COVID-19 HIGHER EDUCATION EMERGECY RELIEF FUNDS (HEERF)
STUDENT ALLOCATION METHODOLOGY

Statue S.3548 - Coronavirus Aid, Relief, and Economic Security Act or the "CARES" Act.

The CARES Act Higher Education Emergency Relief Fund (HEERF) provides funding to Institutions of Higher Learning (IHL). Offering financial aid grants to students whose lives, and education, have been impacted negatively due to the COVID-19 Pandemic. Many students, and their families, are currently encountering financial difficulties and challenges, while struggling to make ends meet.

The key purpose for the HEERF is to assist students that have been affected by the Coronavirus (COVID-19) and help with **their expenses related to the disruption of campus operations.** Clearly stipulated in the Recipient's Funding Certification and Agreement for Grants to Students. These expenses consist of food, housing, course materials, technology, health care, and child-care expenses.

Pennco Tech has been tasked by the federal government to facilitate the disbursement of the HEERF funds. Our institution considers our students to be the lifeblood to the communities we support. For this reason, the management of Pennco Tech vows to administer this program professionally and practically. To maximize the impact of this benefit in a manner that's both efficient and fair, Pennco Tech will distribute the funds using an objective, needs-based methodology.

Pennco Tech's aspiration for the student allocation HEERF is to promote access and success for students who might not otherwise be able to afford their postsecondary education post pandemic. Since our belief coincides with the government's goals for this program, our administration supports the awarding "based on need" approach to be the most reasonable and objective way to distribute the funds. The institution has determined how the grants will be disseminated to the students, the calculated amount of each student grant, and has developed instructions to help guide the students through this process. *Please see Attachment "A" for an example in this policy.*

Financial need generally refers to financial support for IHL, it is awarded based on student or family income, household size and number in college. In this case, the Free Application for Federal Student Aid (FAFSA) generates the Expected Family Contribution (EFC) number, calculated by the methodology within an application. Amongst each individual federal application, there are greater degrees of variation in need-based aid that will occur. For determining the individual grant apportionment, our students' EFC will be incorporated as the first criteria of eligibility.

When students make a commitment to an institution of higher learning, another factor that determines the level of financial resources needed is the length of their chosen program. To incorporate this factor, program length (in hours) will be the second criteria of eligibility used for determining grant apportionment.

With criteria selected for the grant determinations, Pennco Tech derived a formula to factor both data points belonging to each student and compute a final value depicting the students grant eligibility. This formula was carefully derived based on a points system. Because Pennco Tech's two campuses were assigned funds from this program separately, each student's campus location will be the third and last factor impacting the value of their grant.

Each student will be categorized by their EFC, their current program length and campus location. The EFC is broken down and grouped into levels of 700, each group will be assigned a point value with ten (10) being the maximum allotted amount of points (the student body group with largest need). Each program has a required amount of clock hours that must be completed, along with academic criteria, for program completion. Each program will be assigned a point based on the length and amount of clock hours, six (6) being the highest amount of points.

Pennco Tech understands that the HEERF is not considered Title IV, but is aware that only students who are eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive their portion of the emergency financial aid grant. The criteria to partake in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (male students only); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

EFC ($)	POINTS TIER
0 – 999	10 points
1000 – 1999	9 points
2000 – 2999	8 points
3000 – 3999	7 points
4000 – 4999	6 points
5000 – 5999	5 points
6000 – 6999	4 points
7000 – 7999	3 points
8000 – 8999	2 points
9000 – 9999	1 point
10,000 +	0 points

PROGRAM LENGTH (Hours)	POINTS TIER
600	1
960	2
900	3
1200	4
1800	5
2100	6

Bristol Student Allocation: $333,987

Bristol Points System Example:
Active Students enrolled

Air Conditioning, Refrigeration and Heating (HVAC) Program:

Day Program:
1200 Hours – Four (4) points

EFC POINTS	PROGRAM POINTS	TOTAL POINTS PER STUDENT
Student A: 10 pts for EFC	→ 4 pts for program length	14 points total
Student B: 3 pts for EFC	→ 4 pts for program length	7 points total
Student C: 5 pts for EFC	→ 4 pts for program length	9 points total
Student D: 8 pts for EFC	→ 4 pts for program length	12 points total
Student A: 4 pts for EFC	→ 4 pts for program length	8 points total
Student B: 1 pts for EFC	→ 4 pts for program length	5 points total
Student C: 2 pts for EFC	→ 4 pts for program length	6 points total
Student D: 6 pts for EFC	→ 4 pts for program length	10 points total

Evening Program:
960 Hours – Three (3) points

EFC POINTS	PROGRAM POINTS	TOTAL POINTS PER STUDENT
Student A: 5 pts for EFC	→ 3 pts for program length	8 points total
Student B: 10 pts for EFC	→ 3 pts for program length	13 points total
Student C: 6 pts for EFC	→ 3 pts for program length	9 points total
Student D: 9 pts for EFC	→ 3 pts for program length	12 points total
Student A: 2 pts for EFC	→ 3 pts for program length	5 points total
Student B: 4 pts for EFC	→ 3 pts for program length	7 points total
Student C: 5 pts for EFC	→ 3 pts for program length	8 points total
Student D: 1 pts for EFC	→ 3 pts for program length	4 points total

ATTACHMENT 'A' Continued

Blackwood Student Allocation: $489,827

Blackwood Points System Example:
Active Students enrolled

Automotive Technology Program:

Day Program:
1800 Hours – Five (5) points

EFC POINTS	PROGRAM POINTS	TOTAL POINTS PER STUDENT
Student A: 10 pts for EFC	→ 5 pts for program length	15 points total
Student B: 3 pts for EFC	→ 5 pts for program length	8 points total
Student C: 5 pts for EFC	→ 5 pts for program length	10 points total
Student D: 8 pts for EFC	→ 5 pts for program length	13 points total
Student A: 4 pts for EFC	→ 5 pts for program length	9 points total
Student B: 1 pts for EFC	→ 5 pts for program length	6 points total
Student C: 2 pts for EFC	→ 5 pts for program length	7 points total
Student D: 6 pts for EFC	→ 5 pts for program length	11 points total

Evening Program:
1200 Hours – Four (4) points

EFC POINTS	PROGRAM POINTS	TOTAL POINTS PER STUDENT
Student A: 5 pts for EFC	→ 4 pts for program length	9 points total
Student B: 10 pts for EFC	→ 4 pts for program length	14 points total
Student C: 6 pts for EFC	→ 4 pts for program length	10 points total
Student D: 9 pts for EFC	→ 4 pts for program length	13 points total
Student A: 2 pts for EFC	→ 4 pts for program length	6 points total
Student B: 4 pts for EFC	→ 4 pts for program length	8 points total
Student C: 5 pts for EFC	→ 4 pts for program length	9 points total
Student D: 1 pts for EFC	→ 4 pts for program length	5 points total

In conclusion, the entire student body population eligible for the HEERF grant will generate points base on need, and program length. Active students enrolled at Pennco Tech are scored in the same manner as the above examples. The total points awarded to **ALL** of Pennco Tech's students is determined. By dividing the amount of HEERF funds by this grand total of points, we are able to establish how much each point is worth in terms of grant money. With this "per point" value, we can establish the grant funds assigned to each student, multiplying by number of points scored. Based off this calculation, each individual student will collect the appropriate grant amount based on their financial need. *See Attachment 'B'.*

Bristol Example:

Total student body roughly 300 students.

Approximately 7 points per student.

300 x 7 = 2,100

$333,987 / 2,100 = $159.00 per point.

Student 'A' *(HVAC day program)* **= 14 pts**
$159.00 x 14 = $2,226.00

Student 'A' will be awarded a total grant of $2,226.00 based on his/her need.

Student 'A' *(HVAC evening program*) **= 8 pts**
$159 x 8 = $1,272.00

Student 'A' will be awarded a total grant of $1,272.00 based on his/her need.

Blackwood Example:

Total student body 450 students.

Approximately 10 points per student.

450 x 10 = 4,500

$489,827 / 4,500 = $109.00 per point.

Student 'A'*(auto tech day program)* **= 15 pts**
$109.00 x 15 = $1,635.00

Student 'A' will be awarded a total grant of $1,635.00 based on his/her need.

Student 'A' *(auto tech evening program*) **= 9 pts**
$109.00 x 9 = $981.00

Student 'A' will be awarded a total grant of $981.00 based on his/her need.

Disclaimer: The mathematical data provided within this policy is for illustrative purposes only and should not be relied upon as an accurate indication of financial need. As each individual's circumstance is different, the results will vary and these statistics are not intended to reflect factual values of the points system, student enrollment numbers or the HEERF grant. We do not pledge that these calculations are accurate or complete.