



**Higher Education Emergency Relief Fund Report  
Emergency Financial Aid Grants to Students  
May 14, 2020**

1. This document acts as the acknowledgement that Loyola University New Orleans signed and returned to the Department the Certification and Agreement on April 14, 2020 and acts as the assurance that Loyola has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.
  
2. Loyola University New Orleans has received \$1,456,629 designated for Emergency Financial Aid Grants to Students.
  
3. As of May 14, 2020, Loyola has disbursed \$747,000 in Emergency Financial Aid Grants distributed to students.
  
4. Loyola University New Orleans anticipates that approximately 1,600 students will be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act.
  
5. As of May 14, 2020, 1,442 students received award letters and 830 students have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act.
  
6. Following the Department of Education's guidelines for distributing the CARES Act funding in a manner that impacts the most students, Loyola University New Orleans has determined that providing eligible students with \$900 in grant funding represents both a substantive and meaningful amount to offset the costs incurred by the COVID-19 pandemic and the related campus disruption. Loyola University's Pell-eligible population represents nearly 35 percent of the total

student body. Choosing the selection criteria of an estimated family contribution of \$0-5,500 enabled us to route the majority of the CARES Act funds to the students with the most financial need and will impact approximately 1,400 students. The remaining funds will help approximately 200 students who did not meet the threshold of Pell eligibility but still have expenses due to the COVID-19 pandemic. These students will complete a brief application process explaining their needs. Eligible students will be awarded up to the max award of \$900. The grant amount of \$900 per student will effectively provide students with additional resources to offset the cost of technology, food, housing, and other related expenses as outlined by the Department of Education.

7. Included on the following pages are the instructions, directions, or guidance provided by the Loyola University New Orleans to students concerning the Emergency Financial Aid Grants.

Notification to Loyola Community Regarding the CARES Act: Sent May 5, 2020 and forwarded to parents, faculty and staff members

Dear Students:

In response to the unprecedented economic and social impacts of COVID-19, the United States Congress passed the Coronavirus Aid, Relief and Economic Security (CARES) Act. The largest relief act in American history, the CARES Act makes provisions for institutions of higher education and stipulates that at least 50 percent of institutional relief funds must be used to provide students emergency financial aid grants to help cover expenses related to the disruption of on-campus operations due to the coronavirus. Eligible student expenses include: food, housing, course materials, travel expenses, technology, health care and child care. Recipients of the funds must be eligible to receive federal grants or loans, and only students in on-ground programs as of March 13 are eligible.

Last week, Loyola University New Orleans received \$2,913,258 total, and half of that (\$1,456,629) is being dispersed to our neediest students who have been impacted by the disruption caused by COVID-19, many of whom are facing financial challenges and struggling to make ends meet.

Working with deliberate speed, Loyola has developed a two-phase system and process for dispersing these funds.

- In the first phase, Loyola will distribute \$1,243,800 of the funds immediately to students with the highest demonstrated need.
- All Loyola students who filed a FAFSA this academic year and who had an Estimated Family Contribution (EFC) of \$0 - \$5,500 will receive a CARES Act grant from Loyola in the amount of \$900. Approximately 1,100 undergraduate students and 300 law and graduate students are eligible for the grant under these criteria. **Students will receive notification from the Student Financial Services office notifying them of their eligibility and the process for receiving their grant.**
- Loyola has set aside the remaining 17 percent (approximately \$213,000) to provide CARES Act grants to students who do not meet initial eligibility requirements but

have incurred expenses as a result of COVID-19. We created an [online form](#) to request funds. A committee will review requests weekly until the remaining funds have been depleted.

We realize that the financial needs of our community are likely greater than these funds can cover. If you are not sure whether you qualify for funding under the CARES Act, we strongly encourage you to [fill out the form](#). If you do not meet the qualifications for the federal aid, there may be other emergency funding or institutional aid available to help you. We will filter every application through every option available to best meet as much need as possible.

We have set up an [FAQ page](#) that will hopefully address your questions. As always, we are here to help. Please email [sfscenter@loyno.edu](mailto:sfscenter@loyno.edu) or call us at 504-865-3337. Good luck with finals and stay healthy and safe.

Sincerely,

Sarah M. Kelly, Ph.D.

Email to Student Recipients of CARES Act Relief Funds: Emailed on May 5, 2020

Dear Student:

You have been identified as eligible for financial relief under the Coronavirus Aid, Relief and Economic Security (CARES) Act. Loyola University New Orleans received \$2.9 million dollars as part of the CARES Act and 50 percent of that, \$1.45 million dollars, will go directly to students with financial need who have been disrupted by the events surrounding COVID-19.

Loyola University chose to award 87 percent of the relief dollars based on financial need. Students who filed a FAFSA and had an Estimated Family Contribution of \$0 - \$5,500 are eligible to receive a CARES Act Grant from Loyola in the amount of \$900. You can elect to receive your award via check or direct deposit. Please access Loyola's LORA system [HERE](#) to confirm your eligibility and provide directions on how you would like to receive your grant.

Per the stipulations in the CARES Act, the money needs to be used for eligible expenses related to coronavirus disruption, such as food, housing, course materials, technology, health care and child care. If you received a computer, hot spot or other technology support from Loyola, we strongly encourage you to use this grant to purchase equivalent equipment. We are encouraging this because loaned equipment will need to be returned at the end of the semester so that other students, who may need these resources more urgently, will have access to these resources.

Please note that this grant is considered taxable under U.S. tax law. If you file taxes you will need to declare this grant. You will receive an IRS Form 1099 from Loyola for the calendar year 2020.

We have created a [FAQ page](#) to help with questions. If you have any questions related to completing this process, please be in touch. Send questions to Student Financial Services at [sfscenter@loyno.edu](mailto:sfscenter@loyno.edu).

Sincerely,

Mary Musso  
Director of Student Financial Services

## **CARES Act**

### **Frequently Asked Questions**

#### **What is the CARES Act?**

The Coronavirus Aid Relief and Economic Security (CARES) Act is the largest relief act in American history and is intended to speed relief across the American economy. It is meant to keep businesses and individuals afloat during an unprecedented freeze on the majority of American life.

#### **How were CARES Act funds awarded in higher education?**

The CARES Act stipulates a funding formula to divide funds among institutions. The formula has two distinct parts:

1. 75 percent of the funds were awarded based on the institution's fulltime in-person Pell grant recipients as a share of the national total.
2. 25 percent of the funds were awarded based on the institution's fulltime in-person enrollment who are not Pell Grant recipients as a share of the national total.

The monies provided by the CARES Act comes with guidelines governing the use of these funds. Specifically, at least 50 percent of the funds must be used to provide direct Emergency Student Aid to students for expenses related to the disruption of campus operations due to the virus. Expenses related to food, housing, course materials, technology, health care and child care are specifically mentioned in the Act. The remaining 50 percent should be used to cover Institutional Expenses, such as lost revenue and costs associated with the transition to distance education.

#### **How much money did Loyola receive?**

Loyola received \$2,913,258 total, and half of that (\$1,456,629) will go directly to students in the form of emergency student aid grants. The other \$1.45 million will be used to cover some of the significant institutional costs associated with the disruption related to the coronavirus. Loyola estimates its losses as of May 1, 2020 to be over \$3 million, the majority of which is in the form of refunds/credits of room and board fees.

Click [here](#) for a list of the amount received at every college and university in the U.S.

### **Who is eligible to receive funds?**

The federal government stipulated that students studying either part- or full-time in on-ground programs as of March 13 are eligible to receive funds. Students studying in fully online programs prior to March 13 are not eligible. The federal government also stipulates that students must be eligible to receive Title IV funds, such as Direct Subsidized/Unsubsidized Loan, Direct Graduate PLUS Loan, Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Perkins Loans, all of which require filing the FAFSA.

### **How did Loyola select who is eligible to receive money?**

Loyola convened a group of administrators from across the institution to develop a process of determining eligibility. Loyola has opted to award \$900 in immediate, direct grants to students who have the most need as determined by their Estimated Family Contribution on the FAFSA. Students who filed a FAFSA for the 2019-20 academic year and who had an Estimated Family Contribution of \$0 - \$5,500 will receive the CARES Act Grant automatically. Approximately 1,100 Loyola undergraduates and 300 graduate and law students met initial eligibility criteria.

To meet the needs of students who do not meet initial eligibility criteria, Loyola has created an emergency expense fund utilizing the remaining 17 percent (approximately \$213,000) of the CARES Act fund to provide access to relief for those students who have expenses related to coronavirus and demonstrated need.

### **How will these funds be distributed?**

Students who were determined to be eligible will receive a notification from the Office of Student Financial Services directing them to a link in Loyola's LORA system, where they will affirm their eligibility and request their preferred method of delivery of the grant (U.S. mail or direct deposit).

This includes eligible undergraduate, graduate, and law students enrolled in face-to-face programs. Students will have until June 1 to let Student Accounts know how they want to receive their grant. After June 1, all grants will be distributed by paper check and delivered by U.S. mail to the address of record.

### **A friend of mine at another school is getting \$3,000. Why am I getting less, or nothing at all?**

Each college or university received different amounts based on a funding formula outlined above. The U.S. Department of Education gave each institution latitude and discretion in determining how to award the grants, but encouraged institutions to make determinations based on financial need.

### **What are acceptable expenses under the CARES Act?**

The CARES Act encourages us to help students who have incurred a range of different expenses including, but not limited to:

- Food
- Housing and moving expenses (e.g. rent, storage)
- Technology (e.g. internet, routers, computers, cameras, software)
- Transportation (e.g. unexpected travel costs)
- Child care
- Medical expenses
- Increased utility costs

### **Can I receive more than \$900 from the CARES Act relief fund?**

Unfortunately, no. In trying to maximize equity and help as many students as possible, we have made the determination that the maximum grant cannot exceed \$900.

### **I do not meet the initial eligibility requirements but I have expenses related to coronavirus. What should I do?**

Loyola has set up a process to request assistance with unexpected expenses with the remainder of the CARES Act fund. Please fill out the [Request for Assistance](#) form to be considered for the CARES Act unexpected expenses grant.

### **Why are online students excluded from receiving money from the CARES Act?**

Guidance from the federal government suggested that online students were excluded because they experienced less disruption from the move to online instruction, vacating residence halls, etc., due to the coronavirus.

### **What happens when Loyola runs out of relief money?**

Loyola will continue to review requests for CARES Act emergency grants until the set aside fund is depleted. Please note, however, that Loyola does have a process to request review of your current financial aid package in light of a change in circumstances. Please contact the Office of Student Financial Services at [sfscenter@loyola.edu](mailto:sfscenter@loyola.edu) or 504-865-3337 to learn more.

### **Can I use this grant to pay my tuition bill?**

Yes, but it must be your choice. Loyola cannot credit your account with the CARES Act grant you receive. You must cash the check and then choose to pay your bill.

### **I have a computer on loan from Loyola and a hotspot. Can I use this money to buy a computer or wi-fi hotspot?**

Technology expenses associated with coronavirus disruption are acceptable expenses. If possible, we strongly recommend that you use your CARES Act grant to make sure you have a reliable computer and wi-fi in the event that Loyola needs to resume online instruction. We cannot ensure that Loyola will have enough loaner computers to meet demand.

### **Do I have to keep receipts or provide anything to Loyola?**

You do not. Other than filling out the form in LORA for initial grant recipients, or filling in the request for assistance form, you do not have to provide anything to Loyola.

### **Is this grant considered taxable?**

Yes. Recipients of the grant will receive an IRS Form 1099 from Loyola. All recipients must have a valid social security number on file. If you file taxes, you may owe taxes on this grant. Please

note that deliberations are ongoing and the tax status of this grant may change, but right now it has been determined that it is taxable.

**Can I donate my funds to someone who needs them more if I do not need this award?**

Yes, and thank you. You can refuse the funds if you do not need them, in which case they will be put into the emergency expense fund to help other Loyola students. Please contact Student Financial Services at [sfscenter@loyola.edu](mailto:sfscenter@loyola.edu) or call 504-865-3337.

CARES Act Funding Disbursement Selection Form

Please use this form to select your funds disbursement type. You can choose to have your funds transferred electronically or mailed to you as a paper check.

After we receive your disbursement selection, your request will be reviewed to establish final eligibility to receive CARES Act funds.

Please allow 7-10 business days to process your eligibility and disbursement.

The information you provide in this form will be held until the disbursement process is completed and then destroyed to protect your financial information.

Throughout this process, please direct questions or concerns to Student Financial Services at [sfscenter@loyno.edu](mailto:sfscenter@loyno.edu) or call 504-865-3337.

#1 payment method    Echeck or Paper check request

#2 echeck

Name on account

Bank / Institution

Checking or Savings account

ABA / Routing and transit#

Account number

#3 paper check

Address where check it to be delivered. (Permanent address)

Address line 1 street address

Address Line 2 Apartment # etc.

City

State

Zip