



May 12, 2020

Dear C-TEC Adult Education Full-time and Part-time Students:

As you are aware, these last few weeks have been challenging to everyone. You have had to transition quickly from hands-on learning to learning from home. We know that many of you have experienced hardships during this time and we're excited to share that help is available.

On April 9th, the Coronavirus Aid, Relief and Economic Security (CARES) Act was signed into law. This act allows for additional funds to be made available to post-secondary students whose education and lives have been disrupted due to COVID-19. We have just received notification that these funds are now available for us to distribute. These funds may be used to help cover expenses related to the disruption of campus operations due to COVID-19 including food, housing, course materials, technology, healthcare, and childcare.

Please review and complete the attached "Student Application for Emergency Funding" to determine your eligibility as well as your acceptance of this funding. If you do not have a need at this time, you can refuse funding by not submitting this form. **Each student must complete the form and submit it electronically to be considered for funding by no later than May 29, 2020.** Failure to complete and return this form will result in the determination that you have declined funding; and therefore, no funding will be awarded to you.

Relief fund amounts will vary based on eligibility and number of students requesting funds. Full-time students will receive a minimum of \$800, and part-time students will receive a minimum of \$300. Please read the FAQ on the second page of the attached form for more information.

To complete and digitally sign the form, you must download free Adobe Reader at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>. Once completed, attach and email the form to: jfletcher@c-tec.edu.

We are appreciative of the release of these funds from the United States Department of Education to support our students. It is critical that you continue to put forth your best performance during this time. If future funds become available, they will only be awarded to students who are in good academic standing. C-TEC is committed to finishing your program and ensuring that you receive the lab instruction that is critical to your learning. We will continue to share news and resources with you as we continue towards re-opening and scheduling lab work in small groups.

Sincerely,

Lauren Massie

Lauren Massie

C-TEC Adult Education Director