

Elite Academy of Hair Design

Distribution of Student Grants under the Higher Education Emergency Relief Fund Policy and Procedures

Preamble

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance and health care response for individuals, families, and businesses affected by the 2020 coronavirus pandemic. The CARES Act includes the provision of approximately \$12.56 billion for the Higher Education Emergency Relief Fund. Institutions of higher education are to receive an allocated share of this fund under a formula based on student enrollment described in the Act and to be administered by the Secretary of the U.S. Department of Education. The CARES Act requires, in part, that "Institutions of higher education shall use no less than 50 percent of such funds to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care)."

As announced by the Secretary, Elite Academy of Hair Design ("Elite Academy") is to receive \$25,748.00 (the "Grant Fund") for the purposes of making emergency financial aid grants to its students. This document sets forth Elite Academy's plan for allocating, disbursing and accounting for the Grant Fund.

Just as COVID-19 does not discriminate on the basis of socioeconomic status, Elite Academy recognizes that a wide array of individuals and industries have been adversely impacted by COVID-19. Elite Academy recognizes that our students' lives have been severely disrupted by coronavirus. Many are facing financial challenges and struggling to make ends meet. Elite Academy also recognizes that student financial records previously submitted to Elite Academy are dated and may not reflect a student's current circumstances.

In accordance with guidance from Elite Academy's accrediting agency, the Ohio State Cosmetology and Barber Board, and the U.S. Department of Education, Elite Academy closed its physical location on March 19, 2020 and began providing temporary distance on March 31, 2020. Students were able to return to Elite Academy's physical location on May 26, 2020. In order to provide financial relief to as many students as possible, the Academy will distribute emergency financial aid grants from the Grant Fund to all students who were actively enrolled as March 19, 2020, April 30, 2020, and/or May 11, 2020 (hereinafter referred to as the "Determination Dates"), under the terms more fully described below.

Allocation of Grant Funds Formula

The total allocation of the Grant Fund \$25,748.00 will be allocated equally among all eligible students actively enrolled in a Title IV eligible program on each Determination Date. In accordance with guidance published by the U.S. Department of Education, student grants will be distributed only to students who are Title IV eligible. An eligible enrolled student includes any student that has not been withdrawn, to

include students progressing via temporary distance education. Students who are on an approved Leave of Absence due to issues related to COVID-19 that began on or after March 13, 2020 are considered actively enrolled and are eligible to receive the grants.

Awarding Policy

Elite Academy will prepare a roster of eligible actively enrolled students as of each Determination Date. The student grant award amount allocated to each student with respect to each Determination Date will be determined by dividing (i) \$25,748.00 by (ii) the total number of eligible students on that Determination Date.

Students that have filed a Free Application for Federal Student Aid (FAFSA) and for which the Academy has a current Institutional Student Information Record (ISIR) will be considered Title IV eligible. Students that have not filed a FAFSA may still demonstrate Title IV eligibility and thus eligibility for emergency federal student aid grants under this policy upon proof of:

- US citizenship or that the student is an eligible noncitizen;
- a valid Social Security number;
- registration with Selective Service (if the student is male);
- a high school diploma, GED, or completion of high school in an approved homeschool setting; and
- that student is not delinquent with respect to any outstanding federal student loans.

Alternatively, a student enrolled as of March 13, 2020 who did not previously file a FAFSA may choose to file a FAFSA for grant purposes, and Elite Academy will consider the student to be Title IV eligible upon receipt of the student's ISIR and successful completion of any required verification.

Awarding Procedures

Elite Academy's Director and Financial Aid Director will oversee the awarding and actively enrolled student censuses. Elite Academy will deposit the Grant Fund in a checking account to be used for purpose of administering the emergency student financial aid grants in accordance with Federal law, published guidance from the U.S. Department of Education, and this plan.

Disbursement Procedures

Elite Academy will begin contacting students about the emergency financial aid grants on or about August 20, 2020. Elite Academy will make every reasonable effort to contact all eligible students to notify them of the emergency financial aid grant to which they are entitled. Included with this notice will be an attestation statement (Exhibit A) to be signed by the student wherein

the student shall acknowledge that the emergency grant funds will be used to cover expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care.

The emergency financial aid grants will be distributed by checks made payable to the students. No grant checks will be disbursed to any otherwise eligible student who fails to or refuses to sign the acknowledgment statement.

Accounting & Recordkeeping

Elite Academy's Director and Financial Aid Director will be responsible for the administration of the emergency financial aid grants. All disbursements will be overseen by the Director and Financial Aid Director.

Elite Academy's Director is responsible for all accounting and record keeping associated with the administration of the student emergency grants. The Director shall maintain an Excel spreadsheet to track all disbursements by student. The Director shall also be responsible for completing all reports that must be submitted to the U.S. Department of Education as required by the CARES Act and any future guidance from the Department.

Grants of Unclaimed Funds

It is Elite Academy's intention that the entire Grant Fund will be disbursed to all eligible students equally in the manner set forth above. However, Elite Academy recognizes that there may be some amounts allocated to students that do not ultimately get disbursed as intended. For example, Elite Academy may not be able to timely locate an eligible student on an approved leave of absence. It is possible that an eligible student may decline the grant funds or refuse to sign the attestation statement.

In the event that there is any amount remaining from the Grant Fund as of September 30, 2020, Elite Academy will disburse such remaining funds via additional emergency need-based grants.

A committee consisting of Elite Academy's President, Director, and Financial Aid Director will decide which students shall receive an additional emergency need-based grant and the amount of such grant. The maximum amount of any additional emergency need-based grant shall not exceed \$1,000.00, and there is no minimum dollar amount. The committee will consider the information to be provided on the student's grant application as well as information already on record with Elite Academy such as the student's dependency status, family size, expected family contribution, unmet financial need, program length, satisfactory academic progress, and expected completion date.

Exhibit A
Disbursement Notification

Covid-19 Funds

We are notifying you that your HEERF Funds in the amount of \$ _____ have been awarded on ____/____/____.

I _____ understand that these funds are to be used for eligible expenses related to the disruption of campus operations due to COVID. By signing this I have received the funds from Elite Academy in the form of a check.

Student Signature _____

Date _____

FA Staff Signature _____

Date _____

Check # _____



CARES ACT UPDATE 10/28/2020

Total amount of CARES act HEERF grant funds distributed to eligible students as of 07/29/2020 = **\$25,748**

Estimated number of eligible students = **31**

Number of eligible students that accepted and received grant funds = **31**