

**Northwest University – Department of Education – CRRSAA and ARPA Funding  
HEERF (Higher Education Emergency Relief Fund) Reporting Disclosure under Section 314(a)(1)**

**CRRSAA Funding Report**

On January 17, 2021, Northwest University received authorization and funding from the Department of Education (DOE) for \$2,038,034 as part of the Higher Education Emergency Relief Fund (HEERF II) authorized by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). The CRRSAA requires schools to spend at least the same dollar amount on student grants as was required under the CARES Act, and the remaining funds must be used by the school to help defray expenses or lost revenue associated with coronavirus.

Northwest University received a total of \$6,721,940 under the three different rounds of HEERF funding. Of this amount \$2,972,239 was for student assistance grants and \$3,749,701 was for institutional use.

**STUDENT ASSISTANCE GRANT**

The emergency financial aid funding for students of \$537,781, was authorized and received on January 17, 2021 and distributed 100% on March 8, 2021 to 639 eligible students out of 1,831 students currently enrolled in Spring semester. The decision was made to award funds to each undergraduate and graduate student meeting the following criteria as of February 19<sup>th</sup>, 2021.

- Exceptional financial need as determined by their 2020-2021 FAFSA Expected Family Contribution (EFC) that fell within the Pell-eligible EFC range of \$0 to \$5,711.
- Continued enrollment in Spring term 2021.
- Degree-seeking student.
- U.S. Citizen or Eligible Noncitizen.

Each student meeting the criteria received a grant on a sliding scale ranging from \$169.01 to \$1,014.04.

<b>Award Tier</b>	<b>EFC Range</b>	<b>Grant Amount</b>
Tier 1	\$0 – \$999	\$1,014.04
Tier 2	\$1,000 – \$1,999	\$ 845.04
Tier 3	\$2,000 – \$2,999	\$ 676.03
Tier 4	\$3,000 – \$3,999	\$ 507.02
Tier 5	\$4,000 – \$4,999	\$ 338.01
Tier 6	\$5,000 – \$5,711	\$ 169.01

The students were notified via email on March 3, 2021. We processed the refunds through our third-party refund provider, NelNet on March 8, 2021, either as a direct deposit or a physical check.

As of December 31, 2021, there are still 6 physical checks outstanding. Our Student Financial Services office will be following up with these students to encourage them to deposit the checks or let us know the check has been lost so we can reissue a check to them. Students will be given a deadline for

response, and any checks still outstanding after that deadline has passed will be reallocated to other eligible students.

### **INSTITUTIONAL GRANT**

The remaining allocation of \$1,500,253 was authorized and received on January 17, 2021 by Northwest University as their institutional grant. On March 4, 2021 there was an initial drawdown of \$264,634 and an additional drawdown of \$1,235,619 was made on March 31, 2021. These drawdowns were used to reimburse the institution for the following COVID related expenses and lost revenue.

- \$837,218 was reimbursement for offsite student housing used to de-densify student housing, as well as provide quarantine and isolation housing as needed.
- \$439,978 lost revenue related to Fall student housing.
- \$197,539 was reimbursement for housing refunds given to students in 2020 when COVID restrictions caused the students to move out of campus housing. This amount is in addition to the amount taken under HEERF I of the CARES Act, as HEERF I funds did not fully cover these refunds.
- \$9,580 was reimbursement for additional labor to support HyFlex classrooms and to provide meal delivery to students in quarantine and isolation.
- \$15,938 for COVID supplies and indirect cost recovery.

### **ARPA Funding Report**

#### **(1) Acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used the applicable amount of funds to provide Emergency Financial Aid Grants to Students.**

On May 24, 2021, Northwest University received authorization and funding from the Department of Education (DOE) for \$1,896,677 as part of the Higher Education Emergency Relief Fund (HEERF III) authorized by the American Rescue Plan Act (ARPA), for emergency financial aid funding for students. On May 25, 2021, Northwest University received authorization and funding from the Department of Education (DOE) for \$1,711,667 as part of the Higher Education Emergency Relief Fund (HEERF III) authorized by the American Rescue Plan Act (ARPA), for institutional use. The institution has used the funds designated for Emergency Financial Aid Grants to Students to issue grants to students. The University completed all required acknowledgements and certifications.

Northwest University received a total of \$6,721,940 under the three different rounds of HEERF funding. Of this amount \$2,972,239 was for student assistance grants and \$3,749,701 was for institutional use.

### **STUDENT ASSISTANCE GRANT**

#### **(2) The total amount of funds that the institution received from the Department for Emergency Financial Aid Grants to Students.**

Northwest University received a total of \$1,896,677 for Emergency Financial Aid Grants to Students.

**(3) The total amount of Emergency Financial Aid Grants distributed to students as of the date of submission.**

Northwest University has distributed a total of \$1,896,677 in Emergency Financial Aid Grants to Students.

**(4) The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students.**

The total number of students who were eligible to receive an Emergency Financial Aid Grant was 1,163.

**(5) The total number of students who have received an Emergency Financial Aid Grant to students.**

The total number of students who received an Emergency Financial Aid Grant was 1,143.

**(6) The methods used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive.**

Northwest University developed an award distribution plan consisting of automatic awards and application-based awards.

Automatic Awards (for Pell Grant recipients)

Students who met the minimum eligibility criteria below were automatically eligible to receive an emergency financial aid grant:

- Enrolled at Northwest University on or after March 13, 2020, the date of declaration of the COVID–19 national emergency; and
- Received a Federal Pell Grant award during the 2019/2020, 2020/2021, or 2021/2022 award year.

Application-Based Awards

Students who met the minimum eligibility criteria below were notified to complete an application to be considered for an emergency financial aid grant:

- Enrolled at Northwest University on or after March 13, 2020, the date of declaration of the COVID–19 national emergency; and
- Experienced extraordinary financial circumstances related to the COVID–19 pandemic during their time of enrollment at Northwest University.

All students who did not receive a Federal Pell Grant award during a relevant award year and who were enrolled at Northwest University on or after March 13, 2020, were sent an email with a link to the application. Students who met the established eligibility criteria and wished to apply for the HEERF grant were advised to sign into their Eagle account (Northwest’s intranet site), to complete the application. Applications had to be submitted no later than July 15, 2021.

Based on our allocation and wanting to fund all enrolled Pell Grant recipients, we capped the highest amount given to applicants at the same amount given to Pell Grant recipients. Applicants who reported \$1,500 or less in COVID-related expenses received the amount they requested (\$100, \$500 or \$1,500). Applicants who reported \$2,500 or more in COVID-related expenses received the same amount as Pell Grant recipients (\$1,672.31).

As a result, 1,106 students received \$1,672.31 and 37 students received between \$100 - \$1,500 (based on the amount requested in their application).

### **(7) Instructions provided by the institution to students concerning the Emergency Financial Aid Grants.**

The email below was sent to all students who were enrolled at Northwest University on or after March 13<sup>th</sup>, 2020.

*Dear STUDENT,*

*In response to the ongoing financial challenges caused by the COVID–19 global pandemic, the government has authorized a third round of **Higher Education Emergency Relief Funds (HEERF III)** as part of the **American Rescue Plan (ARP)**. These emergency funds are intended to support students and universities to ensure learning continues during the pandemic and are in addition to funds previously authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).*

*A portion of the HEERF III funding must be used to provide emergency financial aid grants to students to assist with unexpected expenses they may be facing because of the pandemic. **New regulations have expanded eligibility to include non-U.S. citizens**, such as refugees, asylum seekers, Deferred Action for Childhood Arrivals (DACA) recipients, other DREAMers, and similar undocumented students. When awarding these emergency grant funds, schools must prioritize students with **exceptional financial need**. To do so, Northwest University has developed an award distribution plan consisting of **automatic awards** and **application-based awards**.*

#### **HEERF III Award Distribution Plan**

##### **Automatic Awards (for Pell Grant recipients)**

*Students who meet the minimum eligibility criteria below are **automatically eligible** to receive an emergency financial aid grant:*

- *Enrolled at Northwest University on or after March 13, 2020, the date of declaration of the COVID–19 national emergency; and*
- *Received a Federal Pell Grant award during the 2019/2020, 2020/2021, or 2021/2022 award year.*

##### **Application-Based Awards**

Students who meet the minimum eligibility criteria below may **complete an application** to be considered for an emergency financial aid grant:

- Enrolled at Northwest University on or after March 13, 2020, the date of declaration of the COVID–19 national emergency; and
- Experienced extraordinary financial circumstances related to the COVID–19 pandemic during their time of enrollment at Northwest University.

Non-Pell Grant recipients who wish to apply for the HEERF grant must sign into their Eagle account\* to complete the application at <https://eagle.northwestu.edu/my-financial-aid/2021/>.

**Applications must be submitted no later than July 15, 2021.** Applications received after the deadline may be reviewed and considered for funding at a later date, if funding remains. Due to grant distribution limitations, assistance is subject to availability of funds and award amounts will be determined based on the volume of applications received. Northwest University cannot guarantee that HEERF III awards will meet all of a student’s added expenses and may not be able to provide awards to all applicants.

\*Students who are unable to sign in to their Northwest University Eagle account should contact the IT Helpdesk at [help@northwestu.edu](mailto:help@northwestu.edu) for assistance.

### **Signed Up For Nelnet?**

If eligible for a HEERF grant, these funds will be applied directly to your student account and processed as a refund through **Nelnet**. If you have a balance owing on your student account at that time, you will still receive the full grant amount as we will not be applying this payment to any outstanding balance.

- **If you have already signed up for Nelnet** – The grant will be refunded to you based on the method you have previously chosen. If you would like to change your selected refund preference with Nelnet, log onto your Eagle Account and click on “Manage Refunds” to update your preferred method of refund today. **We encourage you to use direct deposit as that is the quickest way to receive the funds.** If you have chosen to have a check sent, please check your permanent address on Eagle to ensure it is correct.
- **If you have not yet signed up for Nelnet** – Please sign into your Eagle Account and click on “Manage Refunds” to enroll today. From this site, you can enter your preferred method of refund (direct deposit, deposit to a reloadable credit card or a paper check by mail). **We encourage you to use direct deposit as that is the quickest way to receive the funds.** If you choose to have a check sent, please check your permanent address on Eagle to ensure it is correct.

### **Have Your Financial Circumstances Changed?**

A provision included in the American Rescue Plan (ARP) requires institutions receiving aid from the Higher Education Emergency Relief Fund (HEERF III) to make financial aid applicants aware of the opportunity to request an adjustment to the cost of attendance or values used in calculating the expected family contribution (EFC) to reflect changes in economic circumstances.

**Special circumstances may include:**

- Recent unemployment of a family member or an independent student;
- Medical, dental, or nursing home expenses not covered by insurance;
- Unusually high childcare or dependent care costs;
- A change in housing status that results in an individual being [homeless](#); or
- A student or family member who is a [dislocated worker](#);
- Tuition expenses at an elementary or secondary school;
- Other changes in a family's income, a family's assets or a student's status.

If you or your family's financial situation has changed significantly from what is currently reflected on your Free Application for Federal Student Aid (FAFSA), please review and complete the appropriate [Special Circumstances Form](#) to determine if you may qualify to have your financial aid adjusted.

- If your changes were to **2020** income, complete the [Special Circumstances Form - 2020 Income](#).
- If your changes were to **2021** income, complete this [Special Circumstances Form - 2021 Income](#).

**Important notes:**

- **You must still be enrolled to request a financial aid adjustment. Student Financial Services cannot process a request that is submitted after you are no longer enrolled for the award year.**
- Not all requests will result in increased financial aid.
- Financial aid adjustment requests are reviewed by Student Financial Services and determinations are made on a case-by-case basis, on the basis of adequate documentation.

If you have questions about the Special Circumstances Form, please [contact](#) Student Financial Services to discuss how your current financial situation has changed and the possibility of having your financial aid adjusted.

Sincerely,

Student Financial Services

Phone: 425-889-5210

Fax: 425-889-5224

[studentfinancialservices@northwestu.edu](mailto:studentfinancialservices@northwestu.edu)

At the end of December 2021, there were 30 checks outstanding of the 1,143 awards made to students under the HEERF III program. Our Student Financial Services office will be following up with these students to encourage them to deposit the checks or let us know the check has been lost so we can reissue a check to them. Students will be given a deadline for response, and any checks still outstanding after that deadline has passed will be reallocated to other eligible students.

## **INSTITUTIONAL GRANT**

Northwest University will use the institutional allocation of \$1,711,667 to cover lost revenue due to the COVID pandemic, as well as direct costs for purchasing supplies and labor related to the pandemic and

to provide quarantine and isolation housing. Drawdowns of these funds will be made after the student assistance grants are distributed. As of December 31, 2021, Northwest University has made two draws, the first one on August 5, 2021 for \$129,170, the second one on August 24, 2021 for \$1,221,291. The remaining amount of \$361,206 will be drawn in during the quarter ending March 31, 2022 and will be used primarily for recovering lost revenue incurred during the fall 2021 semester. A separate report has been completed and is posted to the University's website detailing use of the funds through December 31, 2021.

RECIPIENT or Authorized Representative of Recipient     John Jordan, Chief Financial Officer

OPEID Number     00378300

DATE     January 10, 2022