on or after August 6, 2020)                                                                                                                            | Date format |
| Lease start date:                                                                                                                                                                          | Date format |
| Lease end date:                                                                                                                                                                            | Date format |
| Monthly rent (Student's share only)                                                                                                                                                        | \$          |
| Monthly utilities (Student's share only)                                                                                                                                                   | \$          |

Required supporting documents include:

- 1) A copy of the off-campus lease signed on or after August 6, 2020, inclusive of the Fall 2020 semester.

|                  |    |
|------------------|----|
| Course Materials | \$ |
| Explanation      |    |

Upload supporting documents:

|                     |    |
|---------------------|----|
| Technology Expenses | \$ |
| Explanation         |    |

Upload supporting documents:

|                            |    |
|----------------------------|----|
| Travel and Moving Expenses | \$ |
| Explanation                |    |

Upload supporting documents:

|                      |    |
|----------------------|----|
| Health Care Expenses | \$ |
| Explanation          |    |

Upload supporting documents:

|                    |    |
|--------------------|----|
| Childcare Expenses | \$ |
| Explanation        |    |

Upload supporting documents:

|             |    |
|-------------|----|
| Food        | \$ |
| Explanation |    |

Upload supporting documents:



**Certification:**

By submitting this Post-Spring 2020 Student Share Grant Application, you are certifying to the University that you have read the University's HEERF Student Share Grant Policy and the related addendum and that the information in this application and the supporting documents provided are true and accurate.

LID:

Date Submitted:

**Next Steps:**

Thank you for your HEERF Post-Spring 2020 Student Share Grant Application! The University will review your Application and may contact you for further information. We know that these reimbursements are important and are working diligently to have them reviewed and disbursed as soon as possible.