

## CARES ACT REPORTING ON EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

The Federal government enacted the HEERF I grants under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), HEERF II grants under the 2021 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA, Section 314 of the Consolidated Appropriations Act, 2021) section (a)(1) programs to make Emergency Financial Aid Grants to Students for expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under the student's cost of attendance, such as food, course materials, technology, health care, and child care. The law requires institutions to report certain information related to the use of these funds.

The following information is reported for the period October 1, 2021 to December 31, 2021.

- I. This statement shall serve to acknowledge that our institution signed and returned to the US Department of Education the Certification and Agreement – Emergency Financial Aid Grants to Students: We further attest that our institution has used, and/or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES and CRRSAA programs to provide Emergency Financial Aid Grants to Students.
- II. 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 Student is \$154,895.
- III. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES and CRRSAA programs as of December 31, 2021 is \$37,723.00.
- IV. The estimated total number of students at our institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and who are eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES and CRRSAA programs is 50 students.
- V. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act to date is <10 students have received a grant.
- VI. The following is the method used by our institution to determine which students receive Emergency Financial Aid Grants and how much each student has received/will receive under Section 18004(a)(1) of the CARES Act and CRRSAA provided in the following attached documents:  
Attachment A: Policies and Procedures for Emergency Financial Aid Grants to Students  
Attachment B: Request for Emergency Financial Aid Grant Funds Application
- VII. The following instructions/directions/guidance was provided by our institution to students concerning the Emergency Financial Aid Grants.  
The attached Policies and Procedures (Attachment A) and Request for Emergency Financial Aid Grant Funds (Attachment B) were provided to all students, so they will be properly informed how they will be able to receive an Emergency Financial Aid Grants.

## Form A

Updated December 01, 2021

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

*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 actively enrolled students, prioritizing 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 if a student proves 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 in good standing as defined in the Elyon College catalog.
- The Maximum award for Full-time currently attending eligible students will be \$4,000 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 for eligible students as indicated on Form B.
- These funds are a grant. They are not a loan and are not required 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 it 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 Indicate the 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.
- Up to a maximum \$170,000 of the funds received will be available to be distributed to 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](http://www.elyon.edu)
- A copy of the request for Emergency Financial Aid Grants Fund form will be maintained by the school.

**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](http://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.**



## Form B

The funds will be disbursed based upon a student's need using the most recent EFC Code.

The distribution bracket is as follows:

| <b>EFC Code</b>  | <b>Disbursement Amount</b> |
|--|----------------------------|
| <b>0-1000</b>  | <b>\$4,000.00</b>          |
| <b>1001-2000</b>                                       | <b>\$3,700.00</b>          |
| <b>2001-3000</b>                                       | <b>\$3,500.00</b>          |
| <b>3001-4000</b>                                       | <b>\$3,300.00</b>          |
| <b>4001-5000</b>                                       | <b>\$3,100.00</b>          |
| <b>5001-6000</b>                                       | <b>\$2,900.00</b>          |
| <b>6001-7000</b>                                       | <b>\$2,700.00</b>          |
| <b>7001-8000</b>                                       | <b>\$2,500.00</b>          |
| <b>8001-9000</b>                                       | <b>\$2,300.00</b>          |
| <b>9001-10000</b>                                      | <b>\$2,100.00</b>          |
| <b>10001 and up</b>                                    | <b>\$2,000.00</b>          |
| <b>Non-credit earning students with financial need</b> | <b>\$ 1,000.00</b>         |

If a student proves financial hardship via proof of currently (when the award is distributed) receiving any Public Assistance such as Food stamps, Medicaid or Unemployment benefits, for a student or for parents if the student is dependent, then the maximum award may be up to \$4,000.00.



**Form C**

**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 and as updated thereafter.**

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 \$ \_\_\_\_\_

TUITION \$ \_\_\_\_\_

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: \_\_\_\_\_