

Procedure for Disbursing Emergency Financial Support to Students Under the Coronavirus AID, Relief and Economic Security (CARES) Act

The U.S. Department of Education made Emergency Financial support to students of our institution related to the disruption of campus operations due to Coronavirus. Pittsburgh Technical College was awarded \$1,648,039 for our students. The following process was developed to disburse funds to on-ground students who were enrolled at PTC on March 13, 2020 who have not withdrawn or graduated as of the disbursement date:

Eligibility:

Any FAFSA eligible student enrolled on March 13, 2020, with the exception of those students that were enrolled 100% on-line. Each student must complete the attached application in addition to the enrollment requirement.

Award Amount:

Base award + additional award = Total Award

The base award is determined using the Expected Family Contribution (EFC) from FAFSA. The lower the number, the higher the student's need. Base award amounts were determined as follows:

EFC

0 (most need)	\$2,000.00
1 – 2800	\$1,000.00
2810 – 5576	\$750.00
5577 and higher	\$500.00 not qualified for additional award

Additional award amounts were determined based on responses students provided to the following questions on the Emergency Financial Support application:

I incurred a reduction in personal or family household income due to job loss, reduced work hours, or temporary furlough from work	\$200.00
3 or more boxes checked on any of the following questions: <ul style="list-style-type: none"> • I incurred travel or moving expenses from housing in the Pittsburgh area due to the pandemic • I am financially responsible for my housing expenses • I am financially responsible for expenses related to my course materials to attend school • I am financially responsible for paying for technologies associated with attending online classes • I am financially responsible for my own health care costs • I have children and am financially responsible for childcare expenses 	\$100.00

The student application was uploaded and available to each eligible student (see attached list) via the EduApp student communication system on May 5, 2020. Each student was also informed via email of the application availability.

Processing applications

The steps for processing the applications are as follows:

- A spreadsheet was developed and prepopulated with the names of each student eligible for the distribution. This included a formula adding the base award to the additional award to calculate the total award amount. (See attached)
- Information that students provided from the application is transferred from EduApp to the spreadsheet.
- As applications are received and processed, ACH or paper checks are sent to the students. The tracking sheet will record the date the application was received, the date the application was processed, and the check release date.

Dear Students,

We look forward to the day when we can all safely return to campus and hope that you and your families are doing well during this time. I remain impressed by your perseverance and applaud your dedication to your studies.

I am pleased to share with you that I have been working very closely with our partners at the Association of Independent Colleges and Universities of Pennsylvania (AICUP) to advocate for higher education to obtain stimulus funding during this time to support our students. Over the last month, I have also had the pleasure to reach out to a number of our senators, congressional officials, and City of Pittsburgh leadership to further seek opportunities benefitting our students and the college. Please join me in thanking each of them for their support. I am confident that PTC will emerge an even stronger college and that you will be critical to the rebuilding of our Commonwealth.

The federal government has set up a program whereby colleges can apply for assistance to support students and operations through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. I am so very pleased to share that PTC applied for and was awarded \$1.6 million from the CARES Act to provide some assistance for the students who were enrolled in on-ground courses as of March 13, 2020. These students will be eligible to apply for these emergency funds, and I am encouraging those who qualify to apply at once.

To make this process as easy as possible for PTC students, starting May 5, a form will be added to the Dashboard that you created when you applied to the college (myptcapp.com). You will also be provided instructions for uploading a voided check if necessary to assist with distribution and tracking of funds. If you have any challenges logging in or locating the form, please contact Candy Kirkwood in Financial Aid at Kirkwood.Candy@ptcollege.edu.

I appointed the PTC COVID-19 Response Taskforce in January, and I continue to work closely with them and my team to develop plans for your safe return to campus at the appropriate time. I will continue to keep you updated. Again, I am looking forward to us once again gathering on the beautiful Pittsburgh Technical College campus.

Stay Safe, Stay Well, and Stay PTC Strong,



Dr. Alicia B. Harvey-Smith
President/CEO