



CARES ACT REPORTING ON EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

45 Day Report for Student Portion of the CARES Act Emergency Relief Fund

On March 27, 2020, the Federal government enacted the Coronavirus Aid, Relief and Economic Security Act (CARES Act), Pub L. No. 116-136, providing funds to institutions from the Higher Education Emergency Relief Fund (HEERF) to make 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, course materials, technology, health care, and child care. The law requires institutions to report certain information related to the use of these funds. The following information is reported effective August 10, 2020, and is updated from June 26, 2020,

- I. This statement shall serve to acknowledge that our institution signed and returned to the US Department of Education the *Certification and Agreement - Emergency Financial Aid Grants to Students*. We further attest that our institution has used, and/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.
- II. The total amount of funds that the institution has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Student is \$ 155,533.
- III. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of June 26, 2020, is \$0 and as of August 10, 2020, is \$92,000.
- IV. The estimated total number of students at our 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 Grants to students under Section 18004(a)(1) of the CARES Act is 302.
- V. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act to date is 184.
- VI. The following is the method used by our institution to determine which students receive Emergency Financial Aid Grants and how much each student has received/will receive under Section 18004(a)(1) of the CARES Act.

On June 24, 2020, Advanced Career Institute ran a query of its student database to select a population of students who met the following criteria:

- ❖ Enrolled in the Advanced Welding Technology or AG Transportation Programs
- ❖ Completed a FAFSA application
- ❖ Were Title IV financial aid eligible per the April 24, 2020 Department of Education Guidance
- ❖ Were enrolled and attended classes any time between March 13, 2020 and ~~April 30, 2020~~ May 31, 2020.

As a result of a lower than anticipated turn out for the first application period and in an attempt to serve more students, Advanced Career Institute decided to make HEERF grant funds available to include those students enrolled in the month of May. Students enrolled in the month of May were notified of available funds during the second application period.

Based on the number of eligible students and the amount of funding received for students through the CARES Act, the institution could afford to award students a \$500 grant. This grant could be used to help students cover the cost of expenses related to campus disruptions caused by the Coronavirus.

All students meeting the above criteria will be notified by email and text messaging regarding the availability of HEERF funds. Students will be directed to an online application through Survey Monkey.

Advanced Career Institute has established a HEERF oversight committee consisting of representatives from the Financial Aid Department, the Finance Department and Executive Management who will review the applications submitted.

Completed applications will be sent to ACI's HEERF oversight committee to determine applicants' initial eligibility. Applications that do not meet criteria set forth by this policy will be notified in writing and be given the opportunity to appeal.

The institution will reserve approximately 18% of the "Advanced Funds" portion of the grant for students' who missed the initial application deadline, for student appeals, and/or for students seeking additional funds due to extenuating circumstances as a result of COVID-19.

VII. The follow instructions/directions/guidance was provided by our institution to students concerning the Emergency Financial Aid Grants.

To expedite the award process, Advanced Career Institute created a Survey Monkey Application that was sent via email to all eligible students on July 26, 2020. Students were instructed to complete and submit the survey application. Students also received an email and text message announcing the Survey Monkey Application and availability of emergency grant funds.

Once the application is approved, eligible students must sign an award letter that will be sent to their email address on record to receive the funds. Checks will be mailed once the signed award letter is received to the address given on the student's application to receive the funds.

Notification will include the amount of grant awarded to each student and instructions given to students pertaining to use of funds including food, housing, course materials, technology, health care and childcare. ACI's HEERF oversight committee will maintain records of applications and award communication for each applicant.

Applicants not meeting the award criteria during the first application period (June 26, 2020 through July 6, 2020) will be sent a communication regarding reasons for ineligibility and will be given an opportunity to appeal during the second application period.

Applicants not meeting the award criteria during the second application period August 4, 2020 through August 10, 2020 will be sent a communication regarding reasons for ineligibility and will have until August 24, 2020 to appeal.