IMPORTANT

INSTRUCTIONS FOR COMPLETION OF

REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS

Under the CARES Act, Pub. L. No. 116-136

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act authorized the Higher Education Emergency Relief Fund which provides emergency funding for student and institutions impacted by the COVID-19 pandemic. On April 9, 2020 the US Secretary of Education announced that the student funding was being made available for institutions to award and disburse to students who have incurred expenses related to the disruption of campus operations due to the coronavirus. Eligible expenses under the student’s Cost of Attendance would include such costs as food, housing, course materials, technology, health care and child care. The $500.00 that you are receiving today is part of these funds and is to be used for the above mentioned items.

If you require additional funds, and in order for these emergency grants to be fairly and compliantly awarded, you (and all requesting students) must provide information to the institution regarding the coronavirus related expenses you have incurred.

On the attached form, please provide details and amounts of any of the types of additional costs you may have incurred and are in need of assistance with.

On the top portion of the form, it is important that you provide the correct address where mail from the school will reach you. **This is the address to which your Grant check will be mailed**. **Also, you must remember to sign and date the form.**

**Forms need to be returned by May 14, 2020.**

Please return forms via US Postal to: Ohio Business College

Attn: Becky North

6690 Germantown Road

Middletown, OH 45042

Or e-mail at: [obcCARES@ohiobusinesscollege.edu](mailto:obcCARES@ohiobusinesscollege.edu)

If you have any questions, please email [obcCARES@ohiobusinesscollege.edu](mailto:obcCARES@ohiobusinesscollege.edu).

REQUEST FOR ADDITIONAL EMERGENCY FINANCIAL AID GRANT FUNDS

Under the CARES Act, Pub. L. No. 116-136

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last four SSN#**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street Address** at which I am sure to receive my Grant check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State and Zip Code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing, course materials, technology, health care and/or child care expenses? \_\_\_\_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_\_\_\_NO

CATEGORY OF EXPENSE AMOUNT I HAVE PAID OUT

FOOD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOUSING $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE MATERIALS $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List Materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TECHNOLOGY $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List Technology: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEALTH CARE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD CARE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR SCHOOL USE ONLY**

Applicants, please do not enter information in this section.

Total Grant Amount Approved: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHECK#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Title of School Representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_