



May 19, 2020

Dear Students,

Lake Technical College has received the funding for the CARES Act to distribute to students. We have been diligently working to finalize our systems and processes to distribute these funds quickly and efficiently. Please read below for further information.

Who is Eligible?

Any career-certificate seeking student who was actively enrolled in face-to-face instruction at Lake Technical College on March 13, 2020 (the date the President declared a National Emergency) and who meets the federal eligibility requirements is eligible. Federal regulations require you meet the following criteria in order to be eligible to receive the CARES Act funds:

The student must meet Title IV criteria, which includes the following:

- Be a citizen or eligible noncitizen of the United States.
- Have a valid social security number.
- Have a high school diploma, Florida High School Diploma (GED® Exam), or have completed homeschooling.
- You must not owe a refund on a federal student grant or be in default on a federal student loan.
- Be registered with the Selective Service System or serving as active duty military if you were assigned the sex of male at birth.
- You may not have been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid.

How Do I Document That I Am Eligible?

Title IV Eligibility

- If you have completed a 19-20 or 20-21 FAFSA and there are no further documents needed on your financial aid file, you have already demonstrated that you are Title IV eligible.
- If you have not done so, you can complete the COVID-19 Emergency Grant Request Self-Certification form that has been emailed to you from Lake Technical College. We will have to individually review your information but will do so as expeditiously as possible.

How Do I Submit the COVID-19 Emergency Grant Request form?

When you receive it in your email, you may complete it and submit online. Or, you can print it and scan it to Ms. Brie Chester, Financial Aid Specialist at chesterb@lake.k12.fl.us. If you are unable to do either, please contact Ms. Frazier via email for other options.

When Do I Submit the COVID-19 Emergency Grant Request form?

As soon as possible. The forms are being emailed to you now and the sooner you return it to us, the sooner we can work on getting your funds to you. We will be accepting the forms until June 30, 2020.

How Much Will I Receive?

If you were enrolled on March 13, 2020, as a full-time student, you will receive \$675. If you were enrolled on March 13, 2020 as a part-time student, you will receive \$340. Lake Technical College uses the definition of full-time and part-time from IPEDS (the Integrated Postsecondary Education Data System). A full-time student is enrolled for 24 or more clock hours per week. A half-time student is enrolled for less than 24 clock hours per week.

When Will I Receive these Funds?

On May 27, 2020, the first disbursement will be distributed to those who have completed a 19-20 or 20-21 FAFSA and there are no further documents needed on your financial aid file. You will receive a call and a time to pick up your check. **We will need to see your identification and you will sign a form that you received the check. DRIVE UP, STAY IN YOUR CAR. We will bring your check to you.**

If you are submitting the **COVID-19 Emergency Grant Request form**, we will review and begin disbursing funds approximately every two weeks after May 27, 2020.

Who Can Help Me If I Have a Question?

Ms. Kimberly Frazier, Dean of Student Services. Her email is frazierk@lake.k12.fl.us and her phone number is 352-589-2250, ext. 1842. She is monitoring her phone messages daily, but may not be on campus every day.

How Should I Use These Funds?

The federal government is providing these funds to you for expenses you have incurred related to the disruption of campus operations due to the COVID-19 pandemic. These expenses could include those related to housing, food, childcare, etc. If you currently owe money to Lake Technical College, these funds will NOT be applied to your bill. Lake Technical College is required by federal regulation to pay these funds directly to you, the student, without applying it to any charges owed. However, once you receive the funds, you may choose to use the funds to pay your balance. The easiest way to do that is to use "Quick Pay" on the college website. <https://laketech.revtrak.net/>