

ESF (Emergency Stabilization Fund) Process
May 27, 2020

United Theological Seminary has signed the "Recipient's Funding Certification and Agreement regarding Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act," which enables the Seminary to receive federal funding to provide emergency financial aid grants to students impacted by the COVID-19 pandemic. The University intends to use no less than 50% of the funds it receives under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.

In order to comply with the intentions of this grant, United has established the following process for determining, documenting, and disbursing no less than 50% of monies to students in need.

1. All eligible students will be notified of the grant opportunity by the Director of Student Success.
2. Eligibility for funding is based upon the following criteria:
 - a. Student is eligible for Federal Title IV Funding (they need not accept), confirmed by the following:
 - i. Student completion of FAFSA prior to 05/01/2020.
 - ii. Enrolled at least 3 cr hrs in a Spring 2020 semester Dayton on-campus course, Doctoral Intensive or Masters Hybrid course
 - iii. Students registered in only online/LIVE courses are not eligible.
 - iv. International students are not eligible.
 - v. Students who have not completed a FAFSA before 05/01/20 are not eligible.
3. The distribution of the funds is as follows:
 - a. All eligible students will receive \$100.
 - b. All eligible Dayton students will receive \$200 to replace meals which would have been provided on campus at no charge.
 - c. The remainder of the funds will be distributed based upon the criteria described below.
4. A course will be created in Canvas. Within this course, students will complete the application and submit their evidence.
5. The application will require demographic information and must include an explanation by the student regarding the ways in which they have been adversely affected financially by the COVID-19 crisis.
The deadline to complete the application and provide evidence is 06/07/2020. No extensions will be permitted.
6. The following individuals will be responsible for determining receipt of funds.
 - a. Vice President for Finance and Administration
 - b. Director of Student Aid
 - c. Director of Student Success
7. Preference will be given to students who are directly affected by loss of job and/or COVID-19 illness.

8. Students receiving funds will be notified of amount, including when and how they should expect these funds within one week of application deadline. This notification will come from Director of Student Success.*
9. The funds will be distributed to students via our third-party servicer, ECSI/RefundSelect. Distributions will be made 2-3 weeks after the application deadline.
10. All applications and documentation will remain property of United and will be considered part of the student's permanent record for a period of at least five years.
11. Copies of applications and documentation may be provided to United's financial auditor, accrediting agencies, and federal financial aid compliance as needed.
12. The CARES Act establishes and funds the Higher Education Emergency Relief Fund (HEERF). Sections 18004(a)(1) and 18004(c) of the CARES Act, which address the HEERF, allow institutions of higher education to use up to 50 percent of the funds they receive to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship (collectively referred to as "Recipient's Institutional Costs").
 - a. Documentation of expenses directly related to associated costs will be the responsibility of the Vice President for Finance and Administration.
 - b. In the event the remaining 50% of institutional funds are not able to be directly associated with above noted costs; the remaining monies will be utilized to provide either emergency student financial aid grants or scholarship for a future academic term that is directly related to the change in delivery system as a result of Covid 19 crisis. (see #6)

*This timeline may be adjusted dependent upon notification of and release of funds from federal government.