



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

**Date: 4/08/2022**

**MyComputerCareer.com/Techskills (OPE ID: 041210)** received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), HEERF II grants under the 2021 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA, Section 314 of the Consolidated Appropriations Act, 2021), and HEERF III grants under the American Rescue Plan Act of 2021 (ARP). This Fund Report applies to the student portion received under the HEERF II & III 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 and the assurance that the institution has used the applicable amount of funds designated under the CRRSAA and ARP (a)(1) and (a)(4) programs 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 under the CRRSAA and ARP (a)(1) and (a)(4) programs: **\$432,875** (HEERF II \$287,115, HEERF III \$145,760)
3. The total amount of Emergency Financial Aid Grants distributed to students under the CRRSAA and ARP (a)(1) and (a)(4) programs as of the date of submission is **\$432,875**.
4. The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs. **175**.
5. The total number of students who have received an Emergency Financial Aid Grant to students under the CRRSAA and ARP (a)(1) and (a)(4) programs is **175**.
6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CRRSAA and ARP (a)(1) and (a)(4) are attached below as **Attachment A**. Students with exceptional need based on their EFC were prioritized.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants is attached below as **Attachment B**.

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<sup>1</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg> and <https://www.federalregister.gov/documents/2021/05/13/2021-10196/notice-of-public-posting-requirement-of-grant-information-for-higher-education-emergency-relief-fund>

**Attachment A**

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:

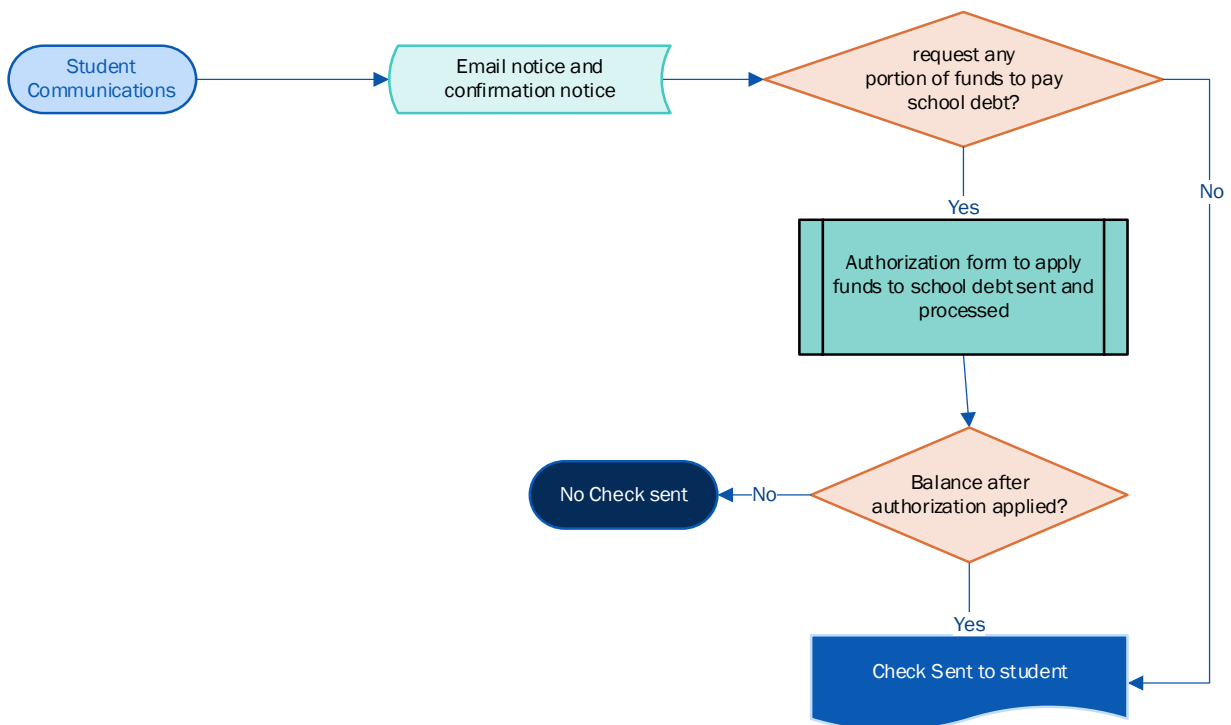
The amount to be distributed to each qualifying student will be based on the following established need criteria that prioritizes students most in need. This is based on all students who were active students effective April 1, 2021 and is reflective of their EFC on a cleared ISIR.

EFC Range	CRRSAA Award	ARP Award	Total Award
<b>0 – 5711</b>	\$1,809.54	\$918.67	\$2,728.21
<b>5712 or higher, or no EFC</b>	\$1,206.39	\$612.40	\$1,818.79

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 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 Indianapolis LLC (OPE ID: 041210)

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 Indianapolis LLC has deemed you eligible to receive an emergency grant in the amount of \$xxxx (see chart above). 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](mailto: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](mailto:Covid19Grant@mycomputercareer.edu).

Thank you!

MyComputerCareer Federal Compliance Department  
[Covid19Grant@mycomputercareer.edu](mailto:Covid19Grant@mycomputercareer.edu)

**Form 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

a. 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. 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.

<b>Higher Education Emergency Relief Fund (HEERF)</b>	<b>MYCOMPUTERCAREER</b> TRAINING FOR A BETTER LIFE
<p>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.</p>	
<b>Student Information</b>	
Please review the following account information. If changes are needed please let us know immediately at covid19grant@mycomputercareer.edu.	
Name:	<input type="text"/>
E-mail Address:	<input type="text"/>
Permanent Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Outstanding Student Account Balance:	\$ <input type="text"/>
A HEERF Student Grant in the amount of \$ <input type="text"/> is available to you.	
<ul style="list-style-type: none"><li>You have the option of having some or all of the grant applied as a payment towards your outstanding student account balance. If you would like to take this approach, please let us know the following by December 28, 2021 by selecting one of the following:<ul style="list-style-type: none"><li><input type="checkbox"/> I would like the entire Grant amount applied to my outstanding school balance</li><li><input type="checkbox"/> Please apply the following portion of the grant to my outstanding school balance <input type="text"/>. The difference between the amount entered and the full Grant amount will be sent to you via check by USPS.</li><li><input type="checkbox"/> Please send the full amount directly to me via check by USPS.</li></ul></li><li>If we don't hear from you by December 28, 2021, the full amount of the award will be paid directly to you. Your award will be mailed to your permanent address before January 10, 2022.</li></ul>	
I request that the HEERF Student Grant funds be processed by the school according to the above instructions.	
Signature:	<input type="text"/>
Date:	<input type="text"/>
<b>Next Steps:</b>	
Thank you for submitting your HEERF Student Grant disbursement instruction. Your award will be processed based on your instructions, as indicated above. If you have any questions please contact us at Covid19Grant@mycomputercareer.edu	