



**Grant Disbursement Policy**  
EMERGENCY FINANCIAL AID GRANT FUNDS  
Under the CARES Act, Pub. L. No. 116-136

Chester Career College has applied for Emergency Financial Aid Grant Funds on behalf of its students. The funds shall be disbursed in the following manner:

- 1) **Eligible students have completed and returned the required Request for Emergency Grant Funds form.**
- 2) **An eligible student is a currently enrolled student that is Title IV eligible and has a complete Academic and Financial Aid file.**
- 3) **The total amount of grant funds received is \$215,795.00. A total of 80% of the funds received will be divided equally among all currently enrolled students. The remaining 20% of the funds received will be disbursed to future enrolled students affected by COVID-19. Any remaining funds not disbursed by December 1, 2020 will be divided equally among the currently enrolled eligible students and disbursed by December 15, 2020.**
- 4) **Funds will be disbursed by check mailed via first class mail to the address listed on the Emergency Grant Funds form once it has been signed by the student.**
- 5) **Student disbursements will be tracked using the HEERF Grant template.**
- 6) **A copy of the Emergency Grant Funds form will be maintained in the CARES Act Disbursement binder.**
- 7) **A copy of the cashed check will be maintained in the CARES Act Disbursement binder.**
- 8) **Students who have not cashed/deposited the disbursement checks within 15 days will be contacted by phone to ensure the disbursement has been received.**
- 9) **Upon a 30-day lapse, uncashed disbursements will be subject to Stop Payment and a new disbursement will be issued once communication with the student reconfirming the mailing address has occurred.**