

CARES Act

Higher Education Emergency Relief Fund (“HEERF”) Report

Emergency Financial Aid Grants to Students

Report as of March 31, 2021

As explained in guidance and materials from the U.S. Department of Education¹ (the “Department”):

The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.

Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

CollegeAmerica - Flagstaff (Department OPE ID 03120300) 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** and **Institutional Portion** received under HEERF.

CollegeAmerica - Flagstaff 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.

TIMELINE:

¹ See: <https://www2.ed.gov/about/offices/list/ope/caresact.html>

1. CollegeAmerica - Flagstaff executed its Certification Agreement with the Secretary and *submitted* its application (via Grants.gov) for the ***Student Portion*** of HEERF on April 11, 2020.
2. CollegeAmerica - Flagstaff *received* a GRANT AWARD NOTIFICATION for the ***Student Portion*** from the U.S. Department of Education on April 27, 2020.
3. CollegeAmerica - Flagstaff executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the ***Institutional Portion*** of HEERF on April, 21, 2020.
4. CollegeAmerica - Flagstaff *submitted* a drawdown request of HEERF ***Student Portion*** Grant funds (via the Department's G5 system) on April 28, 2020. The HEERF Grant Funds were *received* by CollegeAmerica - Flagstaff on April 29, 2020.
5. CollegeAmerica - Flagstaff began issuing Emergency Financial Aid Grants to Students on May 4, 2020 from the ***Student Portion*** funds received.
6. CollegeAmerica - Flagstaff received a GRANT AWARD NOTIFICATION for the ***Institutional Portion*** from the U.S. Department of Education on May 5, 2020.
7. CollegeAmerica - Flagstaff began drawing down HEERF ***Institutional Portion*** Grant funds (via the Department's G5 system) on September 15, 2020 for additional grants to students.
8. CollegeAmerica - Flagstaff completed the additional grants for students (from the Institutional Portion of funds) on or before September 30, 2020.

DISCLOSURES:

The institution is making the below information available for transparency purposes and in compliance with the Department's Electronic Announcement of May 6, 2020.²

1. CollegeAmerica - Flagstaff signed and returned to the Department two (2) Certification and Agreement for Emergency Financial Aid Grants to Students. The first Certification and Agreement was for the ***Student Portion*** of HEERF and the second Certification and Agreement was for

² See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

the **Institutional Portion** of HEERF. CollegeAmerica - Flagstaff made the decision to use ***both*** the **Student Portion** and **Institutional Portion** of HEERF received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants directly to its eligible students.

2. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution's **Student Portion** Certification and Agreement under Section 18004(a)(1) of the CARES Act, is **\$896,398.00.**
3. The total amount of emergency financial aid grants distributed to students from the **Student Portion** of CARES Act under Section 18004(a)(1) ***as of the date of this Fund Report*** is **\$896,362.00.**
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 the **Student Portion** for Section 18004(a)(1) of the CARES Act, ***as of the date of this Fund Report*** is **217.**
5. The total number of students who have received an emergency financial aid grants from the **Student Portion** under Section 18004(a)(1) of the CARES Act, ***as of the date of this Fund Report***, is **217.**
6. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution's **Institutional Portion** Certification and Agreement under Section 18004(a)(1) of the CARES Act, is **\$896,398.00.**
7. The total amount of emergency financial aid grants distributed to students from the **Institutional Portion** of CARES Act under Section 18004(a)(1) ***as of the date of this Fund Report*** is **\$382,406.74.**
8. 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 eligible to receive emergency financial aid grants under the **Institutional Portion** for Section 18004(a)(1) of the CARES Act, ***as of the date of this Fund Report***, is **134.**

9. The total number of students who have received an emergency financial aid grants from the **Institutional Portion** under Section 18004(a)(1) of the CARES Act ***as of the date of this Fund Report*** is **134**.
10. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the **Student Portion** under Section 18004(a)(1) of the CARES Act are provided at **Attachment A**.
11. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants from the **Student Portion** of funds are provided at **Attachment B**.
12. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the **Institutional Portion** under Section 18004(a)(1) of the CARES Act are provided at **Attachment C**.

For questions or concerns regarding this Fund Report, please contact Eric S. Juhlin, Chief Executive Officer via Danna Ridge, Administrative Assistant to Eric S. Juhlin, at danna.ridge@collegeamerica.edu.

Attachment A – STUDENT PORTION

Following the Secretary of Education’s April 9, 2020 guidance³ to allocate funds based upon student need and to ensure as wide a distribution as possible, CollegeAmerica - Flagstaff developed a three-tier allocation model based upon each eligible student’s federal financial aid Expected Family Contribution (“EFC”). Generally, the lower a student’s available economic resources, the lower their EFC and the greater their need. The projected eligible CollegeAmerica - Flagstaff onground students⁴, who were in an active status as of April 9, 2020, were included in the initial allocation model.

CollegeAmerica - Flagstaff’s initial allocation model was based upon the following three categories:

Category 1: Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of Grant is referred to as the Maximum Grant and, based upon the initial allocation model, was set at **\$4,250**.

Category 2: Students with an EFC greater than zero (0) but less than 5577. This level of grant, based upon the initial allocation model, was set at 80% of the Maximum Grant, or **\$3,428**.

Category 3: Students with an EFC equal to or greater than 5577. This level of grant, based upon the initial allocation model, was set at 50% of the Maximum Grant, or **\$2,114**.

According to student eligibility guidance from the Department in its HEERF Frequently Asked Questions⁵, only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student

³ <https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf>

⁴ Students enrolled and attending a degree program at one of CollegeAmerica - Flagstaff’s physical onground campuses. This population excludes any enrolled and attending students in a fully-online degree program delivered by Independence University.

⁵ <https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf>

is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

CollegeAmerica - Flagstaff reviewed all active onground students and identified those students who had already previously received federal financial aid or VA benefits and were eligible for HEERF. For those students whom CollegeAmerica - Flagstaff could not determine eligibility, the institution provided these students with a Student Eligibility Certification Form to complete. A copy of the form is below. Upon receipt of this form, the institution determined these students' eligibility (or lack thereof). Students who were determined eligible from the Student Eligibility Certification Form were allocated to Category 3.

Attachment B - STUDENT PORTION

CollegeAmerica - Flagstaff notified and provided information to students about the emergency financial aid grants through the distribution of an Important Notice ("Notice"). The Notice also served as the tool by which students requested an emergency grant under this program. Below is a copy of the Important Notice - *see Attachment B*.

Students were alerted about the Notice through phone call campaigns and emails from the institution. The institution then provided the Notice to students via an email through DocuSign. Upon completion, the Notice was returned to CollegeAmerica - Flagstaff's Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.

Attachment C - INSTITUTIONAL PORTION

CollegeAmerica - Flagstaff made the decision to use ***all*** funds from the **Institutional Portion** of the CARES Act to make additional emergency grants to eligible students. Student eligibility was initially based upon the same methodology as described in the Attachment A section above. In addition, for the second round of CARES Act grants, eligible students were required to provide more information to explain and support a request for an additional emergency grant.

All eligible students were provided a copy of the IMPORTANT NOTICE - CAREAS ACT GRANTS ROUND 2 form to request an additional grant. A copy of this IMPORTANT NOTICE - CARES is attached below as *Attachment C*. Upon receipt of a completed form, CollegeAmerica - Flagstaff's Vice President of Onground Operations, in consultation with Campus Directors and Central Financial Aid, reviewed each form to evaluate and determine a student's need and support for an additional emergency grant.



IMPORTANT NOTICE

Emergency Financial Aid Grants to Students from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to the disruption of campus operations from the Coronavirus.

The application below allows students to apply for these need-based grants. Your college will use the information below to determine your eligibility for a grant. **EVERY student will need to complete this form so they can receive an emergency grant. We estimate that each student’s grant will range from \$1,500 to \$4,500.** These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one grant, and only one application will be considered per student. A copy of this form will be sent to your email address of record via DocuSign. You will fill in the form in the DocuSign system. Be sure to click “finish” in DocuSign once you complete the form. If you do not receive the form, please contact the college. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print): _____ Email: _____

Campus: _____ Phone: (____) _____

Address: _____ City: _____

State: _____ Zip: _____

Last Four Digits of SSN: _____

Do you have expenses due to Coronavirus disruptions? Yes _____ No _____

Check any of the items below that apply to you:

_____ I am financially responsible for my food expenses.

_____ I am financially responsible for my housing expenses.

_____ I am financially responsible for expenses related to my course materials to attend school.

_____ I am financially responsible for paying for technologies associated with attending online classes.

_____ I am financially responsible for my own health care costs.

_____ I have children and am financially responsible for my child’s care expenses.

I attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that my college will determine my eligibility for an emergency grant based and the amount of any grant I am eligible to receive.

Student Signature (Required)

Date



IMPORTANT NOTICE – CARES ACT GRANTS ROUND 2

Emergency Financial Aid Institutional Grants to Students from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to Coronavirus.

The application below allows students to apply for a SECOND ROUND of these need-based grants. Your college will use the information below to determine your eligibility for an additional grant.

You must complete this application form and submit to apply for this emergency grant.

You ***must*** include an amount that you are requesting and a detailed budget explaining why you need this amount. The college will review your information and determine if your request is supportable. The college reserves the right to adjust your grant award based upon its review of this application.

These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one Round 2 grant. Each student must complete the application via DocuSign providing the requested amount and a detailed budget to support their need. Be sure to click “finish” in DocuSign once you complete the form. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print): _____ Email: _____

Campus: _____ Your Phone #: (____) _____

Address: _____ City: _____

State: _____ Zip: _____ Last Four Digits of your SSN#: _____

Have you had extra *Cost of Attendance Expenses*¹ related to the disruption of your college due to the Coronavirus since April 9, 2020?

Yes _____ No _____

How much of a Round 2 Emergency Grant are you requesting for the Extra Cost of Attendance Expenses that you have incurred?

\$ _____

PLEASE LIST or EXPLAIN the Extra Cost of Attendance Expenses that you have

¹ ***Cost of Attendance Expenses*** include the following: Food, Housing, Course Materials, Technology, Health Care, Child Care, and other items associated with you being able to attend your college.