

IBS School of Cosmetology and Massage Implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief Fund (HEERF) Student Emergency Grant

The CARES Act provides several different methods for distributing roughly \$14 billion in funds to institutions of higher education. The most significant portion of that funding allocation provides that \$12.56 billion will be distributed to institutions using a formula based on student enrollment. Of the amount allocated to each institution under this formula, at least fifty (50) percent must be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to the coronavirus pandemic. Colleges should not assess any institutional charges, and must make these funds available to students to cover student expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.

The remaining fifty (50) percent can be used for institutional expenses due to the disruption of the coronavirus pandemic, to facilitate distance education, and to award additional grants to students. Institutions will be able to use the institutional Grant funds to cover costs associated with significant changes to the delivery of instruction due to the coronavirus. The institutional Grant funds must be spent only on those costs for which the institution has a reasoned basis for concluding such costs have a clear nexus to significant changes to the delivery of instruction due to the coronavirus pandemic. It is permissible for the institution to use the funds for Institutional Costs to reimburse itself for costs related to refunds made to students for housing, food, or other services that the institution could no longer provide, or for hardware, software, or internet connectivity that the institution may have purchased on behalf of students or provided to students.

The Student Emergency Grant funds must be made available directly to students meeting eligibility criteria in section 484 of the Higher Education Act (HEA). 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. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.

Guidance from the U.S. Department of Education

Institutions have received and will continue to receive guidance for each allocation share of the Higher Education Emergency Relief Fund from the U.S. Department of Education. Added eligibility criteria by the U.S. Department of Education, enforceable effective June 17, 2020, is that students selected to receive funds from the CARES Act HEERF Students Emergency Grant, must meet section 484 of the Higher Education Act (HEA). Section 484 of the HEA states that Title IV eligible students must:

- Be enrolled or accepted for enrollment in a degree or certificate program.
- Not be enrolled in elementary or secondary school.
- For currently enrolled students, be making satisfactory academic progress.

- Not owe an overpayment on Title IV grants or loans.
- Not be in default on a Title IV loan.
- File “as part of the original financial aid application process” a certification that includes:
 - A statement of educational purpose.
 - Student’s SSN.
 - Be a U.S. citizen or national, permanent resident, or other eligible noncitizen.
 - Have returned fraudulently obtained Title IV funds if convicted of or pled guilty or no contest to charges.
 - Not have fraudulently received Title IV loans in excess of annual or aggregate limits.
 - Have repaid Title IV loan amounts in excess of annual or aggregate limits if obtained inadvertently.
 - Have Selective Service registration verified.
 - Have Social Security Number verified.
 - Not have a federal or state conviction for drug possession or sale, with certain time limitations.

Recipient’s Funding Certification and Agreement

In order to access these funds, institutions must sign and return the Recipient’s Funding Certification and Agreement via [grants.gov](https://www.grants.gov/web/grants/applicants/registration.html) (<https://www.grants.gov/web/grants/applicants/registration.html>), acknowledging the terms and conditions of the funding. After the U.S. of Department of Education has received the Certification and Agreements, institutions may draw down their emergency assistance funds using the Department’s G5 system.

IBS completed and signed the Certification and Agreement. IBS has used, and 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.

Funds for the Student Emergency Grant portion were deposited into the Schools’ bank account on 7/24/2020. The Total funds received was 33,836.00.

Reporting Requirements

The following information must appear in a format and location that is easily accessible to the public 30 days after the date when the institution received its allocation under 18004(a)(1) and updated every 45 days thereafter:

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received;
2. The total amount of funds that the institution will receive or has received from the Department;
3. The total amount of Emergency Financial Aid Grants distributed to students;

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 to students under Section 18004(a)(1) of the CARES Act;
5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act;
6. The method(s) 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;
7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants;

CARES ACT STUDENT GRANT AWARDING STRUCTURE

Application Period

Applications for Higher Education Emergency Relief Fund will be made available to students' effective July 28, 2020 and expires August 21, 2020. Students can apply for funding during this period only and must meet eligibility requirements at time of application.

Applications are due August 21, 2020 and will be reviewed on an ongoing basis, subject to approval and availability of funds. Funds are limited.

Procedures

Students will be notified by email and text messaging regarding the availability of HEERF funds. In addition, information regarding HEERF funds application process will be posted on the Schools' website.

Selection Process

Financial Aid Office will determine if the student meets all of the HEERF eligible requirements listed below program.

- Student is Title IV eligible, degree seeking, currently enrolled at time of application and Title IV eligible as determined by completion of a FAFSA and its associated requirements.
- Student was enrolled in a program that were impacted by COVID19 crisis after March 23, 2020.
- Students must have a verified FAFSA on file for either the 2019-20 or 2020-21 academic years.
- Students must be enrolled in a Title IV approved program.
- Students must be current enrolled and completed the minimum of one clock hour prior to July 24, 2020.

Award Amounts based on Program Enrolled:

Cosmetology: \$2,000.00

Hair Dressing: \$1,500.00

Esthetics: \$1,000.00

Massage Therapy: \$1,000.00

We estimate a total number of 22 students to qualify for the grant.

Application Process

Complete and submit the Student Application/Attestation to the Financial Aid Office. Application/Attestations will be reviewed by the Financial Aid department. Decisions will be communicated to students via email.

Notifications

Students approved for relief funding will be notified by email. Notification will include the amount of grant awarded to each student and instructions given to students pertaining to use of funds including food, housing, course materials, technology, health care and childcare. The financial aid office will maintain records of the award communication for each student.

Award Procedures and Disbursement

Awards will be compiled on a master spreadsheet for disbursement. The spreadsheet will be used for reporting purposes per the requirements related to the School's participation in the program. Information will include student name, award amount and justification for action. The Financial Aid Office will use the file load process to post awards on student accounts. The award process will be directly disbursed to the student for immediate assistance.

Student Emergency Financial Aid Grants 2nd Disbursement

As 8/7/2020, 19 students had applied and awarded grants.

As 9/22/2020 \$24,500.00 was disbursed to 19 Students as Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act.

Student Emergency Financial Aid Grants 2nd Disbursement

After the first disbursement, the school had a remaining of \$9,336.00 from the original amount received on 7/24/2020. The school has decided to divide the funds available equally among the students who meet the criteria listed below based on the date of disbursement.

- Student is Title IV eligible, degree seeking, currently enrolled at time of application and Title IV eligible as determined by completion of a FAFSA and its associated requirements.
- Student was enrolled in a program that were impacted by COVID19 crisis after March 23, 2020.
- Students must have a verified FAFSA on file for either the 2019-20 or 2020-21 academic years.
- Students must be enrolled in a Title IV approved program.
- Students must be current enrolled, active and completed the minimum of one clock hour prior to September 25,2020.
- Students must have not received any amount from the 1st Disbursement.

- Each student will need to sign an Attestation for CARES Act document to acknowledge acceptance of the terms of the grant before the funds will be disbursed.
- Attestations for Higher Education Emergency Relief Fund will be made available to students' effective September 17, 2020 and expires September 25, 2020. Students can apply for funding during this period only and must meet eligibility requirements at time of application.
- Attestations are due September 25, 2020. Funds are limited.

Awarded students with the CARES Act HEERF Student Emergency Grant will receive the following communication (Please see attached to the website).

First Quarterly Report

As 9/22/2020 \$24,500.00 was disbursed to 19 Students as Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act.

Second and Final Quarterly Report

As 12/31/2020 the remaining \$9,336.00 from the initial amount received has been disbursed to 12 students. Each student received the amount of \$778.00.

As 12/31/2020 the \$33,836.00 received from the Student Emergency Grant portion has been disbursed to a total of 31 Students.