

## INSTRUCTIONS AND DIRECTIONS SENT TO STUDENTS ABOUT EMERGENCY GRANTS

### First email message sent to students

**From:** Tracie Pavon

**Sent:** Wednesday, April 22, 2020 3:41 PM

**To:** SCStudents <[SCStudents@simpson.edu](mailto:SCStudents@simpson.edu)>; SCFaculty <[SCFaculty@simpson.edu](mailto:SCFaculty@simpson.edu)>; SCStaff <[SCStaff@simpson.edu](mailto:SCStaff@simpson.edu)>

**Subject:** CARES Act Emergency Grant Funding

Dear Simpson Student:

Simpson College has applied for, but not yet received, the emergency financial aid grants for students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. CARES Act funding may be used to assist students with **expenses incurred due to the interruption of campus operations**. Simpson is in the process of interpreting the full intent of these grants, and we are striving to put funding in our students' hands as quickly as possible. With that said, the National Association of Financial Aid Administrators, our professional association, is advising us to pause for further guidance and that is exactly what we are doing. The guidance is changing daily, even hourly at times.

**WHAT WE DO KNOW:** The CARES Act funds are for the sole and exclusive purpose of providing emergency financial aid grants to students for their **EXPENSES** related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses. It is **only** available to Federal Title IV eligible students. Students who were enrolled exclusively online on March 13, 2020 are **NOT** eligible according to the federal government.

The language above is taken directly from the grant agreement. Funds are for **EXPENSES incurred DUE TO THE DISRUPTION OF CAMPUS OPERATIONS** and not income lost.

Simpson students will need to complete a short application to be considered for CARES funding. This application will be delivered through the SC Connect portal and it will be a web-based application. We will send another email as soon as the application opens for student use (likely to be next week). Students will have a timeframe of 10 days during which they can apply for the funding. Applications for funding will be reviewed by a committee. Applying for grant funds does not mean a student will receive funds. Again our first-priority is to put funds in our students' hands quickly, while maintaining compliance and staying within the grant's intentions.

We also understand that there will be situations causing the need for us to review your FAFSA data, due to it no longer accurately reflecting your household income. These reviews will impact the 2020-21 academic year. That is a separate process AND not a part of the CARES Act funding. I sent an email to all students on April 7 regarding this process. As a reminder, I have attached the contents of that email here. Again, it is likely a little early for

you to know the long-term impact to your family and as such, likely to soon for this type of a review.

*Tracie L Pavon '90*

Assistant Vice President for Enrollment & Financial Assistance  
Simpson College  
701 North C Street  
Indianola, IA 50125  
515-961-1596 phone

**Second email sent to students**

**From:** Tracie Pavon

**Sent:** Tuesday, May 5, 2020 2:16 PM

**To:** SCStudents <[SCStudents@simpson.edu](mailto:SCStudents@simpson.edu)>; SCStaff <[SCStaff@simpson.edu](mailto:SCStaff@simpson.edu)>; SCFaculty <[SCFaculty@simpson.edu](mailto:SCFaculty@simpson.edu)>; [simpsonparents@simpson.edu](mailto:simpsonparents@simpson.edu)

**Subject:** CARES Emergency Grant Application

Good Afternoon,

As you have previously been informed, the Office of Financial Aid has limited grant funding through the Federal CARES Act available to assist students who have incurred expenses related to the disruption of campus operations due to the coronavirus. To be considered for assistance, students must be eligible for Title IV (Federal) aid confirmed by filing the Free Application for Federal Student Aid (FAFSA) and must submit the CARES Emergency Grant Application.

The CARES Emergency Grant Application can be submitted on SC Connect here:

<https://sconnect.simpson.edu/resources/Lists/COVID%2019%20Student%20Emergency%20Grant%20Request/item/newifs.aspx>.

Applications will be reviewed on a first-come, first-served basis until all funds are depleted. The College will begin reviewing applications on May 11, 2020. After your application is reviewed, you will receive email confirmation regarding the CARES Act Emergency Grant Funds and the amount you will receive, if any. We expect reviews to be completed within two weeks of your application.

Thank you,

*Tracie L Pavon '90*

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**Third email sent to students, staff, faculty**

**From:** Tracie Pavon <[tracie.pavon@simpson.edu](mailto:tracie.pavon@simpson.edu)>

**Sent:** Thursday, June 4, 2020 12:56 PM

**To:** SCStudents <[SCStudents@simpson.edu](mailto:SCStudents@simpson.edu)>; CGStudents <[cgstudents@simpson.edu](mailto:cgstudents@simpson.edu)>; SCStaff <[SCStaff@simpson.edu](mailto:SCStaff@simpson.edu)>; SCFaculty <[SCFaculty@simpson.edu](mailto:SCFaculty@simpson.edu)>

**Subject:** CARES Emergency Grant Funding

**Importance:** High

Good Afternoon,

I want to remind you that Simpson College has funding available through the Federal CARES Act to assist students with any expenses incurred related to the disruption of campus operations due to the coronavirus. We have funded a number of students already, but we do have funds available to continue to assist you. Below you will find a copy of the email that was sent to all students earlier in May, which includes the link to the application. The application is short and simple and available on SC Connect.

A few things for you to consider in submitting your application.

1. Many students have applied to replace lost work study wages and other lost wages (summer employment), BUT WE CANNOT REPLACE LOST WAGES OF ANY TYPE. Please DO NOT submit applications for lost wages.
2. You must have a FAFSA on file and be Title IV eligible to receive CARES Funds. If you need to file a FAFSA for the 2019-2020, you may do so at [www.studentaid.gov](http://www.studentaid.gov).
3. Most all families have incurred expenses related to the disruption of campus within reason. Think about your home expenses that you or your family may be incurring due to moving home for 7 – 10 extra weeks (10 if you were enrolled in a May Term on campus). We can consider things like additional expenses for expanded internet, larger utility bills, larger grocery expenses, etc... We have funding available and we are here to help you, so please apply if you feel that you have incurred such expenses.
4. With the above things considered, we expect that we will have an increase in the number of applications we are reviewing, so please be patient as it may take us a few weeks to turn around the funds.

Here is the link to the application:

<https://sconnect.simpson.edu/resources/Lists/COVID%2019%20Student%20Emergency%20Grant%20Request/item/newifs.aspx>.

### **Email sent to students who applied for reimbursement of lost wages**

Good Afternoon,

You recently submitted a CARES Emergency Grant Application via your SC Connect account. All or part of your application is based upon lost wages. I want to be very clear that the CARES Grant Funds are to cover EXPENSES related to the disruption of campus operations due to the coronavirus. THESE FUNDS

CANNOT REPLACE ANY LOST WAGES, including student employment/work study funds per federal guidance from the US Department of Education. If you would like to resubmit your application in order for us to consider any EXPENSES you have incurred, we would encourage you to do so this week. We want to be fair in allowing you time to reapply. PLEASE consider reapplying. It is possible that you have incurred expenses at home that you didn't think of, such as higher electric and gas bills, higher water bills, higher food bills, etc...

We can only consider expenses incurred and NOT lost wages.

Thanks and I hope you will reapply if you feel you have such expenses.

*Tracie L Pavon '90*

Assistant Vice President for Enrollment & Financial Assistance  
Simpson College  
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Indianola, IA 50125  
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515-961-1300 fax

**Email sent to students who applied but were ineligible due no FAFSA filing for the 2019-2020 year**

Good Afternoon,

You are receiving this email because you applied for CARES Emergency Grant Funding via your SC Connect account. We have received your application, but must tell you that you are CURRENTLY ineligible. The US Department of Education has stated that you must be Title IV eligible in order to receive CARES Grant funds. This simply means that you must first file the 2019-2020 FAFSA and submit it to Simpson so that we can award you CARES Grant funds. We have reviewed your application and we feel that we can fund your request **IF you file the FAFSA for the 2019-2020 academic year**. Again, this is the only way we are capable of determining your Title IV eligibility at this time.

Please go to studentaid.gov and complete the 2019-2020 FAFSA. Be sure to list Simpson College, federal school code 001887, in order that we may receive your FAFSA and award your CARES Grant today. Please email me when you have completed this task and we will be sure to pull your FAFSA data.

Thanks,

*Tracie L Pavon '90*

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**Email sent to students who incurred in COVID-19 expenses related to cancelled study abroad**

You are receiving this email because you incurred expenses for a study abroad that was either cancelled or called home early due to the COVID-19 outbreak. The College is aware of your expenses incurred and we are ABLE to reimburse you for those expenses, but you MUST first file the 2019-2020 FAFSA and release it to Simpson College. You may file the FAFSA at [studentaid.gov](http://studentaid.gov). Be sure to list Simpson College, federal code 001887, so that we can reimburse you with a check payment from the Federal CARES Grant funds.

Thank you,

*Tracie L Pavon '90*

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701 North C Street  
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**Note included with each student's check payment for CARES Grant funding**

Enclosed is a check from the CARES Emergency Grant fund. This fund was established by the Federal CARES Act in response to the coronavirus. You are receiving this check because you completed the CARES Emergency Grant student application. You certified that you incurred expenses related to the disruption of campus operations due to coronavirus. Some examples of expenses include food, housing, course materials, technology, health care costs and child-care expenses. You may also be receiving CARES funding because you had expenses incurred due to the cancellation of a May term trip. The purpose of the CARES fund is to release this money directly to you, the student. This means we cannot apply these funds to your student account. You may still have a balance due on your account at Simpson College. Please be sure to check SC Connect to review your Simpson account balance.

Simpson College Office of Financial Aid  
515-961-1630  
[finaid@simpson.edu](mailto:finaid@simpson.edu)

Simpson College Business Office  
515-961-1655