**EMAIL FOR STUDENTS WHO APPLIED FOR FUNDS and are AWARDED.**

First Last
Address 1
Address 2
City, State Zip

Re: Landmark College CARES Act Emergency Funds

Dear :

I am pleased to inform you that the Landmark College CARES Act Committee has approved your Emergency Funds application for $ for expenses you incurred related to the disruption of campus activities due to COVID-19.

By issuing this grant the committee 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.

Emergency grants will be processed through your QuikPay account and directly deposited into the associated bank account. If you do not have a QuikPay account, a check will be mailed to you in 4 to 6 weeks.

Sincerely,

Landmark College CARES Act Committee