



Notice of HEERF Emergency Financial Aid Grants for Students

Congress recently passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide some relief from the economic fallout related to the COVID-19 pandemic. One element of CARES Act funding is the Higher Education Emergency Relief Fund (HEERF). The HEERF funding comes from the U.S. Department of Education. The School including its two branch campuses has received a total of \$1,367,946 of HEERF funds for issuing student Emergency Financial Aid Grants. The purpose of this funding is to provide emergency financial aid grants to students for expenses incurred by students related to the disruption of campus operations due to the Coronavirus. *Eligible student expenses include expenses under a student's cost of attendance such as food, housing, course materials, technology, health care and childcare.*

HEERF Grants will be disbursed to eligible students whose emergency grant applications are approved by the School.

The School has determined that the following criteria must be met in order for a student to be eligible to receive a HEERF Grant:

Eligible Students:

- The student must have been an active enrolled student in good standing in one of the School's programs on March 13, 2020. To be an active enrolled student means that the student was attending classes at the School or was on an approved LOA on March 13, 2020; or
- A student began actively participating in classes in their first module or first course in their program of instruction which was scheduled by the School to start at any time between March 14 and March 31, 2020; or
- Any re-entering student who re-entered their program of study and began actively participating in classes at any time between March 14 and March 31, 2020; and
- Good standing means the student must be meeting the standards of Satisfactory Academic Progress (as described in the 2019-2020 Catalog) as of the most recently completed evaluation period, or be eligible to receive federal financial aid in the current term due to a) the student's status of Financial Aid Warning; or b) the student's successful Financial Aid Appeal; and
- The student must have no unresolved financial aid eligibility issues noted on the student's most current Institutional Student Information Record (ISIR).

Documentation Required:

- The student must have a current Free Application for Federal Student Aid (FAFSA) on file. If no FAFSA is presently on file then the student must file a FAFSA and the FAFSA must be processed by the Department of Education resulting in the transmission of an ISIR to the School before a HEERF Grant can be calculated and approved by the School. Students may complete the FAFSA Application here: <https://studentaid.gov/h/apply-for-aid/fafsa> and
- The student must complete, sign, and date the School's HEERF Grant Application and submit it to the

School's Financial Aid Office via email to heerf@ibt.edu or directly to the Financial Aid Department. Students may complete the HEERF Grant Application here: <http://ibt.edu/wp-content/uploads/2020/08/IBT-HEERF-Grant-Application-Rev-08.06.2020.pdf>

The grant amount is \$2,196.00. This grant amount is based on a student's financial need as determined from their most current ISIR generated from a student's FAFSA.

Calculation: The calculation of the student grant amount for an OPEID is determined as follows: first an examination of student records on file for the OPEID is made to determine the approximate number of students in each of the three categories (i) Existing students on 3/13/2020, (ii) New students with starts occurring between 3/14/2020 and 3/31/2020, and (iii) Re-entry students re-entering between 3/14/2020 and 3/31/2020 who were determined in advance to be eligible students assuming they both apply for and are eligible for the grant at the time of the student's grant application. That number of eligible students from each of the three categories is then totaled to determine the estimated number of eligible students. This total number of estimated eligible students is then divided into the student portion of HEERF Funds that have been allocated by the U.S. Department of Education to the applicable OPEID. The grant amount is then rounded up to the nearest dollar. For example, and for ease of illustration: If the total number of estimated eligible students under all three categories is 500 and the student portion of HEERF Funds is \$1,000,000, then the student grant for an eligible student would be \$2,000 ($\$1,000,000 \text{ HEERF student funds} \div 500 \text{ students} = \$2,000.00 \text{ HEERF Grant per student}$). Note that any unused student HEERF funds remaining are reserved by the OPEID for award of student HEERF funds at a later date. The School reserves the right to change the rules for student eligibility for these unused student HEERF funds.

Grant Applications

Applications can be submitted now and will be considered until the funds are exhausted. Students are strongly encouraged to promptly apply before August 28, 2020. However, students may still apply after August 28, 2020 and will be considered for any remaining funds.

Approval of Application

Upon receipt of a signed HEERF Grant Application, staff of the School's Financial Aid Department will begin the review of a student's documentation. The review and approval of a grant application is anticipated to take about 10 business days. A student will receive an email notification from the Financial Aid Office stating the status of a student's grant's application and the amount of any approved grant.

Funds

Funds for approved grants will be disbursed only by check. The student will receive an email notification from the School's Business Office when a check may be picked up by the student from the Business Office.

The full grant award will be disbursed to students regardless of whether a student owes any money to the School. Lost or misplaced checks will be cancelled by the School upon notification from the student and reissued to the student. Checks remaining uncashed for 90 days or more will be cancelled by the School, however a student may re-apply for another grant provided there are sufficient funds remaining to satisfy such a grant. Please see the HEERF FAQs at <http://ibt.edu/wp-content/uploads/2020/08/IBT-HEERF-FAQ-08.05.2020L.pdf> or contact the School's Financial Aid Office for more information. You may also contact Maria Duenas, Corporate Director of Financial Aid at maria.duenas@nce.edu or Maree Daniels at Maree.Daniels@ibt.edu