

Higher Education Emergency Relief Fund Report

45 Day Deadline 7/16/20

Emergency Financial Aid Grants to Students

Date 5/2/20

Clarksburg Beauty Academy & School Of Massage Therapy (OPE ID: 00895900) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution has received these funds and is distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education's ("Department") Electronic Announcement of May 6, 2020. For questions or concerns regarding this Fund Report, please contact Name, Title, at Email Address.

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used, 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.
2. 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 Students is \$49,864.
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is \$0.
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 under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 52.
5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is 0.
6. The methods 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 are provided at **Attachment A**. (Insert the Institution's Policy on disbursing funds)
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**. (Insert any guidance the institution provided to the student's regarding the receipt of the HEERF grant).

Clarksburg Beauty Academy & School of Massage Therapy

Policy and Procedures for the CARES Act

All students who are currently enrolled and are participating in Clarksburg Beauty Academy's online and or distance training as of March 21, 2020, will be eligible to receive the CARES Act Higher Education Emergency Relief Fund/Student Aid.

Funding available from the U.S. Department of Education will be distributed equally among all eligible participants. Once all Certification Forms are returned, the institution will calculate how many students indicate need and divide that number by the total amount of funds that are to be distributed to students.

Any student on a leave of absence, was graduated, withdrew or has been dropped by the institution prior to March 21, 2020, will not be eligible to receive the funding. Any student on a leave of absence or in attendance between March 21, 2020 and *August 1, 2020* will be eligible.

However any student whose life may have been disrupted or facing financial challenges and struggling to make ends meet due to the impact of the COVID-19 pandemic prior to March 21, 2020 upon demonstration of such circumstance will be deemed eligible.

All students seeking assistance will need to complete the COVID -19 Certification form and return it to the school office no later than *July 14, 2020*. After this date students will not be eligible for any disbursement of this particular HEERF funding.

Information about this funding will be emailed to all currently enrolled and participating students in Clarksburg Beauty Academy's online and or distance training.

Clarksburg Beauty Academy will not discriminate in the disbursement of funds.

*Clarksburg Beauty Academy & School of Massage Therapy
120 South Third Street
Clarksburg, WV 26301
304-624-6475*

The Department of Education was awarded an emergency grant to assist students who were attending schools of higher education during the COVID-19 emergency school closing and lockdown social distancing requirements in March 2020.

The CARES ACT HIGHER ED Grant will be awarded to each approved higher education school. The school has to determine based on guidelines for how it will disburse the emergency funds to students.

When the school issues checks to students, they must sign that they will use the funds for one or more of the expenses listed on the CARES ACT Certification and Agreement document, for "food, housing, course materials, technology, health care, and child-care expenses". We will also give students the opportunity to forego the payment if they have not been financially affected and wish to donate their portion back to the school fund so we can reallocate funds to other students who may have a financial hardship.

The school will allocate CARES ACT Emergency Relief funds to students equally, based on the total number of enrolled students who were attending classes on 03/21/2020 when the school temporarily closed due to COVID-19 lockdown and who wish to participate in the grant funding opportunity. We will divide the number of attending students into the emergency fund grant amount and allocate funds equally to each student. This is grant money and will not have to be repaid.

The school was advised the government will begin releasing funds and accepting student certifications as of the opening fund date of 04/14/2020. The school applied for the funding on opening day 04/14/2020. We hope to receive funds within the next few weeks. Students will receive funds by check mailed to the home address. To assist the school in processing the checks please complete and return the certification form below on page 2 of this document.

Clarksburg Beauty Academy & School of Massage Therapy
CARES Act Higher Education Emergency Relief Fund (HEERF)
Student Certification Form

Clarksburg Beauty Academy will be disbursing checks to all students from the CARES HEERF fund. The amount of money (checks) distributed to all students will be distributed across the student body evenly to those affected by the COVID-19 pandemic.

Have you been affected by COVID -19? Please check—mark which answer suits your situation:

_____ **Yes** OR _____ **No**

If **yes**, fill in the information below:

I, _____ (student first and last name), certify that I have been affected by COVID-19 and therefore agree to use the funds distributed to me for the following needs: *food, housing, course materials, technology, health-care and/or child care expenses* as stipulated in the CARES HEERF Policy set forth by the US Department of Education.

These funds will not be used for tuition expenses or paying off tuition balances.

The funds distributed will be distributed to all students attending Clarksburg Beauty Academy that have certified that they have been affected in any of the above areas.

We need this form back from you by **07/14/2020** in order to know who and where to send the distribution checks to.

If applicable, please mail my check to:

_____ (Name)

_____ (Street address)

_____ (City, State, Zip)

Student signature

Date

School signature

Date