

June 10, 2020

# **Emergency Student Grant Funds**

## **Higher Education Emergency Relief Fund (HEERF)**

The CARES Act, which establishes and funds the Higher Education Emergency Relief Fund (HEERF), directs institutions of higher education (“institutions”) to use no less than 50 percent of funds received under Sections 18004(a)(1) and 18004(c) of the CARES Act to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.


Lytle’s Beauty College has signed and returned the certification and agreement form to receive the allocated portion of the Higher Education Emergency Relief Fund (HEERF). The institution will use the HEERF funds to provide the mandated amount of at least 50% (\$83,030.00) of the emergency financial aid grants to students.

The U.S. Department of Education has provided emergency financial aid grants to students for expenses related to the disruption of campus operations due to the COVID-19. In these unusual and unprecedented times, we recognize that students may face unexpected challenges in reaching their educational goals and require short-term financial support to achieve success. HEERF funds are intended to provide emergency grants to help students meet urgent, basic needs such as food, housing, course materials, technology, healthcare and childcare as the result of the coronavirus.

## **Proposed Process for implementation and distribution of HEERF Emergency Financial Aid Grants to Students**

### **I. Student Eligibility**

*To be eligible, a Student must be:*

- 
- actively enrolled at Lytle’s Beauty College;
  - in good standing;
  - Title IV eligible (under Section 484 in Title IV of the Higher Education Act of 1965); and
  - sign and return the HEERF Student Title IV Eligibility and Certification form.

If a student has filed a Free Application for Federal Student Aid (FAFSA), the student has demonstrated eligibility to participate in Title IV programs. Students who have not filed a FAFSA but meet the Title IV eligibility criteria below may also receive emergency financial aid grants.

*Eligibility criteria to participate in Title IV programs include:*

- U.S. citizenship or eligible noncitizen;
- a valid Social Security number;
- registration with Selective Service (male students only);
- a high school diploma, GED, or completion of high school in an approved homeschool setting; and
- not be in default on a Title IV loan.

## **Grant Funds Can Be Used For The Following Types Of Needs**

Upon signing the student application and confirmation, students agree that these emergency grant funds will be used to help students meet urgent, basic needs such as:

- Food
- Housing
- Course materials
- Technology
- Healthcare
- Childcare

*\*Please note these funds cannot be used to satisfy an outstanding account balance.\**

## **II. Application Process**

Funds will be available to eligible students who were currently enrolled as of March 13, 2020, and did not withdraw from school. Students interested in applying for a grant must sign and return the HEERF Student Title IV Eligibility and Certification form by September 30, 2020.

## **III. Awarded Amounts.**

The total student portion of the emergency fund grant awarded to Lytle's Beauty College of \$83,030.00 will be divided evenly amongst eligible students who sign and return the HEERF Student Title IV Eligibility and Certification form. Eligible student awards will be approximately \$932.67. Please see below for the awarding methodology.

Emergency Fund Amount	Students Actively enrolled	Individual Student Award
\$83,030.00	89	\$932.67

#### **IV. Application Review Process**

All HEERF Student Title IV Eligibility and Certification forms for student grant funds will be received by Amanda Keith via DocuSign, and reviewed for eligibility based on the criteria outlined above. During enrollment Lytle's Beauty College determines students Title IV eligibility, enrollment documents will be reviewed to determine eligibility for the HEERF Grant. Students must return the form by until September 30, 2020.

#### **V. Disbursement of Funds**

Funds will be disbursed via paper checks mailed to eligible students. Checks will be disbursed weekly on Thursday as HEERF Student Title IV Eligibility and Certification forms are returned.

Every 30 days the fund will be re-evaluated, and funds that have not been claimed by returning the HEERF Student Title IV Eligibility and Certification form will be reallocated. All eligible students will have a check sent to the CURRENT address listed on their student account. If a student's address is not currently up to date, the student will need to contact the Admissions Office directly to update the address on file.

### **U.S. Department of Education Reporting**

Lytle Beauty College will report to the Department of Education 30 days from the date checks are first disbursed and every 45 days thereafter in accordance with 2 CFR 200.333 through 2 CFR 200.337, or in such other additional form as the Secretary may specify.

- 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 therefore eligible to receive an emergency financial aid grant: 89

- How grants were distributed to students: Student grants were distributed equally to all eligible students.
- Amount of each grant awarded to each student:

Emergency Fund Amount	Students Actively enrolled	Individual Student Award
\$83,030.00	89	\$932.67

- How the amount of each grant was calculated
- Instructions or directions given to students about the grants and;
- The total number of students who have received an emergency financial aid grant: 89
- The total amount that has been distributed to students to date: \$83,030.00

Documentation that pay has continued to all of employees and contractors during the period of any disruptions or closures to the greatest extent practicable, explaining in detail all specific actions and decisions related thereto.