

# **CARES Act Higher Education Emergency Relief Fund Policy:**

In compliance with the CARES Act Sec. 18004 signed into law March 28, 2020, Kenneth Shuler's School of Cosmetology, Inc. will issue federally funded grants to students by following federal required guidelines and following criteria as outlined in the May 15, 2020 guidance from the DOE:

- **Who:** As of 3/16/2020, all currently enrolled US Citizen or Eligible Non-Citizen students in any Title IV approved program that answer YES on the Student HEERF Survey to having incurred additional expenses due to the Covid-19 pandemic and Distance Education. To include any students that Graduated on or after 3/16/2020 and any student on an approved Leave of Absence. Should any of these students withdraw prior to the school receiving the grant funds they will be exempt from receiving the funds. Those funds will be re-allocated to current students. We will conduct a current final eligible student count once the funds are received by the school. **Note:** Per the DOE, if any of the students are on SAP suspension, they are not eligible for the HEERF Grant, even if they meet the other criteria.
- **When:** Once the required application process is completed and the school receives the grant funds in our federal accounts, we will begin issuing checks to each student that falls in the above described cohort.
- **What:** These funds are to be used by students to cover additional expenses related to the disruption of campus operations due to Covid-19 (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare).
- **Why:** These funds were made available by the Department of Education for Title IV approved institutions of higher learning to provide to their students as cost of living assistance during the Covid-19 pandemic. These funds are to be used as described in the "What" section.
- **How:** The amount of grant monies are being divided equally among all eligible students based on the criteria above for the individually assigned funds per OPE IDs Main and Branch campuses combined student body. To be considered for eligibility the student is required to have completed the CARES Grant Survey via Survey Monkey so the school can determine that the student (or Parent if Dep) has the required need due to additional expenses. The survey is being sent out to the students via e-mail on 5/8/2020 and students will be given until 6/1/2020 at 5PM to complete the survey. Those that do not complete the survey by the deadline are considered ineligible for the grant. We are also updating the student mailing addresses based on the survey answers to get the check mailed to them in a timely

manner and help reduce the amount of returned checks. This survey will also clarify the intended use of the funds being made available to the student.

- **Returned Checks/Uncashed Checks:** When a check is returned, we will reach out to the campus Director to attempt to contact the student via phone, text, e-mail or in person if the student is on campus to obtain a valid address and resend the check. If after 60 days, we are unable to get the check to the student, we will void that check and re-allocate equally the funds to currently enrolled students still in the cohort. If a check is not cashed within 60 days and was not returned, we will follow the same process as returned checks or return the funds to the DOE.