**Instructions for Federal Pell Grant recipients**

**The Student Financial Services Office has attempted to contact you regarding available funds for eligible Suffolk students. Please read the important information below to learn about the process for receiving federal assistance during the ongoing pandemic. Due to the continued availability of funds, the deadline to apply has been extended.**

On March 13, 2020, a national emergency was declared due to the COVID-19 outbreak. In response, the CARES Act was signed into law on March 27, 2020 and the Higher Education Emergency Relief Fund (HEERF) was established.

Under HEERF, Suffolk University will receive funds to provide emergency financial aid grants to eligible students to assist with covering certain expenses incurred that are related to the disruptions of campus operations due to COVID-19. Under this law, eligible students may receive funds to cover such expenses as, for example, food, housing, course materials, technology, health care, and child care, if they are related to campus disruptions due to COVID-19. The amount of HEERF funds available for distribution will not necessarily cover all such expenses which you experience; these funds are intended to help decrease the financial impact of those expenses.

The University has a limited amount of HEERF funds available to eligible students enrolled in the Fall 2020 semester. In addition to having incurred qualifying expenses, eligible students must have been enrolled for the Fall 2020 semester in an on-campus program and meet all federal requirements for Title IV financial aid program eligibility.

Our records indicate you are a student who may qualify for HEERF funds if you have incurred expenses related to the disruption of campus operations due to COVID-19. The University anticipates making fall semester base HEERF grants of $200 per eligible student. Any funds remaining after distribution of the fall semester base HEERF grants will be equally distributed as a supplemental HEERF grant to eligible Federal Pell Grant recipients. The additional supplemental amount will be dependent on availability of remaining HEERF funds and the number of applying and eligible Pell Grant recipients. Therefore, the amount of this supplemental grant can't be guaranteed, but is anticipated not to exceed an additional $200 on top of the base grant. Unlike traditional grants and as required by law, these funds will be provided directly to you and will not be applied to your tuition account. You are eligible to apply for these funds even if you have previously received HEERF funds for a prior semester.

You must complete two steps before November 6, 2020 to access the HEERF funds:

1. Complete the HEERF certification form to confirm you have incurred covered expenses of at least $400 due to the disruption of campus operations.

2. If you have not already done so, create an eRefund account in SU Pay to receive the HEERF funds.

After we receive from you and approve the completed HEERF certification form, you will receive an update via your Suffolk email regarding the timeline for the disbursement of funds.

Sincerely,

Counselor name or Office of Student Financial Services