



**School of Automotive Machinists & Technology
1911 Antoine Drive, Houston, Texas 77055 (713) 683-3817**

Policy and Procedures for the Higher Education Emergency Relief Fund (HEERF) - CARES Act

Congress established the Higher Education Emergency Relief Fund (HEERF) as a part of the Coronavirus Aid Relief and Economic Security (CARES) Act. The fund provides grants to institutions of higher education to assist students with emergency financial aid grants for expenses related to the disruption of campus operations due to coronavirus. The fund may assist students with eligible expenses related to their cost of attendance such as food, housing, course materials, technology, health care and childcare.

We believe a majority of our students have experienced some underlying expenses related to changes in campus operations and financial situations due to the coronavirus (COVID-19). It is the intent of the School of Automotive Machinists & Technology (SAM Tech) to allow each affected student the opportunity to apply for the HEERF-CARES Act funds.

SAM Tech will administer these funds to students that are

- enrolled in an approved program and be an active student between March 13, 2020 through March 30, 2020. Students on an approved Leave of Absence (LOA) may also apply to receive funds.
- U.S. citizens or eligible non-citizens.
- registered for Selective Service (if male).
- meeting Satisfactory Academic Progress standards.
- not in default on any Federal student loans.
- incurring expenses related to the disruption of campus operations due to COVID-19 (i.e., food, housing, course materials, technology, health care, child-care, etc.).

Each student is required to complete the *Higher Education Emergency Relief Fund (HEERF) – CARES Act Certification form.*

Each student is recommended to

- submit a Free Application for Financial Aid (FAFSA) for both the 2019-2020 and 2020-2021 school year online at www.fafsa.ed.gov.
- submit all required documentation to the Financial Aid Office if their FAFSA is selected for verification.

HEERF/CARES Act grants will be disbursed as follows:

- Phase one: All students who meet the eligibility requirements will receive \$750.
- Phase two: Students may apply to receive additional funds at a later date. The funding amount will be determined and evenly disbursed following completion of the application process. Funds will be disbursed until exhausted.
- Funds will be paid to the student through issuance of a check. Students will have the option to pick up their check or have it mailed.

Students with questions or concerns regarding the HEERF/CARES Act may contact the Financial Aid Office.

SAM Tech feels that this is the best way to distribute these funds and assure that those in need get assistance. In addition, the School will not discriminate in the disbursement of funds.