

**HIGHER EDUCATION EMERGENCY RELIEF FUND: COVID-19 APPLICATION**

The Corona Aid, Relief, and Economic Security (CARES) Act provides emergency financial aid funds (Funds) to post-secondary institutions for direct distribution to students for expenses related to the disruption of campus operations due to COVID-19. To request Funds, students must submit this application in its entirety by May 15, 2020. The University will process all applications and distribute Funds based on the information provided herein. All decisions related to Fund distribution are final and cannot be appealed. Funds will be awarded directly to students via their MSU-WP student accounts.

**A. Student Information**

Bearpass Number:

Last Name:

First Name:

M.I.:

Phone:

Email:

Major:

Anticipated Graduation Date:

**B. Reason for Funding Request**

Please indicate for which expenses these emergency funds are needed: (check all that apply)

- Food – Funding is needed to help offset the costs of food/groceries
- Housing – Funding is needed to help offset the costs of housing and related utilities
- Course Materials or Technology – Funding is needed to help offset the costs of required spring 2020 course materials or technology
- Other (Healthcare, Childcare, etc.) – Funding is needed to help offset the costs of other essential expenses

**C. Additional Documentation**

Please summarize your current financial needs and include an explanation as to how COVID-19 has caused or contributed to your current financial situation:

**D. Certification Statement & Submission**

By submitting this form, you are certifying that: You have experienced expenses related to the disruption to campus operations due to COVID-19, as outlined in this application. You understand that Funds awarded are not considered by the Secretary of Education (Secretary) to be Title IV Federal Student Aid and as such will not be calculated by the Missouri State University-West Plains Office of Student Financial Aid as Estimated Financial Assistance (EFA) nor included in your Cost of Attendance (COA). You understand that distributions of Funds will be reported to the Secretary as part of the University's reporting requirements under the CARES Act. Distribution of Funds will be made directly to students and will not be applied by the University toward any outstanding balances that may still be owed by the student. As such, receipt of these funds does not indicate the recipient has satisfied their financial obligations to Missouri State University-West Plains for any debts incurred during the spring 2020 term or any terms prior. You understand that the Internal Revenue Service (IRS) has not yet announced how the Funds will be treated for tax purposes.

**E. Signature**

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*Signature*

*Date*

Missouri State University

W E S T P L A I N S

Office of Student Financial Aid



Missouri State<sup>™</sup>  
U N I V E R S I T Y

Dear student,

In the next few days, you should receive a direct deposit or check for \$250 from Missouri State University.

The payment is part of the federal emergency financial aid authorized in the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

If you have not received your direct deposit or check by Friday, May 8, please contact [AccountsReceivable@missouristate.edu](mailto:AccountsReceivable@missouristate.edu).

[You can apply for additional assistance no later than May 15](#)

You may also qualify to apply for additional emergency financial assistance.

The COVID-19 Emergency Relief Grant is designed to provide emergency financial aid grants to students who are experiencing financial hardship caused or exacerbated by the coronavirus pandemic.

The grants will be awarded on a first-come, first-served basis and are not renewable. Award amounts will be determined based on a student's eligibility and circumstances but will not exceed \$1,000 per application.

**Applications are due by May 15.**

### How to apply

- Log into [My.MissouriState.edu](https://my.missouri-state.edu)
  - Click on the "Student" tab located on the top ribbon of the portal
  - Find the "My Financial Aid" section (located on the top right)
  - Click on CARES Act Emergency Relief Application

If have questions, please contact the Office of Financial Aid at [FinancialAid@MissouriState.edu](mailto:FinancialAid@MissouriState.edu) or 417-836-5262.

Sincerely,

A handwritten signature in blue ink that reads "Clif Smart III". The signature is written in a cursive style with a horizontal line underlining the name.

President Clif Smart

Dear student,

The federal Coronavirus Aid, Assistance, and Economic Security (CARES) Act provides funding to universities for students who are experiencing financial hardship caused or exacerbated by the coronavirus pandemic.

Missouri State University's plan includes \$314,000 to be paid through COVID-19 Emergency Assistance Grants to Missouri State-West Plains students.

These grants are designed to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

Grants may be awarded to students who meet all of the following criteria:

- Currently enrolled as a degree-seeking student at Missouri State-West Plains.
- Eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965.
- Not enrolled exclusively in an online program on March 13, 2020.
- Have documented financial need or hardship due to coronavirus (e.g., substantial expenditures or loss of income, low expected family contribution, inability to pay for expenses included in the cost of attendance, etc.).
- Have made reasonable use of other sources of support.

Eligibility for these programs was established by the federal CARES Act.

### [Applications for Emergency Assistance Grants are due May 15](#)

The Emergency Assistance Grants will be awarded on a first-come, first-served basis and are not renewable. Award amounts will be determined based on your eligibility and circumstances but will not exceed \$1,000 per application.

### [How to apply](#)

Applicants who have not already submitted a 2019-2020 FAFSA form must also [submit a FAFSA form](#) by May 15 to verify Title IV eligibility.

Missouri State University West Plains students

- Log into [MyGrizzlyDen.MissouriState.edu](https://mygrizzlyden.missouristate.edu)
  - Click on the "My Enrollment" tab located on the top ribbon of the portal
  - Find the "Financial Aid Awards" section (located at the top right)
  - Click on CARES Act Emergency Assistance Application

**Missouri State University**  
WEST PLAINS  

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**Office of Student Financial Aid**

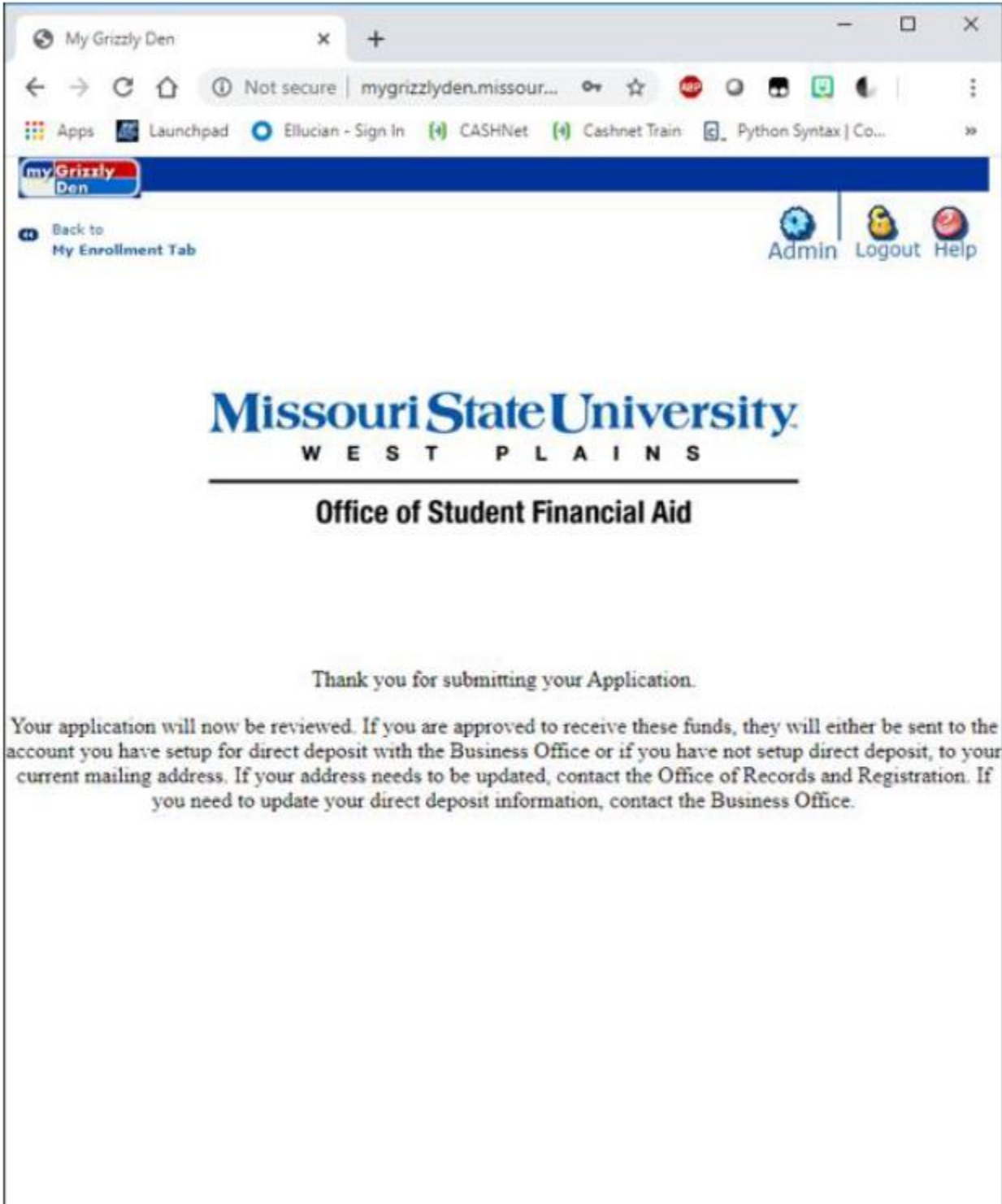
If you are a West Plains student and have questions, please contact the Office of Financial Aid at [WPFinancialAid@MissouriState.edu](mailto:WPFinancialAid@MissouriState.edu) or 417-255-7243.

More information is available on the Missouri State-West Plains [CARES Act FAQ website](#).

Sincerely,

A handwritten signature in blue ink that reads "Clif Smart III". The signature is written in a cursive style with a thick horizontal line underlining the name.

President Clif Smart



The screenshot shows a web browser window with the following elements:

- Browser Tab:** My Grizzly Den
- Address Bar:** Not secure | mygrizzlyden.missour... | Includes back, forward, refresh, and home icons.
- Navigation Bar:** myGrizzlyDen logo on the left; Admin, Logout, and Help links on the right.
- Main Content:**
  - Back to My Enrollment Tab link.
  - Missouri State University logo (W E S T P L A I N S).
  - Office of Student Financial Aid header.
  - Confirmation text: "Thank you for submitting your Application. Your application will now be reviewed. If you are approved to receive these funds, they will either be sent to the account you have setup for direct deposit with the Business Office or if you have not setup direct deposit, to your current mailing address. If your address needs to be updated, contact the Office of Records and Registration. If you need to update your direct deposit information, contact the Business Office."

**Missouri State University**  
W E S T P L A I N S  

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**Office of Student Financial Aid**

Dear Name,

You are receiving this email because you completed an application for the Higher Education Emergency Relief Fund: COVID-19 funding but did not complete one or more of the following:

- You did not address how your expenses related to the disruption to campus operations caused by COVID-19
- You checked an item but did not explain how emergency funding is needed for this item
- You left section C. Additional Documentation, blank
- You indicated a need in your description, but did not check this item

Your application has been opened for 48 hours from the time this email is sent, if you would like to address the above missing criteria, please go back into your application, another box has been provided for additional information. In this box, be sure you are addressing how COVID-19 has caused or contributed to your current financial situation and provide an explanation for all of the boxes that you checked. If you are addressing an item you mentioned on your original application in section C. Additional Documentation, but did not mark that specific box, you may request that item be reconsidered and explain the reason behind this.

Instructions for accessing your application:

- Log into MyGrizzlyDen.MissouriState.edu
- Click on the "My Enrollment" tab located on the top ribbon of the portal
- Find the "Financial Aid Awards" section (located at the top right)
- Click on CARES Act Emergency Relief Application

Thank you for your attention to this matter.

[Office of Financial Aid](#)

Dear Student,

Your application for Higher Education Emergency Relief Fund: COVID-19 has been approved. The funds will be applied to your student account and the funds will be sent in the next couple days. The funds will either be sent to the account you have setup for direct deposit with the Business Office or if you have not setup direct deposit, to your current mailing address. If your address needs to be updated, contact the Office of Records and Registration. If you need to update your direct deposit information, contact the Business Office.

Please let us know if you have any questions.

Office of Financial Aid





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Office of Student Financial Aid

Dear Student,

We are unable to award you funds from the Higher Education Emergency Relief Fund: COVID-19 because you did not meet one of the below criteria:

- Be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended.
- You did not address how your expenses related to the disruption to campus operations caused by COVID-19 (for spring 2020)
- You checked an item but did not explain how emergency funding is needed for this item (for spring 2020)
- You left section C. Additional Documentation, blank

Please let us know if you have any questions.

Office of Financial Aid

Dear student,

In the next few days, you should receive a direct deposit or check for \$188 from Missouri State University. The payment is part of the federal emergency financial aid authorized in the Coronavirus Aid, Relief, and Economic Security (CARES) Act. If you have not received your direct deposit or check by Thursday, July 2, please contact [WPBusinessOffice@missouristate.edu](mailto:WPBusinessOffice@missouristate.edu).

Office of Financial Aid  
Missouri State University-West Plains