



**CRRSAA FUNDS REPORT FOR STUDENT PORTION OF 18004(a)(1)  
Quarter ending 3/30/21 and FINAL**

1. Southwestern College signed and returned to the Department of Education the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50% of the funds received under Section 18004(a)(1) of the CRRSAA Act to provide Emergency Financial Aid Grants to Students.
2. Southwestern College received \$22,696 from the Department of Education for Emergency Financial Aid Grants to Students from the CRRSAA Act.
3. As of June 30, 2021, the total funds of \$22,696 had been granted to students as Emergency Financial Aid Grants under Section 18004(a)(1) of the CRRSAA Act.
4. The estimated total number of students who were eligible to receive Emergency Financial Aid Grants equals is 93.
5. The total number of students who received an Emergency Financial Aid Grant under the student portion of Section 18004(a)(1) of the CRRSAA Act is 26.
6. Responsibility for managing the application process was assigned to the Dean of the College. The Dean of the College used the same methodology developed for the CARES Act grants by a team of one student, one board member, one faculty member, and two staff members. The following method was used to determine which students received Emergency Financial Aid Grants and how much they received:
  - Every student who made a request and was enrolled for the Spring 2021 quarter received funding.
  - If the request was under \$1,000, it was funded at 100% of the requested amount.
  - If the request was \$1,000 or more, \$1,000 was granted.
7. All students enrolled in Spring 2021 quarter were emailed information about the CRRSAA Act funds and how to apply for an emergency grant. (Appendix A, February 3, 2021 email to students)

Students applied for funds. (Appendix B, Application Form)

Students were notified they received a grant. (Appendix C, sample award notification email)

**Subject:** Student Emergency Funds: Call for Applications  
**Date:** Wednesday, February 3, 2021 at 10:20:24 AM Mountain Standard Time  
**From:** Sent From Populi  
**To:** Virginia Padilla Vigil  
**Attachments:** HEERF CRRSAA Information & Application Instructions.docx

Dear Students,

In December of 2020, the U.S. Department of Education allocated additional funds through the Higher Education Emergency Relief Fund (HEERF II) from the new Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) to provide emergency grants to students. These funds are to be distributed to students for any component of the student's cost of attendance or for emergency costs that arise due to the coronavirus pandemic, such as tuition and fees, food, housing, transportation, course materials, technology, health care (including mental health), or childcare. CRRSAA requires that institutions prioritize students with exceptional need.

More details about eligibility and the application process are included in the application instructions below (and attached). After reading the information included in the application instructions, please reach out to me if you have any questions. I am coordinating the process, but I am not involved in the decision-making process.

Most Sincerely,

Virginia Padilla-Vigil, Ph.D., Dean of the College

## Application

### **Student Emergency Funds: Higher Education Emergency Relief Fund (HEERF II) from the new Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)**

**Application Due Date:** March 1, 2021

**Allocation:** In December of 2020, the U.S. Department of Education allocated additional funds through the Higher Education Emergency Relief Fund (HEERF II) from the new Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) to provide emergency grants to students.

**Distribution of Funds:** These funds are to be distributed to students for any component of the student's cost of attendance or for emergency costs that arise due to the coronavirus, such as food, housing, transportation, course materials, technology, health care (including mental health care), or childcare. CRRSAA requires that institutions prioritize students with exceptional need.

**Eligibility:** Students enrolled at least part-time (4.5 or more units) in a degree-seeking program in the Winter 21 quarter who establish a need are eligible. As part of the application process, students must also certify that they:

- do not owe a refund on grants previously received at any institution;
- are not in default on any loan from a student loan fund at any institution;
- are a U.S. Citizen; and
- have not been convicted of or have pled nolo contendere or guilty to a crime involving fraud in obtaining funds from the federal government.

**Review of Applications:** Applications will be reviewed anonymously - the applicant's name will be removed before the committee reviews the application. The committee will include 4 people - one faculty member, one Board member, one student who will not be applying for funds, and one staff member.

**Timeline:** Applications will be reviewed by March 15, 2021. Students will receive an award letter by March 22<sup>nd</sup> and funds will be disbursed by April 1<sup>st</sup>.

If you have any questions, please do not hesitate to reach out to me via phone (505.467.6821) or email: [vpvigil@swc.edu](mailto:vpvigil@swc.edu).

To apply [click here](#).

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Populi sent this message to 204 recipients

# Student Emergency Funds: HEERF II from the CRRSAA

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If you have any questions, please do not hesitate to reach out to me via phone (505.467.6821) or email: [vpvigil@swc.edu](mailto:vpvigil@swc.edu) (<mailto:vpvigil@swc.edu>).

\* Required

1. Last Name \*

2. First Name \*

3. Are you currently receiving financial aid? \*

Yes

No

4. Program of Study \*

M.A. in Counseling (Clinical Mental Health)

M.A. in Art Therapy/Counseling

Post M.A. in Art Therapy for Clinical Professionals

M.A. in Consciousness in Action

5. Are you enrolled in at least 4.5 units? Note: to be eligible for these funds, you must be enrolled in at least 4.5 units. \*

Yes

No

6. Please rank the following in terms of severity/immediacy of need for financial assistance: \*

	No Need	Low Need	Medium Need	Significant Need	Not Applicable
Food	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course Materials (art supplies, books, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology (hardware, software, access to Internet, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Care (including mental health care)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Amount requested for food. (If no need, please put 0) \*

8. Amount requested for housing (If no need, please put 0) \*

9. Amount requested for Course Materials (If no need, please put 0) \*

10. Amount requested for technology (If no need, please put 0) \*

11. Amount requested for health care (If no need, please put 0) \*

12. Amount requested for child care (If no need, please put 0) \*

13. Amount requested for transportation (If no need, please put 0) \*

14. Please describe your situation (e.g. loss of income, illness, increased need...) and how these funds would support you so that we may understand your particular needs as identified above. \*

## Certifications

15. Do you currently owe a refund on grants previously received at any institution?

Yes

No

16. Are you currently in default on any loan from a student loan fund at any institution?

Yes

No

17. Are you a U.S. citizen?

Yes

No

18. Have you been convicted of or have pled nolo contendere or guilty to a crime involving fraud in obtaining funds from the federal government?

Yes


No

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## APPENDIX C

**From:** [Christy Martinez](#)  
**To:** [Allison Frank](#)  
**Subject:** FW: Financial Aid Package  
**Date:** Monday, July 12, 2021 3:39:12 PM  
**Attachments:**   
[image001.png](#)

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**From:** Christy Martinez  
**Sent:** Wednesday, March 24, 2021 1:51 PM  
**To:**   
**Cc:** Virginia Padilla Vigil <[vpvigil@swc.edu](mailto:vpvigil@swc.edu)>  
**Subject:** Financial Aid Package

Dear Haley,

Thank you for your application for financial assistance through the Higher Education Emergency Relief Fund (HEERF II) from the new Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). These funds are to be used for any component of your cost of attendance or for emergency costs that have arisen due to the Coronavirus such as food, housing, transportation, course materials, technology, health care (including mental health care), and childcare.

I will be processing your award in the amount of \$1,000 today, funds will be disbursed on March 26<sup>th</sup> (if you don't have direct deposit, a check will be mailed to your address listed in Populi).

On behalf of the administration, faculty, and staff at Southwestern College, we hope that you find these funds helpful in meeting your needs in this challenging time.

Should you have questions, please do not hesitate to reach out.

Best wishes,

Christy

SOUTHWESTERN  
COLLEGE &

NEW EARTH  
INSTITUTE



Christy Martinez  
Financial Aid Administrator  
3960 San Felipe Road  
Santa Fe, NM 87507  
(505) 467- 6806

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