

Hair Professionals School of Cosmetology

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, Hair Professionals School of Cosmetology (the “School”) is to receive \$76,149.00 (the “Grant Fund”) for the purposes of making emergency financial aid grants to its students. This document sets forth the School’s plan for allocating, disbursing and accounting for the Grant Fund.

Just as COVID-19 does not discriminate on the basis of socioeconomic status, the School recognizes that a wide array of individuals and industries have been adversely impacted by COVID-19. The School recognizes that our students’ lives have been severely disrupted by coronavirus. Many are facing financial challenges and struggling to make ends meet. The School also recognizes that student financial records previously submitted to the School are dated and may not reflect a student’s current circumstances. In order to provide financial relief to as many students as possible, the School will distribute emergency financial aid grants from the Grant Fund equally to all students who were actively enrolled between March 13, 2020 and April 30, 2020 under the terms more fully described below.

Allocation of Grant Funds Formula

The total allocation of the Grant Funds will be split equally between all eligible students actively enrolled in a Title IV eligible program. 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. The actively enrolled student roster will be determined by taking a census of the students enrolled in the School between March 13, 2020 and April 30, 2020. Any student withdrawn from the School prior to June 4, 2020 is not an eligible student and will not receive a grant award under this program.

Awarding Policy

The School will prepare a roster of eligible students enrolled between March 13, 2020 and April 30, 2020. The student grant award amount for each eligible student will be determined by dividing (i) the amount of the Grant Fund by (ii) the total number of eligible students.

Students that have filed a Free Application for Federal Student Aid (FAFSA) and for which the School 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 actively enrolled between March 13, 2020 and April 30, 2020 who did not previously file a FAFSA may choose to file a FAFSA for grant purposes, and the School 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

The School's Director and Financial Aid Officer will oversee the awarding and currently enrolled student census. The School will deposit the Grant Fund in a separate dedicated checking account to be used for the sole purposes 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

The School will begin contacting students about the emergency financial aid grants on or about June 4, 2020. The School 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. This notice and acknowledgment statement will be sent to the student's email address on record with the School. Students will complete the acknowledgment statement via DocuSign or send a signed copy of the statement to the School.

No grant checks will be disbursed to any otherwise eligible student who fails to or refuses to sign the acknowledgment statement.

Eligible students will have the option on how to receive their grant fund checks. Students may request to pick up their checks at the School, otherwise the School will mail the check to the address listed on the student's attestation statement. Students will indicate their choice for receiving the grant checks on their acknowledgement statements. The School will provide instructions for those students choosing to pick up their checks at the School which will include available pick-up times as well as safe social distancing requirements. In addition to the emergency grant fund checks, the students will receive an instruction letter from the School in the form attached as Exhibit B.

Accounting & Recordkeeping

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

The School's Treasurer is responsible for all accounting and recordkeeping associated with the administration of the student emergency grants. The Treasurer shall maintain an Excel spreadsheet to track all disbursements by student. The Treasurer 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 the School's intention that the entire Grant Fund will be disbursed to all eligible students equally in the manner set forth above. However, the School recognizes that there may be some amounts allocated to students that do not ultimately get disbursed as intended. For example, the School 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 June 30, 2020, the School will disburse such remaining funds via additional emergency need-based grants. The School will send an email to all eligible students informing them of the availability of additional grants. The email will include an application form to be completed by students seeking to be considered for an additional emergency need-based grant.

A committee consisting of the School's Director, Assistant Director and Financial Aid Officer 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 the School 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

Hair Professionals School of Cosmetology
Student Emergency Financial Aid Grants
Attestation

Student Name:

Current Mailing Address:

Cell Phone Number:

Email Address:

Amount of Award: \$

Date:

I accept the grant award provided to me from funding made available to the Hair Professionals School of Cosmetology under the CARES Act.

I certify the following:

- All information provided in this Attestation is true and correct to the best of my knowledge.
- I am eligible for Title IV Federal Financial Aid.
- I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money I am receiving is intended to cover my expenses related to the disruption of campus operations.

I would like to receive my grant check (choose one):

_____ Pick Up at School

_____ Mail to my Current Address Above

I understand that if I choose to have my grant check mailed to me it will be mailed to the address listed above. I will immediately notify the School if at any time my address changes. I further understand that if the School is unable to locate me and/or distribute any part of my grant award after making reasonable efforts that I will forfeit such funds and that the School may use those funds to make additional grants to other students.

Student Signature

Date

EXHIBIT B

June 4, 2020

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under the CARES Act, the Hair Professionals School of Cosmetology has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

Enclosed please find an emergency financial aid grant check in the amount of \$_____. This is a grant, which means that this amount does not need to be repaid. Your acceptance of these grant funds is conditioned upon your agreement to use the funds for the purposes allowed under the CARES Act and as agreed upon by you in the attestation statement that you previously provided to the School. In particular, you understand that the money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money you are receiving is intended to cover your expenses related to the disruption of campus operations.

We hope that you and your family and friends are safe and healthy. We are working on plans to allow students and staff to safely and responsibly return to our campus, and we will keep you informed as this situation continues to develop. In the meantime, please do not hesitate to contact us if you have any questions.

Very truly yours,