

## UA Rich Mountain HEERF III Fund Distribution for Student Portion

UARM intends to distribute emergency grants to students during the fall and spring semesters for the 2021-2022 academic year. Summer 2022 will be used if any funds remain. The following are the procedures put in place to distribute the Student Portion of the Higher Education Emergency Relief Funds through the American Rescue Plan Act of 2021.

- All students enrolled at UARM will be considered for funds.
- Students enrolled in a Certificate of Proficiency, Technical Certificate, Degree programs.

We will handle the process in the following manner:

- Post funds based off enrollment status as below (Please note that these amounts may adjust by a few dollars, since we are working on list of approved students still.)
  - \$54 per credit hour \* Credit Hours Enrolled in
  - Students living on campus will be given an extra \$1,000 to help pay for extra cost for living on campus
  - Remaining funds will be request based for emergency grants for students with additional need.
- Students will complete the HEERF form for funding.
- The Financial Aid Office will work with the Business Office on posting of these funds. The FAO will post funds via an import process and transfer to Business Office for students' accounts.
- The funds will be posted to students' accounts in CAMS. Refund checks will be processed by the business office in the regular procedure already established.
- After confirming the total amount of funds transferred to Business Office is correct, the Controller will draw down the amount of HEERF III Student Portion funds from G5.
- Checks will be mailed to students within 3 days of drawing down funds from G5, if refund is needed. When checks are mailed to students, we will send the attached letter letting student know what these funds are from and advising to register for next term.
- The Accounts Receivable Assistant will record receipt of the drawdown amount in Workday utilizing the Ad Hoc Bank Transaction business process (BP). Documentation/support for the amount drawn down will be attached to the BP.
- Quarterly reconciliations are performed utilizing workday reports and G5 website.

Total student funding for 2021-2022 emergency grants total \$1,036,399.