

## Higher Education Emergency Relief Fund Report – Emergency Financial Aid Grants to Students

8/24/2020

**Allen School of Health Sciences** received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s (“Department”) Electronic Announcement of May 6, 2020. For questions or concerns regarding this Fund Report, please contact Ruth Martinez, Vice President of Student Financial Affairs, [ruth.martinez@allenschool.edu](mailto:ruth.martinez@allenschool.edu).

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. 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.
2. 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 Students is **\$1,384,693**
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$659,700**
4. 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 thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **1,025**
5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **594**
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A**
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**

## ATTACHMENT A

### **Allen School of Health Sciences Policies and Procedures for Awarding Emergency Financial Aid Grants to Students from the Higher Education Relief Fund (HE-ERF) under the CARES Act**

Allen School has earmarked \$1,384,693 in grant money to distribute to eligible students. The following student population may be eligible for grants:

- Students who were active on March 13<sup>th</sup>, 2020 (when a national emergency was declared) will have a disbursement of \$900 each processed during the week of 5/25/2020 if they meet the following criteria:
  1. Students must be currently active (active, probation, LOA, internship)
  2. Students must be in the Medical Assistant program
  3. Student must have required POG documentation on file
  4. Students must sign and return attached request form demonstrating that they have incurred expenses related to the disruption of campus operations due to coronavirus
  5. Students must sign and return attached acceptance form certifying that they have provided truthful information
  6. Students must have completed a FAFSA that shows that they are eligible to receive Title IV funds
- Subsequent disbursements will be triggered at two points in the program- currently active students at the end of module 1 classes and currently active students at the end of module 4 classes
- Subsequent disbursements will be processed each new module until the grant money is depleted
  - For these subsequent disbursements, students must meet criteria 1-6 above
- Students will most likely receive no more than two distributions total (unless there is money left over once all eligible students receive two disbursements)
- Each distribution will be for \$900 per student until the grant money runs out
  - Final distribution date will be the remainder of the grant money available divided evenly among eligible students
- Institutional policies with detailed information about dismissal/withdrawal begins on page 18 of the Allen School catalog
  - <https://www.allenschool.edu/wp-content/uploads/Allen-School-Catalog-2019-2020.pdf>

**ATTACHMENT B**

**IMPORTANT INSTRUCTIONS FOR COMPLETION OF  
REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS**

**Under the CARES Act, Pub. L. No. 116-136**

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act authorized the Higher Education Emergency Relief Fund which provides emergency funding for student and institutions impacted by the COVID-19 pandemic. On April 9, 2020 the US Secretary of Education announced that the student funding was being made available to institutions to award and disburse to students who have incurred expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under the student's Cost of Attendance, such as food, housing, course materials, technology, health care and child care.

In order for these emergency grants to be fairly and compliantly awarded, you (and all requesting students) must provide information to the institution regarding the coronavirus related expenses you have incurred. Please fill out the attached application in its entirety.

On the top portion of the form, it is imperative that you provide the correct address where mail from the school will reach you. **This is the address to which your Grant check will be mailed.**

REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS  
Under the CARES Act, Pub. L. No. 116-136

**PLEASE WRITE CLEARLY SO THERE IS NO DELAY IN SENDING YOU MONEY IF QUALIFIED**

**Student Name:** \_\_\_\_\_ **Last 4 of SS#:** \_\_\_\_\_

**Street Address** at which I am sure to receive my grant check: \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing, course materials, technology, health care and/or childcare expenses? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you checked yes above, please check yes to any that apply below (you may check 'yes' for as many categories as are applicable)

<u>CATEGORY OF EXPENSE</u>	<u>INCURRED EXPENSE?</u>
FOOD	YES ____ NO ____
HOUSING	YES ____ NO ____
COURSE MATERIALS	YES ____ NO ____
TECHNOLOGY	YES ____ NO ____
HEALTH CARE	YES ____ NO ____
CHILD CARE	YES ____ NO ____

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR SCHOOL USE ONLY**

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ \_\_\_\_\_ CHECK#: \_\_\_\_\_

Signature and Title of School Representative: \_\_\_\_\_

## ACCEPTANCE OF EMERGENCY FINANCIAL AID GRANT FUNDS

Under the CARES Act, Pub. L. No. 116-136

Congratulations! Your application has been approved

Please fill out the attached acceptance letter as soon as possible so we can send your check

The amount of this award is \$900

You may be eligible for subsequent distributions. We will contact you with an application for additional funds if you are eligible

**Section 18004 CARES Act - Student Acceptance of Emergency Financial Aid ("Aid")**

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

Last 4 of SS#: \_\_\_\_\_

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

Phone number(s): \_\_\_\_\_

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

Amount of Award: \_\_\_\_\_

I accept the grant award provided to me from funding made available to my institution under the CARES Act.

I certify the following:

- All information provided as part of this application 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.

Student Signature/E-signature: \_\_\_\_\_

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