

**Indian Hills Community College  
Coronavirus Aid, Relief, and Economic Security (CARES) Act  
Higher Education Economic Relief Fund (HEERF)**

The information below outlines the Indian Hills Community College rationale, decisions, and processes for distribution of the CARES HEERF funds to provide students with emergency financial aid grants for expenses related to the disruption of campus operations due to COVID-19.

- In response to the COVID-19 pandemic, Indian Hills Community College (IHCC) chose to move face-to-face classes to an alternative method of delivery thus, disrupting a large number of students attending IHCC. Beginning March 18, 2020 classes were moved to an online format and to instructional delivery over Zoom. Instructors were charged with finding internet resources and simulations for instruction. Students needed to access course sessions and materials remotely through technology. Residence life and food service areas were closed, also disrupting students and their learning.
- With the proclamation of the CARES Act, IHCC determined that we would take a multi-faceted approach in awarding our funding. Our first process would be to provide a portion of the CARES funding as quickly as possible to a large group of students. We also determined that we would like to reserve a portion of monies in order to provide additional funding, via an application process, to students with greater or continued need.
- We asked our Information Technology staff to provide us with a listing of students that were enrolled in our 20/Spring term. On April 13<sup>th</sup> we received our first listing of students who were enrolled. This listing contained 1653 names and was our first step in determining the population of eligible students that might be receiving CARES funding.
- On April 17, based on additional guidance from United States Department of Education, IHCC removed students that did not meet the eligibility criteria listed in the HEERF document question 9 and under HEA Section 484. The College determined that the number of enrolled credits would be our starting point for providing funding to students impacted by campus disruptions.
- IHCC was eligible for \$1,099,829 CARES Act funding and our intent was to award approximately \$750,000 of those funds to students based on their number of enrolled credits for the 20/Spring term. Our revised listing returned 1182 students being eligible to receive funding. Those 1182 students had 11,473 credits among them. We were able to award students \$65 for every credit enrolled for the 20/Spring term for a total of \$745,745 for the first push to students.
- Checks were created on April 29, and mailed to students on April 30, 2020. Included with those checks was a flyer (Appendix A) detailing from where the funds came (CARES Act), how the amount each student received was determined and how the funds should be used (in accordance with the federal CARES and HEERF guidelines).
- All students who were or could be eligible for the Indian Hills CARES funding received an email (Appendix B) on Thursday, April 30, 2020. Also on April 30, 2020, information regarding the Indian Hills CARES funds was posted to the Indian Hills COVID-19 webpage at [www.indianhills.edu/COVID](http://www.indianhills.edu/COVID), and an Indian Hills CARES press release (Appendix C) was sent to all newspapers in the Indian Hills 10-county region.
- The student email, the COVID-19 webpage (Appendix D), and the flyer mailed with the Indian Hills CARES checks included information about the Indian Hills CARES application (Appendix E). The Indian Hills CARES application allows students to request additional monies related to the disruption of college operations due to COVID-19. The Indian Hills CARES application opened to students on May 6, 2020.

## Appendix A

# INDIANHILLS CARES

Indian Hills CARES is pleased to award you these federal grant funds to address financial needs created by the disruption in operations at the college during the 2020 spring term. You are receiving these funds according to the following criteria:

- Grant amounts are awarded based on \$65 per credit hour for the number of credits in which you were enrolled on March 13, 2020.
- Students should use the Indian Hills CARES funds to cover expenses related to the disruption of campus operations due to Coronavirus. Eligible expenses include food, housing, course materials, technology, healthcare, transportation, and childcare.

Students who feel they have additional financial need caused by the disruption in college operations due to COVID may apply for additional funds using the Indian Hills CARES application at [indianhills.edu/cares](http://indianhills.edu/cares) starting May 6, 2020.

We hope these funds will help you through this difficult time. Should you have any questions, please email the OneStop at [onestop@indianhills.edu](mailto:onestop@indianhills.edu).

**Remember,  
Indian Hills CARES**



## Appendix B

Indian Hills CARES Email  
Sent April 30, 2020  
Emailed to 2,480 students

Indian Hills Community College has received \$1.1 million in federal funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to address the financial need that students face because of disruption in college operations due to COVID-19.

According to federal guidelines, these funds must be distributed to credit students who are eligible for federal financial aid and were not enrolled exclusively in an online program.

Indian Hills will distribute the first round of funds in the following way:

- Students enrolled in credit courses in the spring term and who are eligible for federal financial aid will receive a check from Indian Hills CARES. The amount of this check will be based on \$65 per credit hour for the number of credits in which the student was enrolled as of March 13, 2020.
- These checks will be mailed on April 30, 2020 to each eligible student's permanent address.
- Students should use the Indian Hills CARES funds to cover expenses related to the disruption of campus operations due to Coronavirus. Eligible expenses include food, housing, course materials, technology, healthcare, transportation, and childcare.
- Students who believe they may be eligible but who have not completed a FAFSA (Free Application for Federal Student Aid), should complete the [2019-20 FAFSA](#) (Indian Hills School Code: 008298) as soon as possible. Eligible students will be contacted by the Financial Aid department within three business days.
  - Students may receive help in filing the FAFSA by calling the Educational Opportunity Center at 641.683.5315 or emailing [eoc@indianhills.edu](mailto:eoc@indianhills.edu).

Students who feel they have additional financial need caused by the disruption in college operations due to COVID will have the opportunity to apply for additional funds. The [Indian Hills CARES](#) application will be available starting May 6, 2020.

Dr. Marlene Sprouse  
President, Indian Hills Community College

## Appendix C

Sent April 30, 2020 to 14 newspapers in the IHCC region  
8 newspapers ran the story

FOR IMMEDIATE RELEASE  
Indian Hills CARES Funds

Indian Hills Community College has received \$1.1 million in federal grant funds as part of the Coronavirus, Aid, Relief and Economic Security (CARES) Act Higher Education Economic Relief Fund (HEERF) to assist students with expenses caused by the disruption of college operations due to Coronavirus.

According to HEERF guidelines, these funds must be distributed to credit students who are eligible for federal financial aid and were not enrolled exclusively in an online program. The federal guidelines suggest that students should use Indian Hills CARES funds to cover expenses related to the disruption of campus operations due to Coronavirus. Eligible expenses include food, housing, course materials, technology, healthcare, transportation, and childcare.

Indian Hills President Dr. Marlene Sprouse noted, "Our students have done a great job of adapting to the alternative methods of delivery implemented due to Coronavirus. However, we know that these changes have resulted in additional personal expenses for many students. We hope that the Indian Hills CARES funds will help alleviate expenses in technology due to moving to online and virtual formats, housing or travel expenses due to the closure of residence halls or any expenses students may have as a result of Coronavirus."

Indian Hills will be disbursing the HEERF funds to eligible students in two ways. Beginning April 30, the college will disburse \$750,000 of the \$1.1 million funds to 1,182 eligible students. Eligible students will receive a check, sent to their permanent residence, based on \$65 per credit hour for the number of credits in which the student was enrolled as of March 13, 2020.

The remaining \$350,000 will be awarded to eligible students who have additional financial needs caused by the disruption of college operations due to Coronavirus. Students who are currently eligible for the Indian Hills CARES funds or who could be eligible after completing the Federal Application for Federal Student Aid (FAFSA) can apply for the additional funds using the Indian Hills CARES application at [www.indianhills.edu/cares](http://www.indianhills.edu/cares) starting May 6, 2020.

Sprouse also noted, "We would love to be able to distribute Indian Hills CARES funds to all students, but we must follow the federal guidelines. We are trying to get as many students qualified as possible by encouraging all students who have not completed the FAFSA to do so. Students who have a need, but do not qualify for federal funds, may qualify for emergency funds through the college and the Indian Hills Foundation."

Students who have questions about the amount of Indian Hills CARES funds they received or their eligibility to receive the funds should contact the Indian Hills OneStop at [onestop@indianhills.edu](mailto:onestop@indianhills.edu).

## Appendix D

# IHCC COVID-19 UPDATES



Indian Hills is moving many classes to alternative methods of instruction beginning Wednesday, March 18. [More](#)



Indian Hills has cancelled or postponed many face-to-face meetings and events through April 12, 2020. [More](#)



Most campus services and facilities will continue to operate with revised hours. [More](#)



Residence halls are closing until further notice. All students who can move out of the residence halls are asked to do. [More](#)

## APRIL 30, 2020 UPDATE

Indian Hills Community College has received \$1.1 million in federal funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to address the financial need that students face because of Indian Hills will distribute the first round of funds in the following way:

- Students enrolled in credit courses in the spring term and who are eligible for federal financial aid will receive a check from Indian Hills CARES. The amount of this check will be based on \$65 per credit hour for the number of credits in which the student was enrolled as of March 13, 2020.
- These checks will be mailed on April 30, 2020 to each eligible student's permanent address.
- Students should use the Indian Hills CARES funds to cover expenses related to the disruption of campus operations due to Coronavirus. Eligible expenses include food, housing, course materials, technology, healthcare, transportation, and childcare.
- Students who believe they may be eligible but who have not completed a FAFSA (Free Application for Federal Student Aid), should complete the [2019-20 FAFSA](#) (Indian Hills School Code: 008298) as soon as possible. Eligible students will be contacted by the Financial Aid department within three business days.
  - Students may receive help in filing the FAFSA by calling the Educational Opportunity Center at 641.683.5315 or emailing [eoc@indianhills.edu](mailto:eoc@indianhills.edu).

Students who feel they have additional financial need caused by the disruption in college operations due to COVID will have the opportunity to apply for additional funds. The [Indian Hills CARES](#) application will be available starting May 6, 2020.

# Appendix E



Life. Changing.

## Indian Hills Cares Application

In accordance with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, students who qualify for the Indian Hills CARES funds must:

- Have been enrolled in credit courses during the spring 2020 term
- Have completed the FAFSA and be eligible to receive federal financial aid
- Not have been enrolled in an exclusively online program during the spring 2020 term

Name \*

First Name

Last Name

Student ID \*

Email \*

Phone \*

I am requesting Indian Hills CARES funds to cover the following expenses: \*

- Housing - Rental Agreement or Mortgage MUST match the address on file
- Food
- Utility - Internet, Electric, Propane, Water, Trash (Billing statement MUST include student's name or address on file)
- Childcare
- Course Materials or Technology - Computer, Software, Printer
- Transportation - Mileage
- Other

Please provide a detailed explanation of your needs and any changes in circumstances. \*

Ver 1.0 - LD 05/07/20

Would you like to see some FAQ's? \*

- Yes
- No

Decisions or questions regarding your request will be sent to you through your IHCC student email. Please allow three to four weeks to receive a response.

By selecting "submit" below, I am requesting to have my application reviewed. I acknowledge and confirm that the above information is complete and correct.

*It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).*

*If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5282, hrequity@indianhills.edu; Executive Dean, Student Development & Athletics (students), (641) 683-5159, studentsequity@indianhills.edu; Dean, Centerville Campus & Learning Services (students with disabilities), (641) 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730-1576.*

Submit Application

Form secured by **Formstack**

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