**Higher Education Emergency Relief Fund (HEERF) Report – Emergency Financial Aid Grant to Students**

**Policy and Procedures**

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and American Rescue Plan, 2021 (ARP) funds will be disseminated in one round as follows:

The amount to be distributed to each qualifying student will be based on the following established need criteria that prioritizes students most in need. This is based on all students who were Active students effective April 1, 2021 and is reflective of their EFC on a cleared ISIR.

|  |  |  |  |
| --- | --- | --- | --- |
| EFC Range | CRRSAA Award | ARP Award | Total Award |
| 0 – 5711 | $178.67 | $65.19 | $243.86 |

Below outlines the steps to the students regarding the Emergency Financial Aid Grants.

1. Students who were Active as of 4/1/2021 will receive an email announcement describing the purpose of the grant, the qualifications of the grant and method of distribution. In the email will be a link to complete a questionnaire to confirm any address changes or if the student wishes to have a portion or all of the grant applied to any applicable outstanding balance due to the school. The student will have until 12/10/2021 to respond to the request.
2. Unless a request for application of the debt to be applied to cover school debts, the funds will be distributed no later than 1/10/2022 to all eligible recipients.
3. Checks not cashed by 2/28/2022 will be cancelled and those funds will be redistributed to by the end of the HEERF grant performance period.

The chart below displays the flow of communications to the students.



**Attachment B**

**Timeline of communication**

* Initial Email Notification: 12/4/2021 – 12/5/2021
* Time to Respond: 12/6/2021 – 12/10/2021
* Authorization Form Delivery and Response if applicable: 12/11/2021 – 12/28/2021
* Checks sent to students on weekly basis: 12/13/2021 - 01/10/2022

**Email to be sent to students**

MyComputerCareer at Columbus LLC (OPE ID: 041245)

Subject: Emergency Grant Award Notification

**PLEASE DO NOT SHARE THIS EMAIL AS THE INFORMATION AND LINK BELOW ARE UNIQUE TO YOU.**

[First Name] [Last Name]

[Mailing Address]

{City], [State] [zip code]

In response to the coronavirus pandemic, additional funds have been made available through the CRRSAA and ARP Acts to award emergency grants to students for expenses related to any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus. Eligible expenses include tuition, food, housing, health care (including mental health care), or childcare.

MyComputerCareer at Columbus LLC has deemed you eligible to receive an emergency grant in the amount of $243.86. This is not a loan and will not need to be paid back and will not affect your financial aid award amounts. Students must understand it is their responsibility to notify the school at **Covid19Grant@mycomputercareer.edu** immediately if they will not incur expenses that meet or exceed the amount of their emergency grant.

You have the option to apply all or a portion of the emergency grant to your outstanding balance. Instructions to do so are also on the survey.

Please complete this form (form link) and submit by December 10, 2021. (Please note your mailing address when completing the form)

Should you have any questions, please contact us at **Covid19Grant@mycomputercareer.edu**.

Thank you!

MyComputerCareer

**Covid19Grant@mycomputercareer.edu**

**Forms to be completed.**

In response to the coronavirus pandemic, funds have been made available through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and American Rescue Plan (ARP) Act to award emergency grants to students for expenses related to any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus. Eligible expenses include tuition, food, housing, health care (including mental health care), or childcare.

Please review and respond to the survey below:

1. Please enter your email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is the mailing address in the body of the email received correct?
🞎 Yes 🞎 No
	1. If no, please enter your mailing address as per the United States Post Service (USPS mail delivery address)

	Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	Address2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Would you like to have a portion of all of this grant applied to your school balance, if applicable (Select Yes or No)
🞎 Yes (if selected, a separate form will be sent via DocuSign by January 10, 2022)
🞎 NO (if selected, a check will be mailed no later than January 10, 2022)

By Signing below, I understand that the information is true and accurate. Failure to update this information by 12/10/2021 does not remove eligibility but simply denotes that you will be automatically receiving the allocated grant to the address on record as of 8/1/2021. Checks must be cashed by 02/28/2022.

If you have a touch screen, use your finger to sign below. If you don’t have a touch screen, please use your mouse to draw your name below. By signing your name below electronically, you agree your electronic signature is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility.



Students who opted to apply some or all of the grant to their school balance received the secondary DocuSign notice below to reconfirm and indicate the amounts they wish to allocate. Only students who selected ‘Yes’ to number 3 in the form above received this secondary DocuSign document.

