

Attachment A

Policies and Procedures Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) and the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSAA), signed into law on December 27, 2020.

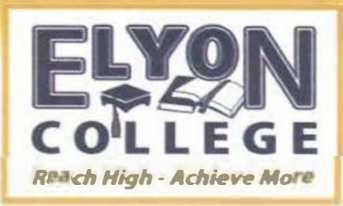
Updated March 19, 2021

On March 27, 2020, Congress authorized the US Department of Education to provide Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funds provided to students through CARES and subsequent CRRSAA acts are for the disruption of campus operations due to coronavirus, such as food, housing, course materials, for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care.

Elyon College will be disbursing funds to enrolled students, prioritizes the most neediest of students, based on the following criteria:

- You must be eligible to receive Title IV Aid and/or New York State Tuition Assistance Program:
This means you must be eligible to receive such as one or more of the following federal aid programs: Pell Grant, FSEOG, Direct Loan, Federal Work Study or a student may prove financial hardship via proof of receiving any Public Assistance such as Food stamps, Medicaid or unemployment benefits for a student or for parents if the student is dependent.
- You must be actively enrolled in an Educational program at Elyon College at the time when you receive the grant.
- You must be a student at good standing as defined in the Elyon College catalog.
- The Maximum award for the Full-time currently attending eligible students will be \$3,000 or \$1,000 for non-credit earning students. Or the amount requested by the student, on the special grant request form, whichever is less. This method of fund distribution will be used equally for all eligible students.
- These funds are a grant. They are not a loan and do not require to be paid back. These funds are also nontaxable for federal purposes.
- According to the US Department of Education, the funds shall not be used for any purpose other than the direct payment of grants to students for their expenses related to the disruption of regular campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care or as indicated on their request form. Therefore, students must inform the Elyon College in writing to what purpose(s) the funds shall be used.
- Funds will be provided to students in the form of a check, and may be picked up by student or mailed out to the student via US Postal Service.
- Eligible students will be required to complete a special form requesting the funds and confirm the receipt of the grant.
 - o Confirmation on the special form includes that the student has been negatively impacted by COVID-19
 - o Which of the allowable uses the student intends to use the funds for including (Food, Housing, Course materials, Technology and for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care.
 - o Correct spelling of the student's name.
 - o Mailing address – any errors in mailing address that result in a lost check may result in a bank related fee and/or delay on replacement funds.
- A total of \$79,446 of the funds received will be divided equally among the eligible enrolled students affected by COVID-19.
- Student disbursements will be tracked using the HEERF Grant template and posted on the school website www.elyon.edu
- A copy of the request for Emergency Financial Aid Grants Fund form will be maintained in the student file.

The students will be informed about the policies concerning the CARES and CRRSAA Acts funds and receive the proper form through the college website www.elyon.edu and/or via email. Once the necessary form is completed and received by the school, the funds will be distributed within 10 days.



Attachment B

**REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS
Under the CARES Act, Pub. L. No. 116-136 and the Coronavirus Response
and Relief Supplemental Appropriation Act, 2021 (CRRSAA), signed into law
on December 27, 2020.**

Student Name: _____ Student ID#: _____

Street Address at which I am sure to receive my Grant check: _____

City, State and Zip Code: _____ Email: _____

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing course materials, technology, for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child care expenses? _____ YES _____ NO

CATEGORY OF EXPENSE AMOUNT I HAVE PAID OUT

FOOD \$ _____

HOUSING \$ _____

COURSE MATERIALS
List Materials: _____ \$ _____

TECHNOLOGY
List Technology: _____ \$ _____

HEALTH CARE \$ _____

CHILD CARE \$ _____

OTHER (SPECIFY) _____ \$ _____

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students. I have received a copy of the Policies and Procedures for Emergency Financial Aid Grants to Students.

Student Signature: _____ Date: _____

FOR SCHOOL USE ONLY

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ _____ CHECK#: _____

Signature and Title of School Representative: _____

I certify that I received an emergency financial aid grant from Elyon College in the amount of \$ _____.

Student Signature: _____ Date: _____