

Washburn University and Washburn Tech have signed and returned to the Department of Education the [Funding Certification and Agreement](#) Emergency Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. At least 50% of the funding received under Section 18004(a)(1) of the CARES Act will be used to provide Emergency Financial Aid Grants to students. Up to \$2,250,087 may be allocated towards Emergency Financial Aid Grants to students. Of that amount, Washburn Tech will be allocated up to \$387,090. Funds will need to be fully utilized by April 2021. Any unspent funds as of March 2021 will be included in a Spring 2021 block grant.

30 days from signing the agreement, Washburn University has provided funding to 568 students totaling \$411,856 and Washburn Tech has provided funding to 50 students totaling \$38,574. To date \$450,430 in emergency grant funding under the CARES act has been provided. It is estimated that 3,616 students may be eligible to apply for the emergency grant under the CARES act.

Washburn University student portion of CARES expenditures. At this time, all HEERF I has been depleted.

Washburn University Grant Totals By Month

	# of Grants by Month	Monthly Grants Disbursed	Total Grants Disbursed
6/1/2020	595	\$429,445.50	\$429,445.50
7/1/2020	454	\$313,529.00	\$742,974.50
8/1/2020	373	\$221,167.00	\$964,141.50
9/1/2020	1462	\$695,768.00	\$1,659,909.50
10/1/2020	90	\$37,068.00	\$1,696,977.50
11/1/2020	22	\$9,703.00	\$1,706,680.50
12/1/2020	35	\$14,251.00	\$1,720,931.50
1/1/2021	8	\$3,217.00	\$1,724,148.50
2/1/2021	1	\$563.00	\$1,724,711.50
3/1/2021	37	\$121,979.00	\$1,846,690.50
4/1/2021	4	\$9,069.00	\$1,855,759.50
4/14/2021	277	\$136,750.00	\$1,992,509.50

3,358 grants have been made to 2,330 different Washburn University students. The average grant per recipient is \$855.15.

Washburn Tech Grant Totals By Month

	# of Grants by Month	Monthly Grants Disbursed	Total Grants Disbursed
6/1/2020	50	\$ 38,574.10	\$ 38,574.10
7/1/2020	47	\$ 37,199.90	\$ 75,774.00
8/1/2020	7	\$ 5,303.35	\$ 81,077.35
9/1/2020	156	\$ 76,405.66	\$ 157,483.01
10/1/2020	23	\$ 11,517.17	\$ 169,000.18
11/1/2020	11	\$ 3,868.00	\$ 172,868.18
12/1/2020	6	\$ 3,000.00	\$ 175,868.18
1/1/2021	9	\$ 4,500.00	\$ 180,368.18
2/1/2021	160	\$ 76,625.00	\$ 256,993.18

3/1/2021	4	\$ 1,625.00	\$ 258,618.18
4/1/2021	5	\$ 2,500.00	\$ 261,118.18
4/7/2021	2	\$ 971.82	\$ 262,090.00

480 grants have been made to Washburn Tech students. The average grant is \$546.02.

[Guidance](#) issued from the Department of Education indicates that emergency financial aid grants under Section 18004(c) may only be given to those who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act. [FAQ](#) question 12 issued by the Department of Education indicates that students enrolled exclusively in an online only program are not eligible for emergency financial aid grants. Washburn University students that are not eligible for emergency grants under the CARES Act may qualify for limited institutional funding. To date, 68 students have received institutional funds totaling \$53,039.

*** July 2020 Update- 115 students have received institutional funding totaling \$100,000. Institutional emergency funds have been depleted.

Application for Spring 2020 & Summer 2020

An application is required to determine student eligibility and funding. Students were notified of the emergency grant application in a campus wide email, through the Washburn COVID-19 webpage, the Washburn University financial aid webpage, Twitter, Facebook, and other methods.

A committee was formed to review CARES grant applications. The committee is tasked with determining which applicants will receive the funds, the amount of the award, and which aid year to place the funds. Consideration may be made on the basis of EFC, enrollment at Washburn, eligibility for title IV aid, availability of funds, and extenuating circumstances on the grant application. If the student is applying for the grant in Spring 2020 or Summer 2020, a valid 2019-2020 FAFSA should be on file. If the student is applying for the grant in Fall 2020, a valid 2020-2021 FAFSA should be on file.

The committee will utilize the following point system. A maximum of 100 points will be allowed. The total points will become a percentage used to calculate the grant. See below.

Approved application 50

Enrollment

Full-Time enrollment 25

Three-Quarter-Time enrollment 15

Half-Time enrollment 10

Less Than Half-Time enrollment 0

EFC From FAFSA

0-5,576 25

5,577-15,000	15
15,001+	0

Total out of 100

Enrollment for spring 2020 will be determined based upon frozen hours. For most title IV eligible students this date would be 01/31/2020. If no hours exist and the student withdrew, we will go off enrollment as of March 13th. If no freeze hours exist and the student is still enrolled, we will go off current enrollment.

The score out of 100 will be converted to a percentage. It will be multiplied by approved expenses to determine the grant amount. The minimum award will be \$100 and the maximum award will be \$6,195 for the 2020-2021 award year. Students not receiving the maximum \$6,195 will be allowed to submit further applications. For example, if the committee determines that the students had \$4,000 of eligible expenses and a score of 75. The committee will take \$4,000 x 75% and determine the Grant amount of \$3,000 for the student.

If a student is ineligible to complete the FAFSA, when determining institutional funding, they will automatically be granted 25 for EFC.

The committee may encourage students to pursue other grant and scholarship opportunities before determining the award.

Funds awarded to students may be used to assist with food, housing, course materials, technology, health care, child care expenses travel, or other. Food and relocation from on campus housing do not require supporting documentation unless the committee determines there is a need for clarification. All remaining expenses will require supporting documentation as indicated on the application. Documentation should explain student expenses resulting from on campus disruptions due to the corona virus.

The committee has decided that initial awards should include up to 3 months of expenses for March 2020, April 2020, and May 2020. This is because on campus disruptions began in March 2020 and emergency grants were first made available in May 2020. Exceptions will be on a case by case basis. Housing expenses will be up to \$700/month. Food will be \$250 per month. Travel and technology expenses will have a maximum of \$1,000. Up to \$750 may be included in technology for a new PC. Childcare expenses will have a maximum of \$1,000 per child. Relocation from on campus housing will be \$250.

The CARES emergency grant will be paid directly to the student and will not directly pay current or prior balances at Washburn. An exception can be made for emergency student loans if they were used to give student access to funds while awaiting the grant. Institutional grants may be used to reduce the student balance.

Application for Fall 2020

All students were notified of the ability to apply for CARES funding for the Fall 2020 semester and reviewed based on the same criteria from the spring and summer semesters. However, options for reimbursement were limited to technology, healthcare, and other expenses directly related to the on

campus disruption as a result of COVID-19.

Application for Spring 2021

All students were notified of a CARES application for the Spring 2021 semester for students that experienced a loss of institutional resources **AND** an extension of their academic timeframe as a result of COVID-19. Because this was a documentation of financial need, funding was not prorated based on EFC or enrollment.

Eligibility

- Degree seeking, title iv eligible
- Enrollment in the Spring 2021 semester
- Maintain satisfactory academic progress
- Not enrolled in an online only program
- Lost a Washburn scholarship due to extension of academic timeframe as a result of COVID-19
- Exceeded the maximum timeframe for their Washburn scholarship
 - 8 semester timeframe for most scholarships
 - 4 semester timeframe for transfer student scholarship
 - Other recurring scholarships
 - Non-renewable scholarships are not eligible
- Maintain all other eligibility requirements for the scholarship

Fall 2020 Block Grant

For the Fall 2020 semester, Washburn University will provide a portion of CARES funding through a block grant to eligible students.

Eligibility

Students must meet the following criteria in order to qualify for the block grant

- 2020-2021 FAFSA loaded to Banner as of 08/10/20
- Eligible to receive title iv aid
- Maintaining Satisfactory Academic Progress
- EFC 5,711 or below
- Enrollment at Washburn in Fall 2020 in 6 or more credit hours as of 08/09/2020
- Enrolled in a Degree Seeking Program
- Not enrolled in an online only program

Since eligibility is determined based on a snapshot of a point in time, students that experience any changes in eligibility (SAP, EFC, FAFSA) after the spreadsheet is created on 08/10/20, will not be reviewed. An exception to this may be made by the director of financial aid if there are extenuating circumstances.

Grant Amount

Students that qualify for the block grant based on the criteria above may receive up to \$500 for the Fall 2020 semester. Eligibility will prorate depending on enrollment as of 08/09/2020

- \$500 - 100% of initial award. Enrollment in 12 or more credit hours at Washburn University
- \$375 - 75% of initial award. Enrollment in 9-11 credit hours at Washburn University
- \$250 - 50% of initial award. Enrollment in 6-8 credit hours at Washburn University

Spring 2021 Block Grant

\$500 block grants were provided to 276 students to close out funding for HEERF I. Students were prioritized based on financial need based on an EFC under 20,000 and a balance of \$500 or more owed to Washburn University. Students were awarded based on EFC starting from 0 and working up. Eligibility was reviewed based on information as of 04/13/21.

Eligibility

- Enrolled in 12 or more hours
- Degree Seeking
- Balance of \$500 or more
- Maintaining Satisfactory Academic Progress
- Not enrolled in an online only program
- Excludes students that received CARES from the Spring 2021 application

Students receiving the grant were sent the following notification.

This afternoon, you were selected to receive a special disbursement of the CARES Act. A check for \$500 should be available for you to pick up at the Cashier window in Morgan 103 by 10AM tomorrow. Because this is a special disbursement of the CARES Act, it will not be sent out via direct deposit. If you wish to apply this to your balance at Washburn, the cashier will be able to assist you. If you do not pick up this check, it will be put in the mail within 2 weeks.

Student Communications

Notifications were sent to all students when applications were made available. The screenshots below show the verbiage from those notifications and responses the student would get to their application.

Spring 2020 Application Notification

From: WU Announcement <wu-announcement@washburn.edu>
Sent: Monday, May 4, 2020 1:08 PM
To:
Subject: Emergency Funding for Student Grants Through the CARES Act

Dear Students,

Over the past several weeks, many across the campus have been working diligently to provide you with support to finish your semester successfully. While we navigate these unprecedented times, please know although we are working remotely, we are here for you.

Some of you may have heard the federal government has provided emergency relief funding for student grants through the CARES Act. In addition to the CARES Act funding, Washburn has secured additional financial resources to assist all students who may be experiencing financial difficulties. Students who have been financially impacted due to this pandemic may be eligible to receive one-time financial assistance. Please see below for more information about eligibility for funding, the application process, and the distribution timeline.

Awards

Students in need may apply for one-time assistance with specific expenses related to housing, food, health care, course materials, technology, and/or child care. Awards will range from \$100 to \$6195. We will continue to award until all funds are exhausted.

Eligibility

All degree-seeking students who were enrolled during spring 2020 as of March 13, 2020, are eligible for one-time assistance from these funds. If you have received aid from a campus or college emergency fund before this date, you are still eligible to apply for this funding. Please request funds only if you are in immediate need.

We encourage students with urgent needs to apply once for emergency relief funds. We cannot guarantee the fulfillment of a second application at this time. As we process requests, we will review the fund balance and notify students if we have resources available to fulfill more requests.

Additional funds may be available to students who are enrolled in the summer 2020 terms.

[Application Process](#)

To apply for funding, complete and submit the [application](#), checking every category from which you need assistance. Please indicate on the application if you have requested funding from another source in the past few months. There are many students facing unprecedented challenges due to COVID-19, and our goal is to offer support to the largest number possible. We will accept applications until funds are exhausted. <https://washburn.edu/admissions/paying-for-college/emergency-grant.html>.

Fund Distribution

A team from across Enrollment Management division will process your application. An email will be sent communicating review of your application. Direct deposit is the quickest way to receive your emergency funds. If you have not set up your account for direct deposit you can use this link <https://www.washburn.edu/student-life/business-office/ibod/direct-deposit.html>.

We understand you are facing time-sensitive needs, and we are working hard to get these funds to you as quickly as possible. Please continue to visit the COVID-19 link on [Washburn.edu](#) for the latest updates and details about fund distribution methods and other important information related to this virus.

My hope is this additional financial assistance will help ease some of the financial challenges you may be facing and support you finishing the semester strong.

Dr. Richard Liedtke

Executive Director, Enrollment Management

Summer 2020 Application Notification

From: Andy Fogel
Sent: Wednesday, June 24, 2020 1:26 PM
To:
Subject: Emergency Grant Funding for Students Enrolled in Summer 2020

Dear Students,

The Emergency Grant Application is now available for students enrolled in the summer semester. If you were previously approved for the emergency grant, you may wish to apply again for the summer semester.

Awards

Students in need may apply for assistance with specific expenses related to housing, food, health care, course materials, technology, and/or child care. Awards may range from \$100 to \$6,195. We will continue to award until all funds are exhausted.

Eligibility

All degree-seeking students who are enrolled during summer 2020 semester, are eligible for one-time assistance from these funds. If you have received aid from a campus or college emergency fund before this date, you are still eligible to apply for this funding. Please request funds only if you are in immediate need.

We encourage students with urgent needs to apply once for emergency relief funds. We cannot guarantee the fulfillment of a future applications at this time. As we process requests, we will review the fund balance and notify students if we have resources available to fulfill more requests.

Additional funds may be available to students who are enrolled in the fall 2020 term.

[Application Process](#)

To apply for funding, complete the [application](#), check every category that applies, and provide supporting documentation where requested. Please indicate on the application if you have requested funding from another source in the past few months. There are many students facing unprecedented challenges due to COVID-19, and our goal is to offer support to the largest number possible. We will accept applications until funds are exhausted. <https://washburn.edu/admissions/paying-for-college/emergency-grant.html>.

Fund Distribution

A team from across Enrollment Management division will process your application. An email will be sent communicating review of your application. Please allow up to two weeks for processing your application. Direct deposit is the quickest way to receive your emergency funds. If you have not set up your account for direct deposit you can use this link <https://www.washburn.edu/student-life/business-office/ibod/direct-deposit.html>.

We understand you are facing time-sensitive needs, and we are working hard to get these funds to you as quickly as possible. Please continue to visit the COVID-19 link on [Washburn.edu](#) for the latest updates and details about fund distribution methods and other important information related to this virus.

Thank you,

Emergency Grant Committee

Fall 2020 Application Notification

From: Andy Fogel
Sent: Tuesday, August 4, 2020 12:35 PM
To:
Subject: RE: Question about CARES ACT for Incoming students

Dear Students,

The **Students in Emergency** Due to COVID-19 Fall 2020 Grant Application is now available for title iv eligible students enrolled in the Fall 2020 semester.

Awards

Students in financial distress with health, technology, or other expenses that were directly impacted as a result of COVID-19 may be eligible for reimbursement through the emergency CARES fund. Awards may vary and are available until all funds are exhausted.

Eligibility

Degree-seeking, title iv eligible students who are enrolled during the fall 2020 semester, may apply for emergency funds. Students enrolled in an online only program are not eligible for these funds. Students must demonstrate the expense was related to COVID-19. Please request reimbursement only if you are in immediate need.

We encourage students with urgent needs to apply for emergency relief funds. Due to limited funding, we cannot guarantee the fulfillment of all applications.

Application Process

To apply for reimbursement, complete the [application](#), check each category that applies, and provide supporting documentation (receipts of expenses). Documentation should demonstrate the eligible expense was directly related to COVID-19. It should show the date of the expense and the amount paid out of pocket for the expense. Applications that do not provide sufficient supporting documentation will receive a reply requesting further documentation. There are many students facing unprecedented challenges due to COVID-19, and our goal is to offer support to the largest number possible. We will accept applications until funds are exhausted. <https://washburn.edu/admissions/paying-for-college/emergency-grant.html>.

Fund Distribution

An email will be sent communicating review of your application. Approved reimbursements will be sent starting 08/17/2020. Please allow up to two weeks for processing of your application. Direct deposit is the quickest way to receive your emergency funds. If you have not set up your account for direct deposit you can use this link <https://www.washburn.edu/student-life/business-office/lbod/direct-deposit.html>.

We understand you are facing time-sensitive needs, and we are working hard to get these funds to you as quickly as possible. Please continue to visit the COVID-19 link on Washburn.edu for the latest updates and details about fund distribution methods and other important information related to this virus.

Thank you,

Emergency CARES Fund Committee

Spring 2021 Application Notification

From: Andy Fogel
Sent: Wednesday, February 17, 2021 1:54 PM
To:
Subject: : cares communication

Dear Students,

A grant application now is available for students enrolled in the Spring 2021 semester that experienced a loss of a Washburn scholarship due to an extension of their academic timeline as a result of COVID-19. To qualify, students must meet **ALL** of the criteria below.

- Title IV eligibility
- Enrollment in the Spring 2021 semester
- Lost a Washburn scholarship due to an extension of your academic timeline as a result of COVID-19
- Exceeded maximum timeframe to receive the Washburn scholarship
- Maintain all other scholarship eligibility requirements

Awards may vary. Grants, outside scholarships, loans and work study are not eligible for review.

Please request funding only if you are in immediate need. Due to limited funding, we cannot guarantee the fulfillment of all applications.

Application Process

- Complete the [application](#)
- Provide a statement explaining how your academic timeline was extended as a result of COVID-19
- Provide supporting documentation demonstrating the loss of the Washburn scholarship was a result of an extension of your academic timeline due to COVID-19.

An example of supporting documentation may include a statement from the student and a statement from the department or organization that issued the scholarship or grant indicating that you met all other eligibility requirements except for the maximum award timeframe.

Applications that do not provide sufficient supporting documentation will not be processed.

There are many students facing unprecedented challenges due to COVID-19, and our goal is to offer support to the largest number possible. We will accept applications until funds are exhausted. <https://www.washburn.edu/admissions/paying-for-college/cares-grant.html>

Fund Distribution

An email will be sent communicating review of your application. Please allow up to two weeks for processing of your application. Direct deposit is the quickest way to receive your funds. If you have not set up your account for direct deposit you can use this link <https://www.washburn.edu/student-life/business-office/lbod/direct-deposit.html>.

We understand you are facing time-sensitive needs, and we are working hard to get these funds to you as quickly as possible. Please continue to visit the COVID-19 link on Washburn.edu for the latest updates and details about fund distribution methods and other important information related to this virus.

Thank you,

Financial Aid

Application auto reply response

----- Forwarded message -----

From: "Washburn University" <no-reply@wufoo.com>

Date: Mon, May 4, 2020 at 1:29 PM -0500

Subject: Emergency Grant Application

To:

Thank you for submitting the Emergency Grant application! Please save this e-mail as verification of your submission. If approved, grant funds will be made available directly to the student and will not automatically be used to pay tuition charges or other balances at Washburn. To expedite the process, we also encourage you to sign up for Direct Deposit. If direct deposit has not been set up, a check will be mailed to your address on file. Be sure to verify your address on MyWashburn.

For further questions, please contact the Office of Admissions at 785-670-1030 or admissions@washburn.edu.

Approved applications response

From: financialaid@washburn.edu <financialaid@washburn.edu>

Sent: Tuesday, May 12, 2020 1:56:44 PM

To:

Subject: Emergency Grant Notification

The Committee has reviewed your Emergency Grant Application and we are happy to announce that your application has been approved. You can see the amount that will be processed under your financial aid awards in the financial services tab of your [MyWashburn](#) account. The funds will be processed immediately. If you have signed up for direct deposit you will receive those funds within 1-2 business days depending on your bank's processing time. If you do not have [direct deposit](#) set up a refund check will be mailed out to the address on file. Questions regarding your refund can be directed to the Business Office at 785-670-1156 or business-office@washburn.edu.

If you did not submit required documentation or sufficient documentation for the boxes you checked, we were not able to include those expenses in determining your grant amount. Please note, the documentation needs to demonstrate expenses directly related to the disruption of campus operations from COVID-19. For example, regular housing expenses from a lease signed in August 2019 would not qualify. However, an early termination fee or paying rent at two locations between March and May 2020 could qualify. If you have additional supporting documentation that was not previously included with your original application, you may send that to emergencygrant@washburn.edu. Please be sure to include your name and your Washburn ID Number. Items requiring supporting documentation are shown below. **Note:** Submitting required documentation does not guarantee approval for additional funding.]

- I have new rent or mortgage expenses as a result of COVID-19 after March 19, 2020 (provide supporting documentation)
- I have had unexpected technology expenses for my classes because of COVID-19 (provide supporting documentation)
- I have had childcare expenses as a result of COVID-19 (provide supporting documentation)
- I have had travel expenses as a result of COVID-19 (provide supporting documentation)
- I have had medical expenses as a result of COVID-19 (provide supporting documentation)
- I have had other expenses not listed as a result of COVID-19 (provide supporting documentation)

Additional funding may be made available during future terms. If that happens, you will receive an email notification that you may be eligible to complete a new application.

For information related to COVID-19 and additional resources/services available to students please visit: [Coronavirus Information](#)

Thank you,

Washburn University Emergency Grant Committee

[Emergency Grant Application](#)

Applications unable to be processed response- Initially students received personalized responses when their application could not be processed. This was later changed to a generic message that could be tweaked depending on the issue. An example is below.

From: emergencygrant
Sent: Monday, July 13, 2020 4:23 PM
To:
Subject: RE: Emergency Grant Application []

Thank you for submitting the additional documentation. The documentation of expenses should show the expenses were directly related to the on campus disruption as a result of COVID-19. Unfortunately, expenses that would otherwise be incurred would not be able to be included with these emergency funds. However, if you can demonstrate that these bills were increased as a direct result of COVID-19, we might be able to factor that in. We would need the reason why the bill increased, how it related to the on campus disruption as a result of COVID-19, and a copy of the prior bill before the increase.

One of the documents submitted shows a bill from Pittsburg State University. Are you taking classes there this summer and returning to Washburn? If so, please check with our financial aid office at 785-670-1151 to see about a consortium agreement. If approved, this agreement might allow us to review your eligibility for the summer emergency grant. If you are taking 6 or more credit hours, it might also allow the use of your Pell Grant. If you have transferred to Pittsburg State University, you would need to check with their financial aid office to review funding options.

If you receive a consortium agreement, have further documentation to submit, or have further questions, please feel free to reply to this email.

Thank you,

Emergency Grant Committee
