

Sample email to students



HOUSTON COMMUNITY COLLEGE

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From: DONOTREPLY@hccs.edu <DONOTREPLY@hccs.edu>

Sent: Monday, January 10, 2022 4:33:02 AM

To:

Subject: Balance Owed for Spring 2022 Classes

SUBJECT: Balance Owed for Spring 2022 Classes

Dear **xxx xxx (xxxxxxxx)**,

As of January 10, 2022, you still owe a balance for your Spring 2022 classes. However, we are pleased to inform you that our records indicate that you meet the eligibility requirements for HEERF III emergency funding.

Follow the steps below to request the HEERF III emergency grant to cover your owed balance.

PLEASE NOTE: You must request the emergency funding be directly applied to you HCC bill. Students who do not request the funds, choose to have them directly refunded, do not have a payment plan, financial aid, or other method to cover the balance owed will be dropped from their classes for non-payment.

Request HEERF III Funding:

The online form to request assistance from the CARES Act Funds will open January 10, 2022, and students who are at risk of being dropped due to non-payment have until January 16, 2022, to request the funds directly to their account. Once you do so, your classes will be held until the funds are distributed. See below for steps to request HEERF III funding.

Funding will be distributed to those who request the funds the week of **February 2, 2022**, or until funds are no longer available.

Please note that funds are available on a first come, first-serve basis. Funding is not guaranteed and will be distributed until all the funds are spent. Students who receive the funding do not have to report it on their taxes or as part of their 1098T. This emergency funding will not impact any other assistance that students receive.

How to Request HEERF III Emergency Grant Funds:

- Log into your HCC MyEagle Student Sign-In account MyEagle.hccs.edu
- Click on the Eagle Resources Tile – bottom of screen

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- Click on the Federal Emergency Cash Grant – left side of screen
- Complete the form and submit (*Select Option 1: Asking that the funds be distributed directly to your billing account*)

For more information about HEERF III funding, please visit our [Emergency Aid webpage](#).

If Online Form for Federal Emergency Cash Grant is not accessible, you can clear browser cache, close all the browser windows, and reopen the browser again to try access. If it is still not accessible, please switch browser from chrome to Firefox or vice-versa or try restarting the desktop/laptop to gain access.

WE ARE HERE TO HELP:

If you have any additional questions, please feel free to contact financial aid office. A list of Financial Aid Office locations and hours is available at www.hccs.edu/finaidcontact.

Thank you for choosing Houston Community College!
HCC FA Office