

Funding Approved Email (SAMPLE)

Subject: COVID Relief - Application Approved

Dear Student:

Your COVID-19 Relief Request was approved for funding! The amount awarded can be viewed through the Southeast Portal by accessing [SEMO-Pay](#) (on the 'Student SS' tab). Payment is expected to be issued on Tuesday, May 19, 2020, via direct deposit or mailed check.

If you have not enrolled in [direct deposit](#), we encourage you to do this today. Enrollment after today may not be effective in time for this payment, and a paper check will be mailed as a result.



/ Student Financial Services

T 573.651.2253 / **F** 573.651.5006

sfs@semo.edu / www.semo.edu/sfs

Subject: COVID Relief - Application Pending (No FAFSA)

Dear Student:

Your COVID-19 Relief Request is pending and cannot be approved at this time. According to our records, you have not submitted a 2019-20 FAFSA, which is required to confirm your eligibility. You can complete your 2019-20 FAFSA at <https://fafsa.gov>. Your COVID-19 Relief Request will be automatically reviewed weekly, to determine if your eligibility has changed. You do not need to notify us when your FAFSA has been submitted.

If you are not enrolled in [direct deposit](#), we encourage you to enroll in this service to expedite payment, should your application be approved.



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Application Denied - Title IV Ineligible (SAMPLE)

Subject: COVID Relief - Title IV Ineligible

Dear Student:

Your COVID-19 Relief Request has been reviewed. According to our records, you do not meet the federal requirement of eligibility for Title IV assistance. You may have been deemed ineligible if you are on [Unsatisfactory Academic Progress](#), not a degree seeking student at Southeast, not a US citizen, or other requirements of Title IV eligibility.

While we seek to support all students in this troubling time, we are not able to offer COVID-19 relief funding due to the requirements set forth by the US Department of Education.



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