

CRRSAA ACT

Higher Education Emergency Relief Fund (HEERF II) Distribution Protocol



The Higher Education Emergency Relief Fund II (HEERF II) is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law 116-260 (December 27, 2020) to provide monetary support for education. Aveda Institutes (the "School") was allocated \$775,812 in financial aid grants under CRRSAA. Aveda Institutes will make these emergency financial aid grants available to students with exceptional need for expenses related to any component of a student's cost of attendance or emergency costs that arise due to the coronavirus, such as tuition, food, housing, health care (including mental health care) or childcare.

The School will determine the amount of each individual emergency financial aid grant allocated to students according to the Allocation Methodology below and consistent with all applicable laws including non-discrimination laws.

The School will distribute grant funds in two disbursements. In the First Disbursement, the School will distribute grant funds to all currently enrolled students who are receiving a Pell grant or are eligible to receive a Pell grant. Any other currently enrolled student that is not Pell eligible may apply for grant funds if exceptional need can be demonstrated. These funds will be part of the Second Disbursement. **Both Non-Pell eligible students AND Pell eligible students may apply to receive a portion of these 2nd disbursement funds.** Students must complete a Grant Application and attach supporting documentation to demonstrate exceptional need. Grants from this 2nd disbursement to eligible students will be awarded on a first come, first serve basis until the funds the School was allocated are depleted.

ALLOCATION METHODOLOGY

First Disbursement: 75% of the total grant funds allocated to the School will be distributed equally to all currently enrolled students who are receiving a Pell grant or are eligible for a Pell grant. This formula will be **\$581,859** / # of eligible students.

Second Disbursement: The remaining 25% of the total grant funds allocated to the School, **\$193,953**, will be reserved for students to apply for and document exceptional need. Students will need to apply for these funds using the School's Grant Application form, including a written statement. The School's HEERF Need Panel to assess individual student need and make a decision on the amount based on the student's need. The funds are allocated to each branch campus location by prorating the # of non-Pell eligible students in each branch location. See table below.

- The Panel will consist of the following members:
 - Campus Director
 - Campus Financial Aid Team Lead
 - Director of Finance
 - Director of Operations
- The Panel will decide and document:
 - Whether or not the student applicant will receive a grant
 - The amount of the grant
 - The reasons for this decision
 - For each applicant, the Panel will retain an acceptance or denial form

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ALLOCATION OF FUNDING

ALLOCATION OF 75% PELL ELIGIBLE GRANTS

OPEID	LOCATION	TOTAL ALLOCATION	PELL ELIGIBLE (75%)	HEERF I REMAINING FUNDS	TOTAL PELL ELIGIBLE	# PELL ELIGIBLE	TOTAL STUDENT COUNT	PELL ELIGIBLE AWARD
04167100	Denver	349,632.00	262,224.00	2,062.28	264,286.28	98	222	2,696.80
04072300	Provo	108,609.00	81,456.75	-	81,456.75	40	82	2,036.42
04194500	Tucson	317,571.00	238,178.25	-	238,178.25	166	187	1,434.81

ALLOCATION OF 25% NEED BASED GRANTS

OPEID	LOCATION	TOTAL ALLOCATION	GRANT FUNDS (25%)	APPLICANTS	APPROVED	NEED GRANT PER STUDENT
04167100	Denver	349,632.00	87,407.88	47	47	1,859.74
04072300	Provo	108,609.00	27,152.20	16	14	1,939.44
04194500	Tucson	317,571.00	79,392.54	77	66	
	Tucson	53%	42,078.05	44	37	1,137.24
	Phoenix	47%	37,314.49	33	29	1,286.71

		TOTAL STUDENT COUNT	% OF AZ COHORT (287)
04194500	Tucson	152	53%
	Phoenix	135	47%

DISTRIBUTION OF STUDENT GRANTS

Each qualifying Pell-eligible student will receive a one-time stipend based on location. The following lists the amounts by location:

Location	Pell Eligible \$ Per Student
Denver	2,696.80
Tucson	1,434.81
Provo	2,036.42
Phoenix	1,434.81

** based on # of Pell eligible students determined on the day of draw down.*

Date of Determination - The student must be actively enrolled and have attended school as of the day the funds are drawn down into the account, including those students who are currently on a leave of absence. All funds will be issued within 15 days of draw down.

Students receiving grant funds will receive a "HEERF II Grant Funds Student Certification" to read and acknowledge ("Student Certification") prior to receipt of grant funds.

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REPORTING

Documentation for detailed disbursements will be submitted to the Department of Education within 30 days of receipt of the funds and subsequently 45 days thereafter.

POLICY ON STUDENT USE OF FUNDS

Documentation for detailed disbursements will be submitted to the Department of Education within 30 days of receipt of the funds and subsequently 45 days thereafter.

- Student grant funds are to be used by the student for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or childcare.
- Each student must sign the Student Certification acknowledging that the student has accepted and received the grant funds and that it will use the funds for an intended purpose.
- The School will not require a student to apply grant funds to pay for tuition, fees, or educational supplies.
- Student's receipt of the grant funds is not conditioned on a student's continued or future enrollment at the School.
- Admissions personnel will be instructed that they may not discuss eligibility for CRRSAA grants with prospective students. CRRSAA grants may not be offered to or discussed with prospective students as an incentive to enroll.

DISBURSEMENT METHOD & STUDENT ACKNOWLEDGEMENT

Checks will be cut for each Grant recipient and will be shipped to the applicable campus location. Each Institute will publish a *Grant Pick Up Day* where all social distancing safeguards will be in place. Students will sign the acknowledgement prior to receiving the check, certifying that they will use the funds for the intended purpose of assisting with COVID-19 related expenses. Students who submit application for funding will be processed on a first come, first served basis and processed accordingly.

TIMELINE

4/15/2021	Webinar for Director Team
4/15/2021	Student Notice & Grant Application distributed
4/19/2021	Pell Eligible Funds drawn down
4/20/2021	Pell Eligible student check run begins
4/21/2021	Pell Eligible Funds deposited and transferred
4/23/2021	Deadline for students to apply for funding for the 25% fund
4/26/2021	25% fund deadline extended to 6pm
4/28/2021	Grant Committee Application Review
4/28/2021	25% Fund drawn down
4/29/2021	25% Need Based Grant Check Runs begin
5/4/2021	15-day deadline to disburse all Pell Eligible Grant Checks
5/13/2021	Deadline to distribute grants from the 25% fund

HEERF NEED PANEL DETERMINATION

After a thorough review of all 25% fund applications, it was determined that any student providing documentation to support his/her claim of financial need would be considered approved.

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UPDATED AS OF 6.30.2021

OPEID	LOCATION	TOTAL CHECKS ISSUED	CHECKS DISTRIBUTED	CHECKS REMAINING	CHECKS CLEARED	CHECKS OUTSTANDING
04167100	Denver	145	144	1	143	2
04072300	Provo	54	54	-	52	2
04194500	Tucson	127	127	-	124	3
	Phoenix	105	105	-	102	3

UPDATED AS OF 9.30.2021 - FINAL REPORT

OPEID	LOCATION	TOTAL CHECKS ISSUED	CHECKS DISTRIBUTED	CHECKS REMAINING	CHECKS CLEARED	CHECKS OUTSTANDING
04167100	Denver	145	144	1	144	1
04072300	Provo	54	54	-	54	-
04194500	Tucson	127	127	-	127	-
	Phoenix	105	105	-	105	-

*funds from 1 unclaimed/uncleared check from denver were reallocated to heerf iii grants in 3Q 2021 after multiple attempts to contact the recipient