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## **HIGHER EDUCATION EMERGENCY RELIEF FUND**

### **Policy and Procedures for Distribution of Grants**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance and health care response for individuals, families, businesses affected by the 2020 coronavirus pandemic. The CARES Act includes the provision of approximately \$12.56 billion for the Higher Education Emergency Relief Fund. Institutions of higher education are to receive an allocated share of this fund under a formula based on student enrollment described in the Act and to be administered by the Secretary of the U.S. Department of Education. The CARES Act requires, in part, that “Institutions of higher education shall use no less than 50 percent of such funds to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance, such as food, housing, course materials, technology, health care, and child care).”

As announced by the Secretary, Texas Health School is to receive \$97,767.00 for the purposes of making emergency financial aid grants to its students. Texas Health School’s plan for allocating, distributing and accounting for the emergency financial aid grant fund is explained in this document.

THS recognizes that our students’ lives have been severely disrupted by coronavirus. Many are facing financial challenges and struggling to make ends meet. In order to provide financial relief to as many students as possible the School will distribute a fixed grant award to all eligible students who were actively enrolled between March 13, 2020 and June 5, 2020.

THS will also begin the process of providing additional need-based grants to those students who demonstrate additional current financial need. The School will disburse the remaining grant funds to eligible students based on individual need. The method for applying and receiving the additional need-based grant is explained in detail below.

### **Allocation of Emergency Financial Aid Grant Funds**

Each eligible student enrolled in one of the Texas Health School’s Title IV programs (Massage Therapy, Medical Assistant, or Vocational Nursing) between March 13, 2020 and June 5, 2020 will receive a fixed grant award amount of \$1200.

Students enrolled in the Texas Health School’s 100 clock hour Nurse Aide or 140 clock hour Medication Aide Programs are not eligible for participation Title IV Federal Student Aid Program and therefore are not eligible for grants under these programs.

In accordance with guidance published by the U.S. Department of Education, student grants will be distributed only to students who are Title IV eligible. An eligible currently enrolled student includes any student that has not been withdrawn, to include students progressing via



temporary distance education. Students who are on an approved Leave of Absence due to issues related to COVID-19 that began on or after March 13, 2020 are considered actively enrolled and are eligible to receive the grants. The eligible student roster will be determined by taking a census of the students enrolled between March 13, 2020 and June 5, 2020. Any student withdrawn from the School prior to June 5, 2020 is not an eligible student and will not receive a grant award under this program.

Texas Health School will disburse the remaining Grant Funds via additional emergency need-based grants. The maximum amount of any additional emergency need-based grant shall not exceed \$1000 and there is no minimum dollar amount.

Eligible students may only receive one emergency need-based grant. The School will make emergency need-based grants to eligible students until the Grant Fund is depleted. The School intends to begin making emergency need-based grants on or about June 30, 2020 and complete the distribution of such grants by December 19, 2020.

Other than any disclosures of this plan as may be required by the U.S. Department of Education or any other governmental or accrediting agency, the School shall not make any disclosures, publication, statement, or other notices regarding the ability of students who enroll after June 5, 2020 to apply for an emergency need-based grant. Only after such a student has started classes at the School will the School provide such student with information regarding the application for an emergency need-based grant.

#### **Awarding of Emergency Financial Aid Grant Funds**

Students that have filed a Free Application for Federal Student Aid (FAFSA) and for which the School has a current Institutional Student Information Record (ISIR) will be considered Title IV eligible. Students enrolled as of as of June 5, 2020 who did not previously file a FAFSA may choose to file a FAFSA for grant purposes, and the School will consider the student to be Title IV eligible upon receipt of the student's ISIR and successful completion of any required verification.

The School's Director of Financial Aid will prepare a roster of eligible students enrolled between March 13, 2020 and June 5, 2020. Each eligible student will receive a grant award in the amount of \$1200.00. Texas Health School's President and Director of Financial Aid will oversee the awarding and enrolled student census.

Eligible students who enroll after June 5, 2020 may apply for an emergency need-based grant, such student must demonstrate that they have incurred expenses related to the disruption of campus operations due to coronavirus. Students who enroll after June 5, 2020 are not entitled to the initial minimum grant award described above.



Students seeking to be considered for an additional emergency need-based grant will be required to complete an application form (Exhibit C) and submit it to the Director of Financial Aid.

The maximum amount of any additional emergency need-based grant shall not exceed \$1000 and there is no minimum dollar amount. The School will take into consideration the information on the student's grant application as well as information already on file with the school such as the student's dependency status, family size, expected family contribution, unmet financial need, program length, satisfactory academic progress, and expected completion date.

Texas Health School's President and the Director of Financial Aid will decide which students shall receive an additional emergency need-based grant and the amount of such grant.

The school will deposit the Grant Fund in a separate checking account to be used for the purpose of administering the emergency student financial aid grants in accordance with Federal law, published guidance from the U.S. Department of Education, and this plan.

#### **Disbursement of Emergency Financial Aid Grant Funds**

All disbursements will be overseen by the School's President and the Director of Financial Aid.

Texas Health School will begin contacting students about the emergency financial aid grants on or about June 12, 2020. The school will make every reasonable effort to contact all eligible students to notify them of the emergency financial aid grant to which they are entitled. Included with this notice will be an attestation statement (Exhibit A) to be signed by the student wherein the student shall acknowledge that the emergency grant funds will be used to cover expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care. This notice and acknowledgement statement will be sent to the student's email address on record with the school. Students will complete the attestation statement via Docu-Sign or send a signed copy of the statement to the school.

The emergency financial aid grant will be distributed by check made payable to the student. No grant checks will be disbursed to any otherwise eligible student who fails to or refuses to sign the attestation statement.

Eligible students will have the option on how to receive their grant fund checks. Students may request to pick up their check at the school or request to have their check mailed to the address listed on the student's attestation statement. Students will indicate their choice for receiving the grant checks on their attestation statement. The school will provide instructions for those students choosing to pick up their checks at the school which will include available pick-up times as well as safe social distancing requirements. In addition to the emergency grant fund checks, the students will receive an instruction letter from the school in the form attached as Exhibit B.



Students who subsequently receive emergency need-based grants will receive a similar instruction letter.

**Accounting & Recordkeeping of Emergency Financial Aid Grant Funds**

Texas Health School's President, Vice-President, and Director of Financial Aid are responsible for all accounting and recordkeeping associated with the administration of the student emergency grants. An Excel spreadsheet will be maintained to track all disbursements issued to students. The School's Vice-President shall be responsible for completing all reports that must be submitted to the U.S. Department of Education as required by the CARES Act and any future guidance from the Department.