

UPDATE
AUSTIN CAREER INSTITUTE POLICY FOR COMPLETION OF
REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS
Under the CARE Act, Pub. L. No. 116-136

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act authorized the Higher Education Emergency Relief Fund which provides emergency funding for students and institutions impacted by the COVID-19 pandemic. On April 9, 2020 the US Secretary of Education announced that the student funding was being made available to institutions to award and disburse to students who have incurred expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under the student's Cost of Attendance, such as food, housing, course materials, technology, health care and child care. The following information is reported for the period, October 28, 2020 to November 27, 2020.

- I. This statement shall serve to acknowledge that our institution signed and returned to the US Department of Education the Certification and Agreement – Emergency Financial Aid Grants to Students. We further attest that our institution has used, and/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.
- II. 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 Student is \$10,975.00
- III. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of November 27, 2020 is \$10,975.00
- IV. The estimated total number of students at our 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 is 46.
- V. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act to date is 29.
- VI. The following is the method used by our institution to determine which students receive Emergency Financial Aid Grants and how much each student received. We calculated the total active students we have, then divided the CARE Act grant by the total number of students. Section 18004(a)(1) of the CARES Act.

PROVIDE DESCRIPTION: Active or enrolled students and students who qualify for the 2019-2020 FAFSA Pell grant are eligible to receive Emergency Financial Aid Grants.

- VII. The following instructions/directions/guidance was/will be provided by our institution to students concerning the Emergency Financial Aid Grants. Funding was allocated equally among eligible students.

PROVIDE DESCRIPTION: A form was provided to the students to determine if they would like to accept or decline the funds.

Please see below:

**IMPORTANT
INSTRUCTIONS FOR COMPLETION OF
REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS
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In order for these emergency grants to be fairly and compliantly awarded, you (and all requesting students) must provide information to the institution regarding the coronavirus related expenses you have incurred. On the attached form, please provide details and amounts of any of the types of costs you may have incurred.

On the top portion of the form, it is imperative that you provide the correct address where mail from the school will reach you. **This is the address to which your Grant check will be mailed.**

Also, you must remember to sign and date the form.

If you have any questions, contact the school as soon as possible.

**REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS
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Student Name: _____

Student ID#: _____

Street Address at which I am sure to receive my Grant check: _____

City, State and Zip Code: _____ **Email:** _____

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing course materials, technology, health care and/or child care expenses? _____ YES _____ NO

<u>CATEGORY OF EXPENSE</u>	<u>AMOUNT I HAVE PAID OUT</u>
FOOD	\$ _____
HOUSING	\$ _____
COURSE MATERIALS List Materials: _____	\$ _____
TECHNOLOGY List Technology: _____	\$ _____
HEALTH CARE	\$ _____
CHILD CARE	\$ _____

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students.

Student Signature: _____

Date: _____

FOR SCHOOL USE ONLY

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ _____

CHECK#: _____

Signature and Title of School Representative: _____