



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

**Date: 10/09/2020 – Quarterly Report ~ Final Round 3**

**MyComputerCareer.com/Techskills (OPE ID: 04206500)** 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.<sup>1</sup> For questions or concerns regarding this Fund Report, please contact **Darren Nelson, Executive Director of Compliance**, at [COVID19Grant@mycomputercareer.edu](mailto:COVID19Grant@mycomputercareer.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 will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$1,363,591**.
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 **\$1,363,591**:
  - a. Round 1 Total – **\$547,072.27**
  - b. Round 2 Total – **\$417,813.93**
  - c. Round 3 Total - **\$398,704.80**
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:
  - a. Round 1 – **749**.
  - b. Round 2 – **548**.
  - c. Round 3 – **376**.
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:
  - a. Round 1 total – **601**
  - b. Round 2 total – **452**
  - c. Round 3 total – **357**.
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**.

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<sup>1</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>



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

**Date: 08/24/2020 – 45 Day Report ~ Round 2**

**MyComputerCareer.com/Techskills (OPE ID: 04206500)** 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.<sup>2</sup> For questions or concerns regarding this Fund Report, please contact **Darren Nelson, Executive Director of Compliance**, at [COVID19Grant@mycomputercareer.edu](mailto:COVID19Grant@mycomputercareer.edu).

8. 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.
9. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$1,363,591**.
10. 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 **\$958,514.31**:
  - a. Round 1 Total – **\$547,072.27**
  - b. Round 2 to-date – **\$411,442.04**
11. 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:
  - a. Round 1 – **749**.
  - b. Round 2 – **548**.
12. 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:
  - a. Round 1 total – **601**
  - b. Round 2 to-date – **452**
13. 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**.
14. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.

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



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

**Date: 07/10/2020 – 45 Day Report**

**MyComputerCareer.com/Techskills (OPE ID: 04206500)** 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.<sup>3</sup> For questions or concerns regarding this Fund Report, please contact **Darren Nelson, Executive Director of Compliance**, at [COVID19Grant@mycomputercareer.edu](mailto:COVID19Grant@mycomputercareer.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 will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$1,363,591**.
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 **\$547,072.27**.
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 **749**.
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 **601**.
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**.

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<sup>3</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>



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

**Date: 05/26/2020**

**MyComputerCareer.com/Techskills (OPE ID: 04206500)** 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.<sup>4</sup> For questions or concerns regarding this Fund Report, please contact **Darren Nelson, Executive Director of Compliance**, at [COVID19Grant@mycomputercareer.edu](mailto:COVID19Grant@mycomputercareer.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 will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$1,363,591**.
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 **\$0**.
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 **749**.
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 **0**.
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**.

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<sup>4</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>



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

### Attachment A

The Cares Act Student Funds will be disseminated in three separate rounds as follows:

#### FIRST ROUND

The amount to be distributed to each qualifying student will be one half of the Cares Act Student funds divided by the number of students who transitioned from ground to LiveOnline who are still active.

Three Qualifications:

1. Student qualifies based on Section 484 in Title IV of the Higher Education Act of 1965
2. Student returns attestation requesting the grant by June 30, 2020
3. Student agrees to spend it on authorized expenditures

This will get \$910 into the hands of the most students as quickly as possible. Attachment B outlines when checks will be sent to all students who complete the attestation.

#### SECOND ROUND

The amount to be distributed to each qualifying student will be one half of the Cares Act Student funds divided by the number of students who transitioned from ground to LiveOnline who are still active.

Four Qualifications:

1. Student's household has suffered a negative financial impact due to COVID-19
2. Student qualifies based on Section 484 in Title IV of the Higher Education Act of 1965
3. Student returns attestation requesting the grant by August 31, 2020
4. Student agrees to spend it on authorized expenditures

This will get an additional \$910 into the hands of the students who need it the most.

Students will have until August 31, 2020 to submit their documentation. In the documentation the student will testify that their household experienced a negative financial impact from COVID-19, such as layoffs, reduced pay, decreased hours, etc., from March 13<sup>th</sup> through August 31<sup>st</sup>. This plan assumes that the negative financial impacts of COVID-19 will have been realized by August 31<sup>st</sup> so we will have helped as many as possible who need it the most. Attachment B outlines when checks will be sent to all students who complete the attestation.

#### THIRD ROUND

The amount to be distributed to each qualifying student will be all funds not distributed in rounds one and two, combined with any left-over funds from the educational grants, if any, divided by the number of students who qualify.

Three Qualifications:

1. Student qualifies based on Section 484 in Title IV of the Higher Education Act of 1965
2. Student returns attestation requesting the grant by September 30, 2020
3. Student agrees to spend it on authorized expenditures

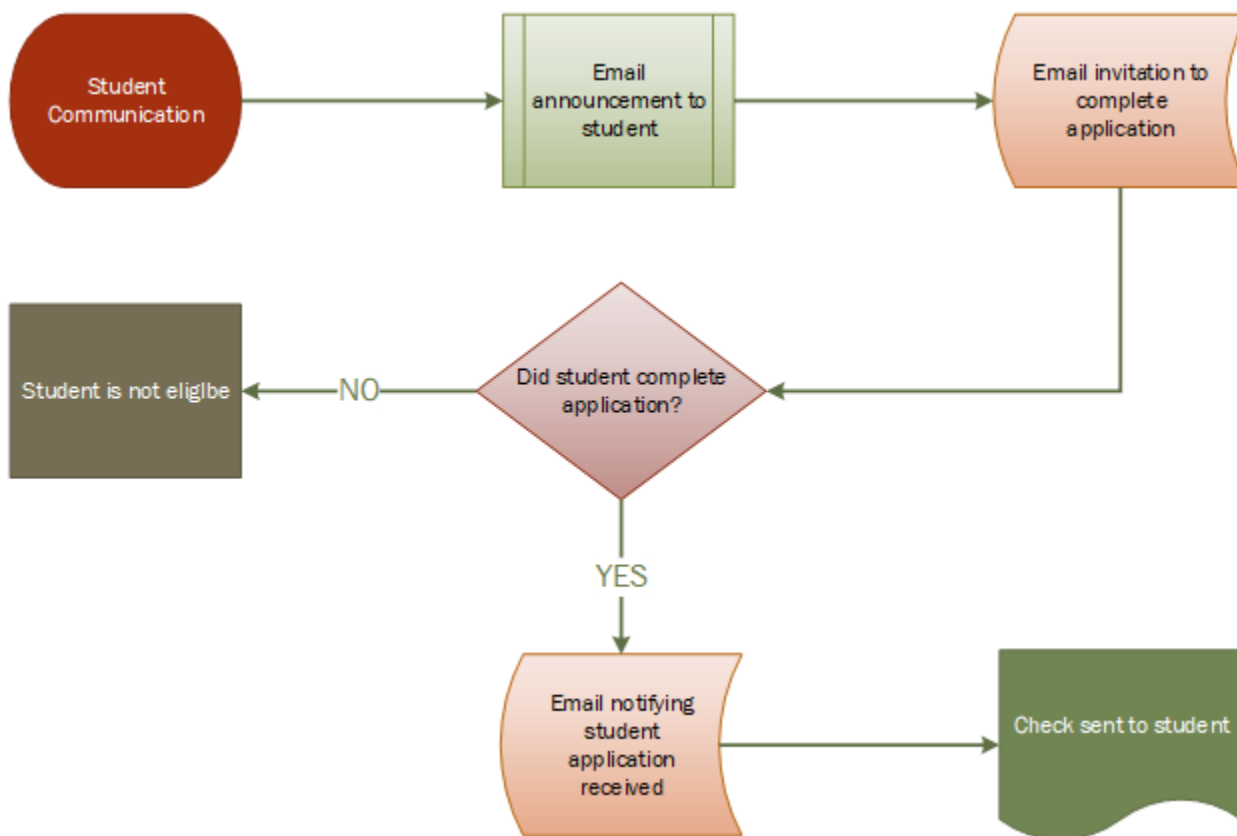
Attachment B outlines when checks will be sent to all students who complete the attestation.

## Attachment B

The following steps will be followed to communicate instructions to the students regarding the emergency financial aid grants:

1. Students will receive an email announcement describing the purpose of the grant. This email will also notify students that they receive a second email with a link to complete a questionnaire via Qualtrics.
2. Students will receive the email with a link to complete the questionnaire to determine eligibility.
3. Students will complete the questionnaire.
4. Data from the questionnaire will be reviewed to determine eligibility of each student.
5. Students who are eligible will be notified via email that they will be receiving a check in the mail.
6. Students that do not complete the questionnaire by the due date will automatically be considered ineligible.

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



## Timeline of communication

Round	Task	Date
1	Initial email communication	5/28/2020
	Email with link to the questionnaire	5/29/2020
	Time to complete the questionnaire	5/29/2020 - 6/30/2020
	Send checks to students on weekly basis	6/5/2020 - 7/10/2020
2	Initial email communication	7/15/2020
	Email with link to the questionnaire	7/16/2020
	Time to complete the questionnaire	7/16/2020 - 8/31/2020
	Send checks to students on weekly basis	7/24/2020 - 9/11/2020
3	Initial email communication	9/8/2020
	Email with link to the questionnaire	9/9/2020
	Time to complete the questionnaire	9/9/2020 - 9/30/2020
	Send checks to students on weekly basis	Week of 10/5/2020

### Round 1 Email to be sent to students:

**MyComputerCareer.com/Techskills (OPE ID: 042065)**

SUBJECT: URGENT: You may qualify for a COVID-19 Education Grant

Dear [Student First Name]

We are pleased to advise you that under the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act: Higher Education Emergency Relief Fund, the US Department of Education has authorized **emergency financial aid grants** for students negatively affected by the COVID-19 pandemic; specifically those who incurred expenses incident to the transfer from in-class to online training and financial hardships caused by the coronavirus outbreak.

You are receiving this email because we believe you may qualify for a grant and may have a first-round **cash payment of an estimated \$910.00** in approved funding coming your way. An additional \$910 may

follow in a second round of funding and a third disbursement of an amount yet to be determined may also be forthcoming.

*It is vital that you review all the information we're providing you about the available grants and follow instructions carefully to verify your eligibility and expedite your receipt of this funding.*

We are committed to absolute transparency in every aspect of receiving and distributing the CARES Act funds. Please follow these steps to verify your eligibility and receive payment:

STEP 1: [Click here](#) and carefully review the details of the Higher Education Emergency Relief Fund Report.

STEP 2: Look for an email within the next 48 hours from Brian Evans with the email address "[noreply@gemailsever.com](mailto:noreply@gemailsever.com)." Subject line: "**CARES Act Application**". Please complete the CARES Act Application questionnaire provided via that email by no later than June 30, 2020. Follow the instructions to determine your eligibility for the grant and apply. **IMPORTANT! You MUST E-sign the attestation included in the survey to receive funds.**

STEP 3: You will receive another email from MyComputerCareer confirming your eligibility.

STEP 4: Wait for your round-one payment. Checks will be processed weekly as applications are received and verified. Checks will be mailed within 14 days of receipt of your application. ALL round-one requests must be made by June 30th so payments can be mailed by July 10, 2020. Applications will be processed on a first-come, first-served basis, but your application/request MUST be submitted by the 6/30 deadline in order to participate in the first round of funding.

The 2nd disbursement will be made to active students following an additional attestation of financial hardship due to COVID-19. Instructions for this round will be emailed after Round-one is complete. The deadline for the round-two attestation is August 31, 2020.

A final round of disbursements to active students will follow in September. The amount of this payment will be determined after all round-one and round-two payments have been made. It will be based on the available funds remaining (if any) and the number of students approved for that round of funding. See the full [disclosure documents](#) and look for future emails regarding these future disbursements.

We sincerely hope that you and your loved-ones are safe and well and that this grant will help to relieve or mitigate any hardship you have experienced as a result of the outbreak.

If you have further questions about the CARES Act Grant, your eligibility, or other related matters, please email: [COVID19Grant@mycomputercareer.edu](mailto:COVID19Grant@mycomputercareer.edu).

Sincerely,

Dan Pryor  
Chief Operations Officer  
MyComputerCareer

### **Round 1 Form to be completed:**

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of MyComputerCareer who are in need of financial support for their expenses related to the disruption of on-ground campus operations due to Coronavirus. Types of eligible expenses include, but are not limited to,



costs of attendance, such as food, housing, course materials, technology, health care, and childcare. This form permits students to apply for these need-based grants. MyComputerCareer Leadership will use the information you provide here to determine your eligibility for a grant. Students who are eligible must meet the following criteria:

- 1) Are eligible to receive Department of Education Title IV grants and loans;
- 2) Were on-ground campus students who transitioned to online classes due to Coronavirus; and
- 3) Were active students or had an approved Leave of Absence as of May 26, 2020.

Please complete the form below:

1. Name: \_\_\_\_\_
2. Email Address: \_\_\_\_\_
3. Current Address:
  - a. Address 1: \_\_\_\_\_
  - b. Address 2: \_\_\_\_\_
  - c. City: \_\_\_\_\_
  - d. State: \_\_\_\_\_
  - e. Zip: \_\_\_\_\_

4. If eligible, would you like to receive the grant?

- Yes  
 No

5. To be eligible for this grant, you must have expenses related to the disruption of on-ground campus operations due to the Coronavirus shutdown, such as eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare.

An eligible student must ALSO meet the criteria as defined by law in SEC 484, 20 U.S.C. 1091, in Title IV of the Higher Education Act of 1965, as amended (HEA). I understand that I:

- Must be a U.S. Citizen or eligible non-citizen
- Must have a valid social security number
- Must have a registration with Selective Service (if student is male)
- Must have a High School Diploma or equivalent
- Must be attending & participating in a post-secondary program leading to a credential at an eligible institution of higher education
- Must not owe a refund on grants or be in default on federal student loans
- Must have completed repayment of any Title IV funds obtained fraudulently if convicted of, or pled nolo contendere or guilty, to a crime involving fraud in obtaining Title IV funds
- Not have fraudulently obtained Title IV loans in excess of annual or aggregate limits
- Must have repaid Title IV loan amounts in excess of annual or aggregate limits
- Must have Selective Service confirmed
- Must not have been suspended of Title IV eligibility for drug-related offenses
- Must be maintaining satisfactory academic progress

I attest, under penalty of perjury, that I meet the requirements of Section 484 of the Higher Education Act (HEA), as amended, and that I will use grant funds provided by the CARES Act for eligible expenses that are related to my cost of attendance (including, but not be limited to, food, housing, course materials, technology, health care, and childcare) and that are related to the disruption of on-ground campus operations at MyComputerCareer due to coronavirus.

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.

**Electronic Signature\***

**Round 2 Email to be sent to students:**

SUBJECT: URGENT: Round 2 of COVID-19 Education Grant Coming

Dear [Student First Name]

As you probably know, under the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act: Higher Education Emergency Relief Fund, the US Department of Education has authorized **emergency financial aid grants** for students negatively affected by the COVID-19 pandemic; specifically those who incurred expenses incident to the transfer from in-class to online training and financial hardships caused by the coronavirus outbreak.

You are receiving this email because we believe you may qualify for a Round 2 grant and may have a second-round **cash payment of an estimated \$910.00** in approved funding coming your way.

*It is vital that you review all the information we’re providing you about the available grants and follow instructions carefully to verify your eligibility and expedite your receipt of this funding.*

We are committed to absolute transparency in every aspect of receiving and distributing the CARES Act funds. Please follow these steps to verify your eligibility and receive payment:

STEP 1: [Click here](#) and carefully review the details of the Higher Education Emergency Relief Fund Report. Pay special attention to the “Second Round” section of Attachment A.

STEP 2: Look for an email within the next 48 hours from Brian Evans with the email address “[noreply@gemailsever.com](mailto:noreply@gemailsever.com).” Subject line: “**CARES Act Application**”. Please complete the CARES Act Application questionnaire provided via that email by no later than August 31, 2020. Follow the instructions to determine your eligibility for the grant and apply. **IMPORTANT! You MUST E-sign the attestation included in the survey to receive funds.**

STEP 3: You will receive another email from MyComputerCareer confirming your eligibility.

STEP 4: Wait for your round-two payment. Checks will be processed weekly as applications are received and verified. Checks will be mailed within 14 days of receipt of your application. ALL round-two requests must be made by August 31 so payments can be mailed by September 10, 2020. Applications will be processed on a first-come, first-served basis, but *your application/request MUST be submitted by the 8/31 deadline* in order to participate in the second round of funding.

A final round of disbursements to active students will follow in September. The amount of this payment will be determined after all round-one and round-two payments have been made. It will be based on the available funds remaining (if any) and the number of students approved for that round of funding. See the full [disclosure documents](#) and look for future emails regarding this final disbursement.

We sincerely hope that you and your loved-ones are safe and well and that this grant will help to relieve or mitigate any hardship you have experienced as a result of the Coronavirus outbreak.

If you have further questions about the CARES Act Grant, your eligibility, or other related matters, please email: [COVID19Grant@mycomputercareer.edu](mailto:COVID19Grant@mycomputercareer.edu).

Sincerely,

Dan Pryor  
Chief Operations Officer  
MyComputerCareer

### **Round 2 Form to be completed:**

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of MyComputerCareer who are in need of financial support for their expenses related to the disruption of on-ground campus operations due to Coronavirus. Types of eligible expenses include, but are not limited to, costs of attendance, such as food, housing, course materials, technology, health care, and childcare. This form permits students to apply for these need-based grants. MyComputerCareer Leadership will use the information you provide here to determine your eligibility for a grant. Students who are eligible must meet the following criteria:

- 1) Are eligible to receive Department of Education Title IV grants and loans;
- 2) Were on-ground campus students who transitioned to online classes due to Coronavirus;
- 3) You are an active student or had an approved Leave of Absence as of July 15, 2020; and
- 4) Have experienced financial hardship as described below due to COVID 19.

Please complete the form below:

1. Name: \_\_\_\_\_
2. Email Address: \_\_\_\_\_
3. Current Address:
  - a. Address 1: \_\_\_\_\_
  - b. Address 2: \_\_\_\_\_
  - c. City: \_\_\_\_\_
  - d. State: \_\_\_\_\_
  - e. Zip: \_\_\_\_\_
4. If eligible, would you like to receive the grant?
  - Yes
  - No

5. To be eligible for this grant, you must:

1. Have experienced financial hardship due to COVID19; **AND**
2. Be eligible to receive Title IV funding.

Have you or anyone in your household suffered from reduced hours, loss of work or reduced income due to the COVID19 pandemic that has caused additional financial hardship for you?

Yes

No

6. An eligible student must ALSO meet the criteria as defined by law in SEC 484, 20 U.S.C. 1091, in Title IV of the Higher Education Act of 1965, as amended (HEA). I understand that I:

- Must be a U.S. Citizen or eligible non-citizen
- Must have a valid social security number
- Must have a registration with Selective Service (if student is male)
- Must have a High School Diploma or equivalent
- Must be attending & participating in a post-secondary program leading to a credential at an eligible institution of higher education
- Must not owe a refund on grants or be in default on federal student loans
- Must have completed repayment of any Title IV funds obtained fraudulently if convicted of, or pled nolo contendere or guilty, to a crime involving fraud in obtaining Title IV funds
- Not have fraudulently obtained Title IV loans in excess of annual or aggregate limits
- Must have repaid Title IV loan amounts in excess of annual or aggregate limits
- Must have Selective Service confirmed
- Must not have been suspended of Title IV eligibility for drug-related offenses
- Must be maintaining satisfactory academic progress

I attest, under penalty of perjury, that I meet the requirements of Section 484 of the Higher Education Act (HEA), as amended, and that I will use grant funds provided by the CARES Act for eligible expenses that are related to my cost of attendance (including, but not be limited to, food, housing, course materials, technology, health care, and childcare) and that are related to the disruption of on-ground campus operations at MyComputerCareer due to coronavirus.

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.

**Electronic Signature\***

**Round 3 payment per student = \$1,116.83**

**Round 3 Email to be sent to Students:**

Dear [Student First Name]

As you probably know, under the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act: Higher Education Emergency Relief Fund, the US Department of Education has authorized **emergency financial aid grants** for students negatively affected by the COVID-19 pandemic; specifically those who

incurred expenses incident to the transfer from in-class to online training and financial hardships caused by the coronavirus outbreak.

You are receiving this email because we believe you may qualify for the Round 3 grant and may have a third-round cash payment in approved funding coming your way. The final round amount will be based on the final number of students who respond confirming their eligibility. You will be notified of the dollar amount the first week of October.

*It is vital that you review all the information we're providing you about the available grants and follow instructions carefully to verify your eligibility and expedite your receipt of this funding.*

We are committed to absolute transparency in every aspect of receiving and distributing the CARES Act funds. Please follow these steps to verify your eligibility and receive payment:

STEP 1: [Click here](#) and carefully review the details of the Higher Education Emergency Relief Fund Report at the top of the page. Pay special attention to the "Third Round" section of Attachment A.

STEP 2: Look for an email within the next 48 hours from Brian Evans with the email address "[noreply@gemailsever.com](mailto:noreply@gemailsever.com)." Subject line: "**CARES Act Application**". Please complete the CARES Act Application questionnaire provided via that email by no later than September 30, 2020. Follow the instructions to determine your eligibility for the grant and apply. **IMPORTANT! You MUST E-sign the attestation included in the survey to receive funds.**

STEP 3: You will receive another email from MyComputerCareer confirming your eligibility.

STEP 4: Wait for your round-three payment. Checks will be processed the first week of October and mailed within 14 days of the conclusion of round-three (9/30/2020). ALL round-three requests MUST be made by September 30th in order to participate in the third and final round of funding.

Please review the full [disclosure documents](#) regarding this final disbursement.

We sincerely hope that you and your loved-ones are safe and well and that this grant will help to relieve or mitigate any hardship you have experienced as a result of the Coronavirus outbreak.

If you have further questions about the CARES Act Grant, your eligibility, or other related matters, please email: [COVID19Grant@mycomputercareer.edu](mailto:COVID19Grant@mycomputercareer.edu).

Sincerely,

Dan Pryor  
Chief Operations Officer  
MyComputerCareer

### **Round 3 Form to be completed: (in September only)**

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of MyComputerCareer who are in need of financial support for their expenses related to the disruption of on-ground campus operations due to Coronavirus. Types of eligible expenses include, but are not limited to, costs of attendance, such as food, housing, course materials, technology, health care, and childcare. This form permits students to apply for these need-based grants. MyComputerCareer Leadership will use the information you provide here to determine your eligibility for a grant. Students who are eligible must meet the following criteria:

1) Are eligible to receive Department of Education Title IV grants and loans;

- 2) Were on-ground campus students who transitioned to online classes due to Coronavirus; and
- 3) You are an active student or had an approved Leave of Absence as of September 8, 2020.

Please complete the form below:

1. Name: \_\_\_\_\_
2. Email Address: \_\_\_\_\_
3. Current Address:
  - a. Address 1: \_\_\_\_\_
  - b. Address 2: \_\_\_\_\_
  - c. City: \_\_\_\_\_
  - d. State: \_\_\_\_\_
  - e. Zip: \_\_\_\_\_
4. If eligible, would you like to receive the grant?
  - Yes
  - No

5. To be eligible for this grant, you must have expenses related to the disruption of on-ground campus operations due to the Coronavirus shutdown, such as eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare.

An eligible student must ALSO meet the criteria as defined by law in SEC 484, 20 U.S.C. 1091, in Title IV of the Higher Education Act of 1965, as amended (HEA). I understand that I:

- Must be a U.S. Citizen or eligible non-citizen
- Must have a valid social security number
- Must have a registration with Selective Service (if student is male)
- Must have a High School Diploma or equivalent
- Must be attending & participating in a post-secondary program leading to a credential at an eligible institution of higher education
- Must not owe a refund on grants or be in default on federal student loans
- Must have completed repayment of any Title IV funds obtained fraudulently if convicted of, or pled nolo contendere or guilty, to a crime involving fraud in obtaining Title IV funds
- Not have fraudulently obtained Title IV loans in excess of annual or aggregate limits
- Must have repaid Title IV loan amounts in excess of annual or aggregate limits
- Must have Selective Service confirmed
- Must not have been suspended of Title IV eligibility for drug-related offenses
- Must be maintaining satisfactory academic progress

I attest, under penalty of perjury, that I meet the requirements of Section 484 of the Higher Education Act (HEA), as amended, and that I will use grant funds provided by the CARES Act for eligible expenses that are related to my cost of attendance (including, but not be limited to, food, housing, course materials, technology, health care, and childcare) and that are related to the disruption of on-ground campus operations at MyComputerCareer due to coronavirus.

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.

**Electronic Signature\***