

**Higher Education Emergency Relief Fund III (HEERF III) Report – ARP Emergency Financial Aid Grants to Students as of March 31, 2022**

The American Rescue Plan Act of 2021 (ARP) directs institutions receiving funds under Section 2003 of the Act to submit reports describing the use of HEERF III funds. To meet the reporting requirement, each HEERF III participating institution must post the following:

- 1.) The signed Certification and Agreement that was submitted to the Department of Education. *(Not applicable, automatic grant award to CARES Act HEERF grantees.)*
- 2.) The total allocation received for Emergency Financial Aid to Students - \$5,353,652.
- 3.) The total amount of Emergency Financial Aid distributed to students under Section 2003(7) of the ARP as of 3/31/22 - \$1,970,021.23.
- 4.) The estimated total number of students eligible to receive Emergency Financial Aid Grants under Section 2003(7) of the ARP as of 3/31/22 – 2,208 Students.
- 5.) The total number of students who have received Emergency Financial Aid Grants under Section 2003(7) of the ARP as of 3/31/22 – 1,858 Students.
- 6.) The method(s) used to determine which students receive the Emergency Financial Aid Grants and how much they would receive under Section 2003(7) of the ARP.  
*(Methodology is attached.)*
- 7.) Instructions, directions, or guidance provided to students concerning the Emergency Financial Aid Grants. *(Letters and Application Forms are attached.)*

## **HEERF III/ARP Report – Allocation Methodology for GROUPS 1-6**

**AMERICAN RESCUE PLAN HEERF III**  
**Emergency Financial Aid Grants to Students**  
**Francis Marion University**  
**May 2021**

**Summary**

ARP HEERF III Allocation for direct distribution to students

- \$5,353,652 must be distributed to students in accordance with the act.
- The Act requires institutions *"to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care)."*
- To be eligible, students must currently be enrolled, or were enrolled on or after March 13, 2020. In making financial aid grants to students, an institution of higher education **shall prioritize grants to students with exceptional need**, such as students who receive Pell Grants or with extraordinary financial circumstances.

**Allocation Methodology**

The methodology prioritizes students with exceptional financial need. The following categories and amounts have been identified as eligible for the grants as indicated. This strategy provides opportunities to assist students during the next year who demonstrate exceptional financial need. The prioritization is indicated by several factors, including size of award for each category of recipient, the overall total allocation for each category, and the exceptional need demonstrated by individual students.

1. Undergraduate students enrolled during the 2021 spring semester deemed to have exceptional need based upon inability to meet the cost of attendance during the spring term. Up to \$350,000; awards vary depending upon the individual needs of each student.
  - a. Eligible students as of 6/30/21 = 193 = \$310,263.49
2. Undergraduate students enrolled during the 2021 spring semester based upon ability to meet the cost of attendance for the upcoming term. Up to \$250,000; awards vary depending upon the individual needs of each student.
3. Undergraduate students enrolled during the 2021 fall semester based upon ability to meet the cost of attendance during the course of the term. Up to \$250,000; awards vary depending upon the individual needs of each student.
4. Undergraduate students enrolled during the 2022 spring semester based upon ability to meet the cost of attendance during the course of the term. Up to \$250,000; awards vary depending upon the individual needs of each student.
5. Undergraduate students enrolled during the 2021 fall semester based upon ability to meet the cost of attendance for the upcoming term. Up to \$250,000; awards vary depending upon the individual needs of each student.
6. Undergraduate and graduate students who demonstrate exceptional need may receive emergency financial aid grants based upon individual circumstances and needs as determined by the University administration. Up to \$150,000; awards vary depending upon the individual needs of each student.
  - a. Eligible students as of 6/30/21 = 1 = \$3,334.80

**HEERF III/ARP Report – Letters and Application Form for GROUP 1 Awardees**



FRANCIS MARION  
UNIVERSITY

## Accounting Office

843-661-1120 • FAX 843-661-1322  
PO Box 100547, Florence, SC 29502-0547  
[www.fmarion.edu/accounting](http://www.fmarion.edu/accounting)

The American Rescue Plan Act of 2021 provides Student Emergency Financial Aid to assist students with covering certain costs of attendance during the COVID-19 pandemic. Universities are permitted to provide aid to students who have experienced exceptional need. Francis Marion University has developed a plan to identify such students who may be eligible to receive these emergency financial aid grants.

The legislation provides that *emergency financial aid grants may be used by students for any component of their cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. Students determine how they may use their emergency financial aid grant within the allowable uses.*

Based upon a review of your account and file, the university has determined that you are an eligible recipient and have been awarded a one-time disbursement of funds in the amount of \$ Amount from the University's Student Emergency Financial Aid program under the American Rescue Plan.

This disbursement represents the past due balance you currently owe the University. To continue enrollment at FMU, the past due balance you owe must be satisfied. If you choose to use these funds to pay your existing past due balance, simply complete this form and submit it as instructed. Please note you must meet academic requirements in order to re-enroll. If you have questions about your academic status, please contact the Center for Academic Success and Advisement (CASA) at (843)661-1400. If you choose not to use these funds to pay your past due balance and be eligible for re-enrollment, a check will be issued to you for this amount. However, not paying the past due balance will result in your account remaining in arrears and collectible. Additionally, you are not able to continue enrollment until the debt is satisfied. In order to process the disbursement, you must complete this form. You can complete the form online at <https://www.fmarion.edu/accounting/heerfiii/> for electronic submission.



FRANCIS MARION  
UNIVERSITY

## Accounting Office

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[www.fmarion.edu/accounting](http://www.fmarion.edu/accounting)

The American Rescue Plan provides opportunities for students experiencing exceptional need to continue their enrollment and pursue a college degree. If you believe your financial aid eligibility has been impacted by changes to your family's income, the FMU Office of Financial

Assistance can reassess your situation to determine if you are eligible for additional financial aid. Furthermore, you may be eligible for future disbursements of student emergency aid from the ARP to assist with cost of attendance during the 2021 Fall and 2022 Spring semesters.

If you have questions or need assistance with completing the form, please contact the FMU Cashiers Office at (843)661-1596. To credit these funds to your account or to receive them directly, you must complete this form, which may be completed electronically or at the Cashier's Office in the Stokes Administration Building room 104. If you request a check, it must be picked up from the Cashier's Office. The Cashier's Office is open Monday-Thursday from 8:00 a.m. until 5:30 p.m., and on Friday between 8:00 a.m. and 12:00 noon. Credits to outstanding account balances will be applied within one week and checks will be ready for pick-up within two weeks following the successful submission of the form. To be considered, please submit the form no later than August 1, 2021.

Sincerely,

*Ashley Owens*

Director of Financial Services and Student Accounts

# HEERF III STUDENT FORM

Under the guidelines of the ARP, emergency financial aid grants may be used by students for any component of their cost of attendance or for emergency costs that arise due to corona virus, such as tuition, food, housing, health care (including mental health care) or child care. Students determine how they may use their emergency financial aid grant within the allowable uses.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I authorize Francis Marion University to apply this Emergency Financial Grant to my student account to satisfy the outstanding past due balance\*.

☐ Yes

☐ No

## \*Terms and Conditions

To continue enrollment at FMU, the past due balance you owe must be satisfied. If you choose to use these funds to pay your existing past due balance, simply complete this form and submit it as instructed. Please note you must meet academic requirements in order to re-enroll. If you choose not to use these funds to pay your past due balance and be eligible for re-enrollment, a check will be issued to you for this amount. However, not paying the past due balance will result in your account remaining in arrears and collectible. Additionally, you are not able to continue enrollment until the debt is satisfied. In order to process the disbursement, you must complete this form.

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



**FRANCIS MARION UNIVERSITY**  
**ACCOUNTING OFFICE**

PO Box 100547  
Florence, SC 29502

**HEERF III/ARP Report – Letter for GROUP 2 Awardees**

The American Rescue Plan Act of 2021 provides Student Emergency Financial Aid to assist students with covering certain costs of attendance during the COVID-19 pandemic. Universities are permitted to provide aid to students who have experienced exceptional need. Francis Marion University has developed a plan to identify such students who may be eligible to receive these emergency financial aid grants.

*The legislation provides that emergency financial aid grants may be used by students for any component of their cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. Students determine how they may use their emergency financial aid grant within the allowable uses.*

The American Rescue Plan provides opportunities for students experiencing exceptional need to continue their enrollment and pursue a college degree. Based upon a review of your account and 2021-22 Pell eligibility, the university has determined that you are an eligible recipient and have been awarded a one-time disbursement of funds in the amount of \$985 from the University's Student Emergency Financial Aid program under the American Rescue Plan.

In order to receive these funds you must complete a request form in the Cashier's Office (Stokes Administration Building, Room 104). The Cashier's Office is open Monday -Thursday from 8:00 a.m. until 5:30 p.m., and on Friday between 8:00 a.m. and 12:00 noon.

Sincerely,

Kim Ellisor

Director of Financial Assistance

**HEERF III/ARP Report – Letter/Email for GROUP 3 Awardees**

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**From:** Kim M. Ellisor <[KEllisor@FMARION.EDU](mailto:KEllisor@FMARION.EDU)>  
**Sent:** Thursday, September 16, 2021 8:58 AM  
**To:** Student Name  
**Cc:** Crystal Patrick <[crystal.patrick@fmarion.edu](mailto:crystal.patrick@fmarion.edu)>  
**Subject:** HEERF III (ARPG3) Application Decision  
**Importance:** High

Your application for Student Coronavirus Emergency Grant Fund (ARPG3) was reviewed by the *Committee*. Your application was approved for the amount of \$2000. Please contact Crystal Patrick, Accountant, at 843-661-1129 to be advised about your next step.

With Patriot Pride,

Kim M. Ellisor-Powell, MBA  
Director of Financial Assistance  
Francis Marion University

**HEERF III/ARP Report – Letter/Email and Application Form for GROUP 4 Awardees**

The American Rescue Plan Act of 2021 provides Student Emergency Financial Aid to assist students with covering certain costs of attendance during the COVID-19 pandemic. Universities are permitted to provide aid to students who have experienced exceptional need. Francis Marion University has developed a plan to identify such students who may be eligible to receive these emergency financial aid grants.

The legislation provides that *emergency financial aid grants may be used by students for any component of their cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. Students determine how they may use their emergency financial aid grant within the allowable uses.*

The American Rescue Plan provides opportunities for students experiencing exceptional need to continue their enrollment and pursue a college degree. Based upon a review of your account, the university has determined that you are an eligible recipient and have been awarded a one-time disbursement from the University's Student Emergency Financial Aid program under the American Rescue Plan. Your award amount cannot be provided over the phone but can be viewed on your Patriot Portal.

Your funds are available now. In order to receive these funds you must complete a *HEERF Request Form* in the Cashier's Office (Stokes Administration Building, Room 104) during regular office hours. The Cashier's Office is open Monday - Friday from 8:30 a.m. until 5:00 p.m.

With Patriot Pride,

Kim M. Ellisor, MBA  
Director of Financial Assistance

**HEERF III/ARP Report – Letter/Email for GROUP 5 Awardees**

**From:** Kim M. Ellison  
**Sent:** Friday, December 3, 2021 9:27 AM  
**Subject:** Award Notification: Spring '22 American Rescue Plan Grant (ARPG5)  
**Importance:** High

The *American Rescue Plan Act of 2021* provides Student Emergency Financial Aid to assist students with covering certain costs of attendance during the COVID-19 pandemic. Universities are permitted to provide aid to students who have experienced exceptional need. Francis Marion University has developed a plan to identify such students who may be eligible to receive these emergency financial aid grants.

The legislation provides that emergency financial aid grants may be used by students for any component of their cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. Students determine how they may use their emergency financial aid grant within the allowable uses.

The *American Rescue Plan* provides opportunities for students experiencing exceptional need to continue their enrollment and pursue a college degree. Based upon a review of your account, the university has determined that you are an eligible recipient and, therefore, have been awarded a one-time disbursement from the University's Student Emergency Financial Aid program under the *American Rescue Plan*.

Due to *FERPA (Family Educational Rights and Privacy Act)*, neither your award nor the amount of the award can be discussed over the phone.

**Next Steps:**

- Sign in to your Patriot Portal to view the amount of the award
- Go to the Cashiers office (Stokes Administration Bldg Room 104) to sign the *HEERF III Student Acceptance Form*

For questions concerning the process, contact the Cashiers office at 843-661-1596.

**HEERF III/ARP Report – Letter/Email and Application Form for GROUP 6 Awardees**

The American Rescue Plan Act of 2021 provides Student Emergency Financial Aid to assist students with covering certain costs of attendance during the COVID-19 pandemic. Universities are permitted to provide aid to students who have experienced exceptional need. Francis Marion University has developed a plan to identify such students who may be eligible to receive these emergency financial aid grants.

*The legislation provides that emergency financial aid grants may be used by students for any component of their cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. Students determine how they may use their emergency financial aid grant within the allowable uses.*

The American Rescue Plan provides opportunities for students experiencing exceptional need to continue their enrollment and pursue a college degree. Based upon a review of your account, the university has determined that you are an eligible recipient and have been awarded a one-time disbursement from the University's Student Emergency Financial Aid program under the American Rescue Plan. Your award amount cannot be provided over the phone but can be viewed on your Patriot Portal.

**Your funds are available now. In order to receive these funds you must complete a HEERF Request Form in the Cashier's Office (Stokes Administration Building, Room 104) during regular office hours. The Cashier's Office is open Monday - Friday from 8:30 a.m. until 5:00 p.m.**

With Patriot Pride,

Kim M. Ellisor, MBA  
Director of Financial Assistance

**ARPG only approval:**

**To:** student email

**Cc:** Madison Williams; Kim Ellisor

**Subject:** Student Name and ID number HEERF III (ARPG3 of 6) Application Decision

**importance:** High

Your application for Student Coronavirus Emergency Grant Fund (ARPG6) was reviewed by the *Committee*. Your application has been **approved**.

Due to *FERPA (Family Educational Rights and Privacy Act)*, neither your award nor the amount of the award can be discussed over the phone.

**Next Steps:**

- Sign in to your Patriot Portal to view the amount of the award
- Monitor your Patriot Portal for indication that the check for the grant has been processed (usually 1 – 2 business days)
- Once your check is processed, go to the Cashiers office (Stokes Administration Bldg Room 104) to sign the *HEERF III Student Acceptance Form*

For questions concerning the process, contact the Cashiers office at 843-661-1596.

With Patriot Pride,

**Book Card and ARPG funds approval:**

**To:** student email

**Cc:** Madison Williams; Kim Ellisor

**Subject:** Student Name and ID number HEERF III (ARPG6) Application Decision

**Importance:** High

Your application for Student Coronavirus Emergency Grant Fund (ARPG6) was reviewed by the *Committee*. The *Committee* approved for you to receive both book cards and HEERF III funds to assist with your expenses.

Due to *FERPA (Family Educational Rights and Privacy Act)*, neither your award nor the amount of the award can be discussed over the phone.

**Next Steps:**

- Sign in to your Patriot Portal to view the amount of the award
- Monitor your Patriot Portal for indication that the check for the grant has been processed (usually 1 – 2 business days)
- Once your check is processed, go to the Cashiers office (Stokes Administration Bldg Room 104) to sign the *HEERF III Student Acceptance Form*

For questions concerning the process, contact the Cashiers office at 843-661-1596.

With Patriot Pride,

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**From:** Kendall Kiker <[kendall.kiker@fmarion.edu](mailto:kendall.kiker@fmarion.edu)>  
**Sent:** Wednesday, September 29, 2021 11:25 AM  
**To:** Student Name  
**Cc:** Crystal Patrick <[crystal.patrick@fmarion.edu](mailto:crystal.patrick@fmarion.edu)>; Kim M. Ellisor <[KEllisor@FMARION.EDU](mailto:KEllisor@FMARION.EDU)>  
**Subject:** HEERF III (ARPG6) Application Decision  
**Importance:** High

Your application for Student Coronavirus Emergency Grant Fund (ARPG6) was reviewed by the *Committee*. Your application has been approved.

Due to *FERPA (Family Educational Rights and Privacy Act)*, neither your award nor the amount of the award can be discussed over the phone.

**Next Steps:**

- Sign in to your Patriot Portal to view the amount of the award
- Monitor your Patriot Portal for indication that the check for the grant has been processed (usually 1 – 2 business days)
- Once your check is processed, go to the Cashiers office (Stokes Administration Bldg Room 104) to sign the *HEERF III Student Acceptance Form*

For questions concerning the process, contact the Cashiers office at 843-661-1596.

With Patriot Pride,

Mr. Kendall Kiker, MFA  
Student Services Counselor, Financial Assistance  
Francis Marion University  
843-661-1275

## Francis Marion University Student Coronavirus Emergency Grant Fund

The American Rescue Plan (ARP) Act of 2021 provides Student Emergency Financial Aid to assist students with covering certain costs of attendance during the COVID-19 pandemic. Universities are permitted to provide aid to students who have experienced exceptional need. By filling out this application, you are indicating that you meet the exceptional need criteria.

To apply for grant funding, please complete and submit this form and return to the Office of Financial Assistance. A committee will review your application and reply promptly to your request for funding. Grant funding is limited and will be allocated upon a needs-basis until all funds are depleted.

Please note that any ARP emergency financial aid grant may be used by students for any component of their cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, healthcare (including mental healthcare) or childcare. Students determine how they may use their emergency financial aid grant within the allowable uses.

### Emergency Grant Application

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Home Street Address \_\_\_\_\_

Home City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ FMU Email \_\_\_\_\_

Please describe the circumstances and costs that have led you to have exceptional need (examples include but are not limited to COVID-related expenses, reduced income, medical bills, increased living expenses, etc.).

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Applicant Signature \_\_\_\_\_

Grant Funding Applications may be submitted to the Office of Financial Assistance, SAB 117, 843-661-1190, [finasst@fmarion.edu](mailto:finasst@fmarion.edu)

**HEERF III/ARP Report – Letter/Email and Application Form for Coronavirus Emergency Relief Fund Committee Awardees**

**From:** Latasha D. Brand <[LBrand@FMARION.EDU](mailto:LBrand@FMARION.EDU)>  
**Sent:** Monday, January 10, 2022 9:18 AM  
**To:** Latasha D. Brand <[LBrand@FMARION.EDU](mailto:LBrand@FMARION.EDU)>  
**Subject:** Coronavirus Emergency Relief Fund Information

Dear Students,

President Carter has appointed a committee to develop a Coronavirus Emergency Relief Fund to support those who may be experiencing need directly related to the Coronavirus pandemic.

The following staff members will serve on the committee: Cheri Richardson, Alley Steadman, and LaTasha Brand.

Faculty, staff, and students will need to document their specific need for eligibility to be considered. Requests should contain specific information about current financial needs for which relief is sought and how it is directly related to COVID-19. We will accept individual requests of assistance up to \$250 per current FMU faculty, staff, or student. Guidelines are listed on the request form.

You may submit a request by completing the application form at the following link:  
<https://www.fmarion.edu/covid19/coronavirus-emergency-relief-fund-application/>

If you do not have the means to file a request electronically, you can complete the attached document and email/submit to any committee member. Paper copies of the application form will also be available in the offices of the committee members:

- [Cheri Richardson](#) Finance & Facilities suite SAB 107, office ext. 1115
- [Alley Steadman](#) Provost suite, SAB 115, office ext. 1284
- [LaTasha Brand](#) Student Life UC 205, office ext. 1229

Relief fund applicants will need to provide an email address and phone number in case the committee needs additional information.

Applications will be reviewed and acted on as they are received.

Thank you,

LaTasha Brand

 LaTasha Brand  
Dean of Students  
Francis Marion University  
(843) 661-1229  
(843) 661-1373 Fax  
[lbrand@fmarion.edu](mailto:lbrand@fmarion.edu)

**Francis Marion University**  
**Coronavirus Emergency Relief Fund for FMU Faculty, Staff, & Students**

FMU is administering an emergency relief fund for current members of the FMU Faculty or Staff and current FMU students who are experiencing difficulties directly related to the Coronavirus disease. To apply, please complete and submit application form to Cheri Richardson, Alley Steadman, or LaTasha Brand for consideration by the committee.

Applicants may choose to complete the application online at the following link  
<https://www.fmarion.edu/covid19/coronavirus-emergency-relief-fund-application/>

You may also email the completed request form, or it may be given directly to a committee member.

Coronavirus Emergency Relief Fund grants will be considered within the following guidelines:

- Applications may be submitted by current FMU faculty, staff, or students;
- Applicants must be experiencing a current need directly related to COVID-19 and will need to document the need for eligibility;
- Requests without supplemental income will be given special consideration;
- The committee will review each application and contact applicants if additional information is needed;
- Funds will be awarded up to \$250 per documented request;
- All requests will be handled with discretion and confidentiality.
- The committee will prioritize relief fund requests from students to provide emergency funds for expenses directly related to coronavirus (expenses such as food, temporary housing, course materials, technology, health care, and childcare). Tuition and fee support is not provided through this process; students with tuition and/or fee difficulties will be directed to the Financial Assistance office;
- Faculty and/or staff will need to show documented need of COVID-19 related expenses;
- By submitting a relief fund request, applicants affirm their need and that funds will be used for those documented purposes.

**Coronavirus Emergency Relief Fund Application**

Name \_\_\_\_\_

Circle Applicant Type:      Faculty                  Staff                  Student

Department \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Please provide a description of your need: (use the back of this form if additional space is needed)

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Total amount requested (up to \$250) \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Grant Fund applications may be submitted to any committee member, including:

- Cheri Richardson, Finance & Facilities office, SAB 107, office ext. 1115, [crichardson@fmarion.edu](mailto:crichardson@fmarion.edu)
- Alley Steadman, Provost office, SAB 115, office ext. 1284, [asteadman@fmarion.edu](mailto:asteadman@fmarion.edu)
- LaTasha Brand, Student Life office, UC 205, office ext. 1229, [lbrand@fmarion.edu](mailto:lbrand@fmarion.edu)