

## Higher Education Emergency Relief Fund Report – Emergency Financial Aid Grants to Students

10/30/2020

**Evergreen Beauty and Barber College (OPE ID: 039173)** received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s (“Department”) Electronic Announcement of May 6, 2020.<sup>1</sup> For questions or concerns regarding this Fund Report, please contact **Frank Trieu, VP of Business Development**, at **frank@evergreenbeauty.edu**.

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.
2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$451,312.00**
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$451,146.03**.
4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid

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<sup>1</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **865**.

5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **612**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A**.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.

### **Attachment A**

## **Guide for the Distribution of Student Grants under the Higher Education Emergency Relief Fund**

On April 9, 2020, Education Secretary Betsy DeVos announced the U.S. Department of Education (“Department”) was making immediately available to postsecondary institutions more than \$6.2 billion in emergency grants for students impacted by Coronavirus and authorized in the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).<sup>2</sup> The approximately \$6.2 billion accounts for the portion of the Higher Education Emergency Relief Fund (Sec. 18004) that **must** be used to provide emergency financial aid grants directly to students. The institutional share of funds is not yet available.

This first allocation of Higher Education Emergency Relief Fund must be used exclusively for student emergency financial aid grants. Secretary DeVos makes clear in her letter to college and university leaders that, “We (the Department) are prioritizing this funding stream in order to get money in the hands of students in need as quickly as possible.”

Student Eligibility:

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Emergency Financial Aid Grants are provided to students of our institutions who need financial support for their expenses related to the disruption of campus operations due to Coronavirus. The cohort of eligible students includes those in attendance from March 13, 2020- May 8, 2020. These dates encompass the COVID-19 period as defined both by the Governor's proclamation of closure as well as effective date USDE announcement of emergency grants through the disbursement period. Each student will be eligible for only one grant unless additional funding becomes available, and only one application will be considered per student. Students must sign an acknowledgement that they have been affected by COVID and use of the funds will be used to cover expenses related to the disruption of the campus operations due to the coronavirus. These include eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care and childcare. Student acknowledgment forms will be posted to the student portal and an email will be sent to all students in cohort informing them on how to access the application and applicable timelines.

Methodology of grant amount:

Grant amounts were determined based on the "Minimum Allocation to be Awarded for Emergency Financial Aid Grants to Students" divided by the eligible cohort of students per OPEID. Students shall be responsible for certifying that they have been affected by COVID-19 and demonstrate Title IV eligibility (<https://studentaid.gov/understand-aid/eligibility/requirements> ).

Undocumented Students: although "Undocumented Students" do not qualify for the HEERF Student funds, Evergreen Beauty College will set up a parallel process to assist currently enrolled students that are in this category. HEERF Student funds will not be utilized and will be funded by the Institutional Funds.

Disbursement of Funds:

Living in a state that has "stay-at-home orders", we are mindful to the safety and health of our staff and students. In order to aid with the distribution of the funds, we will be utilizing EFT as the primary method of delivery. For individuals whereby EFT is not available, checks will be delivered to the campus by May 19, 2020 and available for personal pickup. We ask that individuals be mindful of social distancing standards. Concurrently fund distribution via EFT will also be available starting May 18, 2020 as well in order to provide equitable access to funds.

## Student Acknowledgement:

Students will be requirement to sign for the receipt of funds along with the acknowledgement recognizing these funds are to be used to cover expenses related to the disruption of the campus operations due to the coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care and child care.)

Should a student self-declare that they are not in significant financial need, these funds may be returned to EBC to reallocate among additional students who showcase additional need as determined on a case-by-case basis. EBC will not at the request of the student redirect their funds to a particular student in need.

Furthermore, any funds returned (due to inaccurate EFT information, checks not cashed after June 30, 2020 etc.), EBC will make our best attempt to contact the student by July 31, 2020. Thereafter the funds will be returned to our Emergency Grant Account to consider the needs of additional students. Funds remaining in the Emergency Grant Account after August 31, 2020 will then be reopened to students active as of October 5, 2020. A second round of qualifications proceeded and funds will be disbursed October 30, 2020.

A separate bank account from the school's general account will be designated for these funds so that each transaction from the account may be transparently tracked and accounted for. All bank account records will be made available to any auditor or other representative of the Department of Education.

EBC received additional institutional grant funds, where the money is directed to be spent on covering any institutional costs associated with having to make significant changes to the delivery of instruction due to Coronavirus. EBC intends to utilize these funds in an effort to ramp up our IT capabilities and equipment, so that we can better deliver online education options in the event that a similar or repeated crisis should occur in the future; as well put towards online attendance tracking options and on personal protective equipment and supplies that we will provide to all staff and students so that we may resume (as soon as possible) and maintain in person training operations. While our physical campuses were closed to in person instruction, the campuses were utilized for our administrative and educational staff to access supplies, provide WIFI for the administration of distance education and thus expenses associated to the physical campus operations during the COVID period shall be considered as well. Consideration of additional educational equipment, materials and training to further support

student learning during COVID period will also be considered. Any money that is leftover after eligible institutional Coronavirus related expenses have been covered, will be repurposed into additional student emergency grant funds should there be another outbreak. Any institutional grant funds unused by June 1, 2021 shall be returned to the US Department of Education.

## **Attachment B**

# Acknowledgement COVID-19 Impact - Sample Campus

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Sample Student

## **Emergency Financial Aid Grants to Students**

### **Under the Coronavirus AID, Relief, and Economic Security (CARES) Act**

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses related to the COVID-19 disruption of campus operations.

Student Name: **Sample Student**

Email: **sample.student@myebc.edu**

Phone: **123456789**

Campus: **Sample Campus**

Have you been affected by COVID-19? Please check-mark which answer suits your situation:

Yes, I am affected.

No, I am not affected.

**If YES**, I attest that all information is true and accurate, and request a one-time Emergency Financial Aid Grant. I certify that I have been affected by COVID-19 and therefore agree to use the funds distributed to me for the following needs: *food, housing, course materials, technology, health-care and/or child care expenses* as stipulated in the CARES HEERF Policy set forth by the US Department of Education.

**If NO**, I understand that I will not receive the Emergency Financial Aid Grant. Any funds will be reallocated among qualified students.

Please sign the form to complete the document.

# Sample Student

Signed By Sample Student

Signed On: May 9, 2020