



# GENEVA COLLEGE

TIMOTHY R. BAIRD

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VICE PRESIDENT OF BUSINESS AND FINANCE

January 5, 2022

[Student Name]

[Student Address]

Dear [Student],

The American Rescue Plan Act (ARP) Higher Education Emergency Relief Fund (HEERF III) 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 childcare).

Guidance from the Department of Education directed the College to place HEERF III funds in the hands of eligible students, prioritizing students with exceptional financial need. All students who are enrolled in an institution of higher education during the COVID-19 national emergency are eligible for emergency financial aid grants from the HEERF.

To determine the amount of the grant that a student receives, the College used the information contained in the FAFSA (Free Application for Financial Student Aid) on file with the College as of 1/4/2022. We established 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 2022 semester as of 1/4/2022.

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). See the [Explanation of Emergency Financial Aid Grants under ARP HEERF III](#) for more information about the criteria and method for determining the grant.

The College will issue a check to you, and it will be available to be picked up in the Student Financial Services Office in the lower level of Alexander Hall. Students with a last name beginning with A to F can pick up their checks on Tuesday, January 18, 2022 from 8 a.m. to 4:00 p.m. Students with the last name beginning with G to O may pick up their checks on Wednesday, January 19, 2022 from 8 a.m. to 4:00 p.m. Students with a last name beginning with P to Z may pick up their checks on Thursday, January 20, 2022 from 8 a.m. to 4:00 pm. All checks that are not picked up by Thursday, January 20, 2022 at 4:00 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 will be mailed on Friday, January 21, 2022, 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 2022. 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 childcare). As of this writing, we understand that the Internal Revenue Service (IRS) 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 that reads "Timothy R. Baird". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Timothy R. Baird  
Vice President of Business and Finance