



— A&M —
COMMERCE

**HIGHER EDUCATION
EMERGENCY RELIEF FUND**

FY 2020

*Implementation Plan for Texas A&M University Commerce
Emergency Financial Aid Grants to Students under Section 18004 of the
Coronavirus Aid, Relief, and Economic Security (CARES) Act*

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PHASE 1 OF ALLOCATION: 40% Emergency Financial Aid Grants for Students Enrolled in Spring 2020 Semester

The first phase of our allocation process is to award a portion of the funds to eligible students under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA) based on the following scenario:

- 1) All eligible students were affected by COVID-19.
- 2) Funding for this phase is 40% of Allocation.
- 3) Support for eligible students are prioritized by assigning weight to the multiplier as follows:
 - a. Pell Eligibility =*3
 - b. Student Credit Hours = *3 (12 or more SCH) or *2 (6 – 11 SCH)
- 4) A weighted average of number of eligible students in a given enrollment status based on SCH will determine the pool of money each student in that status will share.
- 5) Two levels of support, separated by Pell Eligible and Non Pell Eligible
- 6) Students may apply until 1st day of Summer I (June 1).

The Calculations: **Prior to distribution, calculations will change based on updated semester headcount.*

Level	Enrollment Status (SCH)	Pell Elig	Head Count	Weight	% of Population	Allocation	Per Student
UG	12 or more	Y	2,452	22,068	62.9%	\$905,509	\$369
UG	6-11	Y	306	1,836	5.2%	\$75,336	\$246
UG	1-5	Y	23	69	0.2%	\$2,831	\$123
UG	12 or more	N	2,295	6,885	19.6%	\$282,510	\$123
GR	12 or more	N	137	411	1.2%	\$16,864	\$123
UG	6-11	N	634	1,268	3.6%	\$52,029	\$82
GR	6-11	N	894	1,788	5.1%	\$73,366	\$82
GR	1-5	N	430	430	1.2%	\$17,644	\$41
UG	1-5	N	339	339	1.0%	\$13,910	\$41
Totals			7,510	35,094	100%	\$1,440,000	

PHASE 2 OF ALLOCATION: 10% Emergency Financial Aid Grants for Students Enrolled in Summer I 2020 Semester

The second phase of our allocation process is to award a portion of the funds to eligible students under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA) based on the following scenario:

- 1) All eligible students were affected by COVID-19.
- 2) Funding for this phase is 10% of Allocation.
- 3) Support for eligible students are prioritized by assigning weight to the multiplier as follows:
 - a. Pell Eligibility =*3
 - b. Student Credit Hours = *3 (12 or more SCH) or *2 (6 – 11 SCH)
- 4) A weighted average of number of eligible students in a given enrollment status based on SCH and will determine the pool of money each student in that status will share.
- 5) Two levels of support, separated by Pell Eligible and Non Pell Eligible
- 6) Students may apply until 1st day of Summer II (July 6).

The Calculations: **Prior to distribution, calculations will change based on updated semester headcount.*

Level	Enrollment Status (SCH)	Pell Elig	Head Count	Weight	% of Population	Allocation	Per Student
UG	12 or more	Y	5	45	0.6%	\$2,132	\$426
UG	6-11	Y	406	2,436	32.1%	\$115,389	\$284
UG	1-5	Y	313	939	12.4%	\$44,479	\$142
GR	12 or more	N	45	135	1.8%	\$6,395	\$142
UG	6-11	N	436	872	11.5%	\$41,305	\$95
GR	6-11	N	687	1,374	18.1%	\$65,084	\$95
GR	1-5	N	1,243	1,243	16.4%	\$58,879	\$47
UG	1-5	N	601	601	7.9%	\$28,468	\$47
Totals			3,731	7,600	100%	\$360,000	

PHASE 3 OF ALLOCATION: 10% Emergency Financial Aid Grants for Students Enrolled in Summer II 2020 Semester

The third phase of our allocation process is to award a portion of the funds to eligible students under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA) based on the following scenario:

- 1) All eligible students were affected by COVID-19.
- 2) Funding for this phase is 10% of Allocation.
- 3) Support for eligible students are prioritized by assigning weight to the multiplier as follows:
 - a. Pell Eligibility =*3
 - b. Student Credit Hours = *3 (12 or more SCH) or *2 (6 – 11 SCH)
- 4) A weighted average of number of eligible students in a given enrollment status based on SCH and will determine the pool of money each student in that status will share.
- 5) Two levels of support, separated by Pell Eligible and Non Pell Eligible
- 6) Students may until August 7.

The Calculations: **Prior to distribution, calculations will change based on updated semester headcount.*

Level	Enrollment Status (SCH)	Pell Elig	Head Count	Weight	% of Population	Allocation	Per Student
UG	12 or more	Y	5	45	0.7%	\$2,528	\$506
UG	6-11	Y	393	2,358	36.8%	\$132,493	\$337
UG	1-5	Y	271	813	12.7%	\$45,681	\$169
UG	6-11	N	561	1,122	17.5%	\$63,044	\$112
GR	6-11	N	301	602	9.4%	\$33,826	\$112
GR	1-5	N	903	903	14.1%	\$50,738	\$56
UG	1-5	N	609	609	9.5%	\$34,219	\$56
Totals			3,043	6,452	100%	\$362,529	

PHASE 4 OF ALLOCATION: 40% Emergency Financial Aid Grants for Students Enrolled in Fall 2020 Semester

The first phase of our allocation process is to award a portion of the funds to eligible students under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA) based on the following scenario:

- 1) All eligible students were affected by COVID-19.
- 2) Funding for this phase is 40% of Allocation.
- 3) Support for eligible students are prioritized by assigning weight to the multiplier as follows:
 - a. Pell Eligibility =*3
 - b. Student Credit Hours = *3 (12 or more SCH) or *2 (6 – 11 SCH)
- 4) A weighted average of number of eligible students in a given enrollment status based on SCH and will determine the pool of money each student in that status will share.
- 5) Two levels of support, separated by Pell Eligible and Non Pell Eligible
- 6) Students may apply beginning August 7 until one month after Fall census date (October 9).

The Calculations: **Prior to distribution, calculations will change based on updated semester headcount.*

Level	Enrollment Status (SCH)	Pell Elig	Head Count	Weight	% of Population	Allocation	Per Student
UG	12 or more	Y	2,719	24,471	56.9%	\$1,372,812	\$505
UG	6-11	Y	510	3,060	7.1%	\$171,665	\$337
UG	1-5	Y	57	171	0.4%	\$9,593	\$168
UG	12 or more	N	2,525	7,575	17.6%	\$424,954	\$168
GR	12 or more	N	279	837	1.9%	\$46,955	\$168
UG	6-11	N	1,004	2,008	4.7%	\$112,648	\$112
GR	6-11	N	1,680	3,360	7.8%	\$188,494	\$112
GR	1-5	N	1,031	1,031	2.4%	\$57,839	\$56
UG	1-5	N	482	482	1.1%	\$27,040	\$56
Totals			10,287	42,995	100%	\$2,412,000	

Extended Support for Students: Individual Emergency Grants

Any leftover money from planned allocations would be used to provide individualized support for students experiencing extended affects from disruptions as a result of the coronavirus. In maintaining the goals of regulatory compliance with the CARES Act and requirements of each institution's funding certification and agreement with the Department of Education, A&M Commerce will develop a funding request form that will support the following:

- Serve as documentation of the requesters stated eligibility for participation in Title IV programs.
- Acknowledge the requesters financial need is related to the disruption of campus operations due to coronavirus.
- Collect information and coordinate delivery of emergency funds.

Eligible students will be pointed to the Scholarship Portal to access the funding request form.

Any member of the administrative staff of the Office of Financial Aid & Scholarships will be able to make a decision to fund a grant. Any grant that is being denied must be approved by the Director of Financial Aid & Scholarships. If the Director of Financial Aid denies a grant request, that decision must be approved by the Vice President of Enrollment Management; before notification to the student. In the absence of the Director of Financial Aid, the Associate Director of Financial Aid may sign off on an initial denial.

Banner Codes:

The goal with coding is developing a system that allows for ease of operation and the quick identification of funding currently used.

We suggest the following:

COVCOA – Cost of attendance items such as meals and housing

COVTEC – Technology Issues

COVHEA – Health Issues

COVCHI – Child Care Issues

COVMAI – Maintenance of vehicles

COVMIS – Miscellaneous Issues which must be documented on a User Defined Field on ROAUSDF

Additional categories can be fluently added as identified by administration or OFAS staff.

Please note that Banner Codes utilized may change upon review by OFAS lead technical administrator

KEY OFFICES

Marketing and Communications

This endeavor must be approached by a campus community dedicated to ensure our students, continuing and new, are identified and provided assistance. Once the funding plan is approved, we will post the link on the OFAS website and the Stay Healthy Lions website. We will provide a logo with a link address to the request form for use by any department.

Administration

The administration of our institution has led us thus far and will continue to do so as we work through this crisis. With consideration to all entities but most importantly our students.

Enrollment Management

The Enrollment Management team of the Offices of Admission, Financial Aid and Scholarship, Outreach & Community Engagement, Office of the Registrar and the Testing Center will work collaboratively to facilitate information and access to all facets of this endeavor.

Office of Financial Aid & Scholarships

This will be the functional lead to ensure a compliant and transparent process. The staff will use great discretion and empathy when making decisions. They will be responsible for the documenting and coding of each grant for reporting later.

Financial Services and Bursar

This team will effectively provide a necessary role of moving funding in and out of the federal system through G5.