

SAMPLE NOTIFICATION TO TIER 1 AND TIER 2 STUDENTS – WITH DIRECT DEPOSIT

Subject: Southwestern University - CARES Act/Higher Education Emergency Relief Fund (HEERF) Notice

Student ID #

Dear Student Name,

We are pleased to inform you of your eligibility to receive a Higher Education Emergency Relief Fund (HEERF) Grant that was made available as part of the CARES Act. General information and eligibility criteria for the HEERF Grant was announced to the Southwestern community and is available on the SU website.

Based on the information we have in our records, we have determined that you will receive a grant in the amount indicated below. You do not have to submit an application for these funds; they will automatically be sent to you.

Award	Amount
Higher Education Emergency Relief Fund	\$x,xxx

We will send these funds via direct deposit to the same bank account that we have on record for your student account refunds. The funds should appear in your bank account on Friday, May 22.

We understand the challenges that many students face due to the COVID-19 pandemic and are pleased to be able to provide you this assistance during this time. If you have any questions about these funds, you may contact either of the offices below:

SU Financial Aid Office

512-863-1259

finaid@southwestern.edu

SU Business Office

512-863-1928

studentaccounts@southwestern.edu

Sincerely,

James Gaeta

Associate Dean of Enrollment Services

Brenda Thompson

Associate Vice President for Finance and Accounting, Controller

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YOUR STUDENT ACCOUNT IS CURRENTLY NOT SET UP FOR ELECTRONIC REFUNDS, WHICH WILL DELAY YOUR PAYMENT. Please immediately go to your WebAdvisor Self Service account and select "Banking Information" to enter your information so that SU can efficiently send your HEERF grant electronically to your account. Information about signing up for direct deposit is available on our Student Account Refunds page.

Students who do not sign up for direct deposit by June 1, 2020 will receive their funds via a paper check mailed to the student's permanent home address by June 5. If you need to change your permanent home address, please complete the Registrar's address change form.

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