



**Montana Academy of Salons**  
**Higher Education Emergency Relief Fund Reporting**  
**Emergency Financial Aid Grants to Students**

Date of Last Update: July 7, 2020

Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act” or the “Act”), Pub. L. No. 116-136, 134 Stat. 281 (March 27, 2020), directs institutions receiving funds under Section 18004 of the Act to submit (in a time and manner required by the Secretary) a report to the Secretary describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”). Section 18004(c) of the CARES Act requires institutions to use no less than 50 percent of the funds received from Section 18004(a)(1) of the CARES Act 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). On April 9, 2020, the Department published documents related to the Emergency Financial Aid Grants, including a letter from Secretary Betsy DeVos, a form Certification and Agreement for signing and returning by institutions to access the funds, and a list of institutional allocations under 18004(a)(1).

The Certification and Agreement directs each institution applying for HEERF funds to comply with Section 18004(e) of the CARES Act and submit an initial report (the “30-day Fund Report”) to the Secretary 30 days from the date of the institution’s Certification and Agreement to the Department. The Department will provide instructions for providing the required information to the Secretary in the near future. In the meantime, each HEERF participating institution must post the information listed below on the institution’s primary website. The Department would like to receive the most current information from the date when the institution received its allocation for emergency financial aid grants to students. Accordingly, the following information is being provided to comply with the “30-day Fund Report” and will be periodically updated at minimum, every 45 days thereafter:

1. Montana Academy of Salons acknowledges that it has signed and returned to the Department the Certification and Agreement and provides assurance that it 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.
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 is \$76,167.
3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES act as of July 7, 2020 is \$1,692.60.
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 is 45.



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 is 45.
6. The method 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 is as follows:

**Distribution of Student Grants under the Higher Education Emergency Relief Fund  
Policy and Procedures**

**Preamble**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance and health care response for individuals, families, and 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, Montana Academy of Salons (the “School”) is to receive \$76,167 (the “Grant Fund”) for the purposes of making emergency financial aid grants to its students. This document sets forth the School’s plan for allocating, disbursing and accounting for the Grant Fund.

Just as COVID-19 does not discriminate on the basis of socioeconomic status, the School recognizes that a wide array of individuals and industries have been adversely impacted by COVID-19. The School recognizes that our students’ lives have been severely disrupted by coronavirus. Many are facing financial challenges and struggling to make ends meet. The School also recognizes that student financial records previously submitted to the School are dated and may not reflect a student’s current circumstances. In order to provide financial relief to as many students as possible, the School will distribute emergency financial aid grants from the Grant Fund equally to all students who were either (i) actively enrolled between March 16, 2020 and May 4, 2020, or (ii) scheduled to enroll between March 16, 2020 and May 4, 2020 but whose enrollments were moved to a later date, under the terms more fully described below.

**Allocation of Grant Funds Formula**

The total allocation of the Grant Funds will be split equally between all eligible students enrolled in a Title IV eligible program. 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 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 who were either (i) actively enrolled between March 16, 2020 and May 4, 2020, or (ii) scheduled to enroll between March 16, 2020 and May 4, 2020 but whose enrollments were moved to a later date. Any student withdrawn from the School prior to June 30, 2020 is not an eligible student and will not receive a grant award under this program.

### **Awarding Policy**

The School will prepare a roster of eligible students who were either (i) actively enrolled between March 16, 2020 and May 4, 2020, or (ii) scheduled to enroll between March 16, 2020 and May 4, 2020 but whose enrollments were moved to a later date. The student grant award amount for each eligible student will be determined by dividing (i) the amount of the Grant Fund by (ii) the total number of eligible students.

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 who did not previously file a FAFSA may choose to file a FAFSA for grant purposes. The School will consider the student to be Title IV eligible if the student's FAFSA was filed no later than June 30, 2020, and upon receipt of the student's ISIR and successful completion of any required verification. Alternatively, students who choose not to fill out a FAFSA but otherwise meet the Title IV eligibility criteria may verify their eligibility by completing the attestation statement (Exhibit A) in which the student attests under the penalty of perjury that the student is eligible to participate in the Title IV programs under section 484 of the Higher Education Act of 1965, as amended.

### **Awarding Procedures**

The School's Chief Executive Officer and Chief Financial Officer will oversee the awarding and currently enrolled student census. The School will deposit the Grant Fund in a separate dedicated checking account to be used for the sole purposes 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 Procedures**

The School will begin contacting students about the emergency financial aid grants on or about June 25, 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 acknowledgment statement will be sent to the student's email address on record with the School.

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



Eligible students will have the option on how to receive their grant fund checks. Students may request to pick up their checks at the School, otherwise the School will mail the check to the address listed on the student's attestation statement. Students will indicate their choice for receiving the grant checks on their acknowledgement statements. 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.

### **Accounting & Recordkeeping**

The School's Chief Executive Officer and Chief Financial Officer will be responsible for the administration of the emergency financial aid grants. All disbursements will be overseen by the School's Chief Executive Officer and Chief Financial Officer.

The School's Chief Financial Officer is responsible for all accounting and recordkeeping associated with the administration of the student emergency grants. He shall maintain an Excel spreadsheet to track all disbursements by student. The School's Chief Financial Officer shall also 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.

### **Grants of Unclaimed Funds**

It is the School's intention that the entire Grant Fund will be disbursed to all eligible students equally in the manner set forth above. However, the School recognizes that there may be some amounts allocated to students that do not ultimately get disbursed as intended. For example, the School may not be able to timely locate an eligible student on an approved leave of absence. It is possible that an eligible student may decline the grant funds or refuse to sign the attestation statement.

In the event that there is any amount remaining from the Grant Fund as of July 31, 2020, the School will disburse such remaining funds via additional emergency need-based grants. The School will send an email to all eligible students informing them of the availability of additional grants. The email will include an application form to be completed by students seeking to be considered for an additional emergency need-based grant.

A committee consisting of the School's Chief Executive Officer and Chief Financial Officer will decide which students shall receive an additional emergency need-based grant and the amount of such grant. The maximum amount of any additional emergency need-based grant shall not exceed \$1,000.00, and there is no minimum dollar amount. The committee will consider the information to be provided on the student's grant application as well as information already on record 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.

7. The institution will provide the following instructions, directions or guidance to its students concerning the Emergency Financial Aid Grants:
  - a. **Attestation Statement:** Prior to distribution, each student will receive and be obligated to sign and return the following attestation statement:



**Student Grants under the Higher Education Emergency Relief Fund  
Attestation**

**Student Name:**

**Current Mailing Address:**

**Mobile Phone Number:**

**Email Address:**

**Expected Award Amount: \$1692.60**

**Date: June 25, 2020**

*Please return this attestation statement to the School as soon as possible but no later than June 30, 2020. Failure to return this attestation statement by this date may result in your grant award being forfeited and those funds being used to make additional grants to other students.*

I accept the grant award provided to me from funding made available to the Montana Academy of Salons under the CARES Act.

I certify the following:

- All information provided in this Attestation is true and correct to the best of my knowledge.
- I attest, under the penalty of perjury, that I am eligible to participate in the Title IV programs under section 484 of the Higher Education Act of 1965, as amended.
- I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money I am receiving is intended to cover my expenses related to the disruption of campus operations.

I would like to receive my grant check (choose one):

Pick Up at School

Mail to my Current Address Above

I understand that if I choose to have my grant check mailed to me it will be mailed to the address listed above. I will immediately notify the School if at any time my address changes. I further understand that if the School is unable to locate me and/or distribute any part of my grant award after making reasonable efforts that I will forfeit such funds and that the School may use those funds to make additional grants to other students.

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Student Signature

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Date



**b. Notification Letter:** Eligible students will receive the following notification letter with their receipt of emergency financial aid grant checks:

July 2, 2020

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under the CARES Act, the Montana Academy of Salons has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

Enclosed please find an emergency financial aid grant check in the amount of \$1692.60. This is a grant, which means that this amount does not need to be repaid. Your acceptance of these grant funds is conditioned upon your agreement to use the funds for the purposes allowed under the CARES Act and as agreed upon by you in the attestation statement that you previously provided to the School. In particular, you understand that the money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money you are receiving is intended to cover your expenses related to the disruption of campus operations.

We hope that you and your family and friends are safe and healthy. Please do not hesitate to contact us if you have any questions.

Very truly yours,

Montana Academy of Salons