Hello EOC Tech Student!

GREAT NEWS! You are eligible to receive a Higher Ed Emergency Relief Grant check in the amount of $987.00 as part of the CARES Act passed by Congress in April! There are 2 requirements to be eligible for this grant: (1) You had to have been enrolled in an approved program at EOC Tech on the day of the shutdown, March 13, 2020; and (2) you have to certify, by signing and returning the attached form, that you have incurred expenses as a result of the COVID-19 shutdown.

You may request your check by following these instructions:

1. You will need the Adobe Acrobat Reader software to be able to download the attached PDF document. Click **here** to download the software if you need it. Adobe provides it at no charge. If you want to process the form using your phone, you will need to go to download the Adobe Acrobat Reader app.

2. Download the attached PDF document and save it to your computer. Be sure to download the PDF before typing anything into the form.

3. Check each expense category that applies to you.

4. Check how you would like to receive your check:
    a. Check if you'd like to pick up your check from EOC Tech – you will need to call (405) 390-9591 to make an appointment.
    b. Check if you would like your check to be mailed to you – you will need to give us your current mailing address to ensure delivery.

5. Type your full name in the first blank line after the expenses list.

6. You may sign the form by typing your name and the date on the Student Signature blank line. By signing the form, you are attesting to the U.S. Department of Education that you have incurred expenses caused by the COVID-19 shutdown, and that you will use this grant solely for these expenses.

7. Provide the last 4 digits of your Social Security Number, date you sign the form, and your current mailing address.

8. Save all of these changes to your document. Return your completed PDF document by replying to this email and attaching your completed PDF to it.

9. If you have trouble completing the PDF electronically, you may print it and complete the information manually. You may mail the completed document to EOC Tech, 4601 N. Choctaw Rd., Choctaw, OK 73020.

10. Once your email and completed document have been received by EOC Tech, you will be contacted to set up an appointment date and time if you indicated that you want to pick up your check. You will enter through the main entrance on the east side of the building and proceed to the Bursar's office, which is across from Student Services. Mrs. Hodge will ask you to sign for your check.

11. If you indicated that you want your check mailed to you, your check will be sent Certified Mail which will require someone at that address to sign for it.

12. **The deadline for you to provide your completed form to EOC Tech and to receive your check is July 31, 2020. After that date, your check will be void and the funds reallocated to other students.**

13. Current guidance states that this grant is not considered to be taxable income, but it will be included on your 1098T. Keep receipts and documentation of the expenses you will use this grant for. Be sure to contact your financial advisor and/or tax preparer so that you know how this may affect your 2020 federal tax return.

The CARES Act provided this financial assistance to help ensure that the COVID-19 shutdown doesn't prevent you from completing your educational goals. Please feel free to ask any questions you may have regarding this grant. Everyone at EOC Tech hopes that you are safe and well during these difficult times.