

## **Sample Policy for awarding COVID 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 disruption of campus operations due to Coronavirus. Blue Cliff Career College acknowledges that the institution signed and returned to the Department the Certification and Agreement and the assurance that 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. These funds will be awarded to our students to meet a need from a hardship developed due to the pandemic. Blue Cliff Career College will use the following guidelines in awarding the funds to our students.

To be eligible students must, at the time of the campus disruption (March 13, 2020):

- have been an undergraduate or graduate student;
- enrolled at Blue Cliff Career College
- who are or could be eligible to apply for Title IV funds;

Title IV eligibility includes:

- Must have a high school diploma or equivalent, such as a GED, or completion of high school in an approved homeschool setting.
- Must be working on an approved degree or certificate.
- Must be a U.S. citizen, or permanent resident.
- Must not be in default of a federal student loan or owe a repayment of a federal grant.
- Must be in Satisfactory Academic standing (SAP).\*

Blue Cliff Career College will distribute the HEERF funding in a way that ensures that funds are distributed as widely as possible.

Blue Cliff Career College received \$52,541 to distribute to our students. With a current population of 66 students, we believe our formula will ensure all students with a need will receive relief funds.

- Each student will complete the attached Emergency Grant Relief Form identifying the category of need before the funds will be disbursed.

### COVID CARES GRANT APPLICATION

The US Department of Education has made available Emergency Financial Aid grants that Blue Cliff Career College can distribute to students that are eligible to receive federal student aid, and who need financial support for their expenses related to the disruption of campus operations due to the Coronavirus (including education expenses, course materials, technology, food, housing, healthcare, and childcare) This request form allows students to request these need-based grants. Our Financial Aid Office will use the information provided to determine your eligibility. Once the completed form had been received we will begin the process to award and mail a check to you.

Please respond as soon as possible (the deadline to apply is May26th); fill out the information requested below on this electric form and submit it to us. Remember to provide your current mailing address and phone number below; we will use this information to mail your funds and update our records.

Student Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Title IV eligibility questions:

1. Are you a U.S. Citizen, permanent resident or eligible non-citizen?

U.S. Citizen

eligible non citizen

permanent resident alien

other please explain \_\_\_\_\_

2. Do you have a high school diploma, GED, home school completion doc?

H.S. Diploma from \_\_\_\_\_ (name of high school)

GED

Home School Completion  
 other please explain \_\_\_\_\_

Check all expenses that you have incurred:

- Childcare
- Loss of Employment/Furloughs/Reduction in Hours
- Educational
- Technology
- Materials Supplies

I attest that these statements are true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the costs of expenses incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that the administration at my school will determine my eligibility for grant monies based on my responses to the questions above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Funds will be divided evenly based on the number of applications. The exception will be made for students who were on LOA or who completed and will be based on the number of days attended.
  - Example:  $\$52,541 \div 66 \text{ students} = \$795 \text{ per award}$
  - $\$795 \text{ full award} \div 45 \text{ days} = \$17.67 \text{ per day}$
  - Student who completed on 4/16/20  
enrolled for 19 days \*  $\$17.67 = \$335.73$
- The funds will be disbursed in 1 lump sum to each student based on their eligibility after due date of 5/26/20 until all funds are disbursed.
- The funds will be disbursed to the ledger as COVID CARES Grant and then immediately followed by a Student Refund check for the same amount with the description COVID CARES Relief Funds. See sample Student Account below.

**BLUE CLIFF SCHOOL CAREER COLLEGE, INC.**

2970 Cottage Hill Rd Ste 175 Mobile, AL 36606 US sarah@blue.edu

## Statement

DATE	DESCRIPTION	AMOUNT	BALANCE
04/17/2020	Balance Forward		3,783.00
04/29/2020	Invoice #25232 --- 04/29/2020 901-1500 Tuition = \$4,950.00	4,950.00	8,733.00
5/27/2020	COVID-CARES GRANT	795.00	8,238.00
5/27/2020	COVID-CARES RELIEF FUNDS CHECK #5001	795.00	8,733.00

\* Covid-19 Revised SAP Policy  
(April 30 2020)

Our usual SAP policy of 70% or better (or 66.67% for students in 1500 hour programs within their first payment period) in grades, overall attendance, individual course attendance and grades will be adjusted for this time of temporary distance learning.

Any "I" recorded before the Covid-19 cancellation of classroom instruction will be disregarded as make up work is not readily available to students during this time of hardship. An overall attendance percentage of 70% (or 66.67% for students in 1500 hour programs within their first payment period) will be acceptable even if the individual course percentage is less than 70% on a case-by-case basis (provided the student has been consistent in their attendance during online learning).

Our refund policy will also reflect the above changes. These changes are temporary and will only last until our students can once again attend physical classes.

Updated: June 3, 2020

Blue Cliff Career College was granted \$52,541 in Covid Cares Funds for their students.

63 of the 71 students applied.

2 students were denied based on eligibility requirements.

4 students completed between 3/14-5/26 and received a partial payment based on the amount of days they were enrolled during this time.

7 students had taken leave of absence between 3/14-5/26 so they received a partial payment based on the amount of days they were not on a leave of absence and expected in class.

Based on this data the number of shares was 55.78.

The daily amount awarded was \$20.93

The full share amount was \$941.97.

The 4 completed students received a combined total of \$900.11.

The 7 students who chose to take a leave of absence received a combined total of \$4542.39.

The 50 remaining recipients each received a grant in the amount of \$941.97.

All of the Covid Cares Student funds were issued on 5/28/20 in the form of a check and mailed to the addresses on the students' applications on 5/28/20.