**EMAIL FOR STUDENTS WITH AUTOMATIC AWARDS.**

First Last  
Address 1  
Address 2  
City, State Zip

Re: Landmark College CARES Act Emergency Funds

Dear :

I am pleased to inform you that under the CARES Act Higher Education Emergency Relief Fund (HEERF) Landmark College has approved an Emergency Fund award for you of $ for expenses you incurred related to the disruption of campus activities due to COVID-19.

By issuing this grant Landmark College has confirmed that you are eligible for these funds provided from the United States Department of Education Award No. P425E200573 through the [CARES Act: Higher Education Emergency Relief Fund](https://www2.ed.gov/about/offices/list/ope/caresact.html) .

**Next Steps**

* These funds are being issued to you in the form of a grant and do not need to be repaid.
* By accepting these funds, you agree they will be used for expenses you have or will incur related to COVID-19.
* If you have questions about the methods used to determine your grant amount, please visit this site: <https://www.landmark.edu/admissions/tuition-and-financial-aid/grants-scholarships/cares-act>
* For more information on the tax status of these funds, please visit the IRS site [FAQs: Higher Education Emergency Relief Fund and Emergency Financial Aid Grants under the CARES Act](https://www.irs.gov/newsroom/faqs-higher-education-emergency-relief-fund-and-emergency-financial-aid-grants-under-the-cares-act)
* If you have questions regarding this CARES Act funding, please contact [michaelmertes@landmark.edu](mailto:michaelmertes@landmark.edu).

Emergency grants will be processed through QuikPay and directly deposited into the associated bank account. If you do not have a QuikPay account, please go here to sign up: <https://intranet.landmark.edu/quikpay/>. Log into QuikPay using your username and password and then once in QuikPay, set up your banking info in the Direct Deposit section.

Students with a QuikPay account will receive the funds in 2 to 3 weeks. Students will have until June 21, 2020 to sign up for a QuikPay account.

After June 21, 2020, Students without a QuikPay account will receive a check at their home address on file with the College in 4 to 6 weeks.

Sincerely,  
Landmark College CARES Act Committee