

## Universities CRF FAQs

### **What expenses associated with providing refunds to students for education-related expenses are reimbursable?**

Eligible higher education expenses include refunds made directly to students for meal plans, housing, and other fees. Other fees include, but are not limited to, activities fees, technology fees, and parking passes. These refunds must have been necessary and incurred due to the COVID-19 public health emergency.

### **Will expenses for refunds to scholarships or grant programs be reimbursed?**

No. Only refunds directly to students may be reimbursed. Any refunds to scholarship programs, donors, etc. for eligible higher education expenses will not be reimbursed.

### **Will refunds for Title IV funds be reimbursed?**

No. Only refunds for payments made by students will be reimbursed.

### **Which institutions are eligible for student-refund reimbursements?**

Alabama public and private universities. Eligible private universities are listed on Attachment D to the September 4, 2020 letter from the Director of Finance to private universities found here: <https://comptroller.alabama.gov/wp-content/uploads/2020/09/Private-Universities-CRF-Letter-and-Attachments.pdf>

### **What documentation is needed along with my reimbursement request?**

We will need documentation of the refunds made and certification that your institution has not received any other federal funding towards these refunds.

### **Is there a standard form that should be submitted?**

Yes. Please enter student-refund reimbursement request on the “99 Other” row on the appropriate form described below.

Public universities should submit the CRF Higher Education Reimbursement Request form, along with the accompanying documentation. This form is found here:

<https://comptroller.alabama.gov/wp-content/uploads/2020/09/Higher-Education-CRF-Reimbursement-Form.pdf>

Private universities should submit the CRF Reimbursement Request Form, along with the accompanying documentation. This form is Attachment B to the September 4, 2020 letter from the Director of Finance to private universities found here: <https://comptroller.alabama.gov/wp-content/uploads/2020/09/Private-Universities-CRF-Letter-and-Attachments.pdf>

Before an institution’s reimbursement request can be processed, the Alabama Department of Finance must also receive a completed Certification and Assurance form to place on file.

### **When will I receive my reimbursement?**

With the influx of payment requests, the Alabama Department of Finance staff is working diligently to get payments processed as soon as possible.

**Is there a limit to the number of requested invoices that an entity can submit?**

There is not a limit to the number of invoices an entity may submit, but entities are limited to submitting and being considered for reimbursement of the invoices associated with only one reimbursement request a month.

**What are the start and cut off dates for expenses related to COVID-19?**

For costs to be considered for reimbursement, they must be incurred between March 1, 2020 and December 30, 2020.