

[SAMPLE LETTER TO STUDENTS RECEIVING CRRSAA HEERF II GRANTS]

Date

[Student Name]

[Student Address]

Dear [Student],

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief Fund (HEERF II) allocated funds to Geneva College, with a portion of the funds to be distributed directly to students as emergency financial aid grants to help cover expenses for any component of a student's cost of attendance and emergency costs that arise due to coronavirus (such as tuition, food, housing, health care - including mental health and child care).

Guidance from the Department of Education directed the College to place HEERF II funds in the hands of eligible students, prioritizing students with exceptional financial need. Certain students have been excluded by the Department of Education. In order to verify a person's eligibility for HEERF II funds, the College used the information contained in the FAFSA (Free Application for Financial Student Aid) on file with the College as of 3/7/2021. We have determined a formula for the amount of the emergency financial aid grants based on each student's Expected Family Contribution which prioritizes students with the most need (PELL- eligible students). Part-time students will receive a prorated amount based on the number of credits taken in the Spring 2021 semester.

Based on your Expected Family Contribution, your emergency financial aid grant amount will be \$[Amount of Grant]. You may apply your emergency financial aid grant toward the payment of your student account for this term (Spring) or for future terms (Summer and Fall). See the [Explanation of Emergency Financial Aid Grants under CRRSAA HEERF II](#) for more information about the criteria and method for determining the grant.

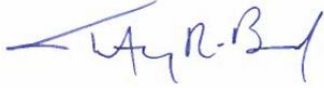
The College will issue a check to you, and it will be held in the Student Financial Services Office in the lower level of Alexander Hall. Students with a last name beginning with A-F can pick up their checks on Tuesday, April 6, 2021 from 8 a.m. to 4:30 p.m. Students with the last name beginning with G to P may pick up their checks on Wednesday, April 7, 2021 from 8 a.m. to 4:30 p.m. Students with a last name beginning with Q to Z may pick up their checks on Thursday, April 8, 2021 from 8 a.m. to 4:30 pm. All checks that are not picked up by Friday, April 9, 2021 at 4 p.m., will be mailed to the legal home address of the student as listed in myGeneva. (To verify your correct home address visit myGeneva under "My Profile and Settings" under "Contact Information.") Students will need to bring a valid photo ID to pick up their check on the dates above. Checks for off-campus and online students' checks will be mailed on Monday, April 12, 2021, along with any checks not picked up in person.

When you pick up your check on the designated day above, you will be given the option to apply your check to your student account balance for Spring 2021, Summer 2021, and/or Fall 2021. This is a voluntary option. **Students are not required to apply these funds to their student account balance.**

To view your account balance, visit myGeneva.edu. To reiterate, these emergency financial aid grants are to be used to help cover expenses for any component of a student's cost of attendance and emergency costs that arise due to coronavirus (such as tuition, food, housing, health care - including mental health and child care).

As of this writing, we understand that the Internal Revenue Service (IRS) recently issued guidance that these grants are not taxable income. See the [IRS Guidance](#) and [FAQ's](#) on the taxation of these funds. If you have additional questions about the tax ramifications of these grants, consult a qualified tax professional.

In His Service,

A handwritten signature in blue ink, appearing to read "T. R. Baird". The signature is stylized with a long horizontal stroke at the beginning and a vertical stroke at the end.

Timothy R. Baird
Vice President of Business and Finance