



J's Barber College
Find Style in your Future
Phone: 337-364-2552
Fax: 337-364-2544

1207 Center Street, New Iberia, LA 70560
www.jsbarbercollege.com



Emergency Financial Aid Grant/Covid-19 Pandemic

Emergency Financial Aid Grant Policy

Section 18004(a)(1) and 18004 (c) of the CARES Act requires the institutions of higher education shall use no less than fifty percent of the Higher Education Emergency Relief Funds (HEERF) received for the sole and exclusive purpose of providing emergency financial aid grants to students for expenses related to the disruption of campus operation due to Coronavirus (Corvid-19 Virus) (including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and child care). Under Section 18004 of the CARES Act, students must be eligible to receive emergency financial aid grants, and "only" students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. Section 2 of the Funding Certification and Agreement for the Emergency Financial Aid Grants states: "Recipient shall not use (these) funds to reimburse itself for any cost or expenses, including but not limited to any costs associated with significant changes to the delivery of instruction due to the Coronavirus and/or any refunds or other benefits that Recipient previously issued to students."

Financial Aid funds will be prioritized to the students with the greatest need with a maximum funding threshold to be given to each student to ensure that these (HEERF) funds are distributed as widely as possible. Since this emergency grant is to be used to cover expenses related to the disruption of campus operation 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, information will be given to students to indicate an/all COVID-19 related expenses he/she has incurred. Students will be asked to write a paragraph or given a form listing the various categories with or without corresponding dollar amounts determined by the school director.

Funds will be disbursed based on the student's needs, however not necessarily defined as the lowest EFC. Awarding the Emergency Financial Aid Funds will be disbursed evenly for their incurred expenses.

A student who has graduated is no longer enrolled. A student who has withdrawn technically is no longer enrolled for the payment period/period of enrollment, and is reported as withdrawn to the National Student Loan Data System (NSLDS)--that is, the student is no longer in an in-school status, so therefore, will not be eligible to receive the Emergency Financial Aid Grant Funds.

Emergency Financial Grant Procedures

Responsibilities:

- **Director of Institution:**
 - Apply and fill out request for the Emergency Financial Grant for disruption of campus operation and get approved
 - Create and document the financial formula used and be transparent about the financial formula used
 - Compose and submit a report on how all these funds were used
 - When approved make sure the Financial Aid Administrator contact student via mail, email or phone to complete a paragraph and/or form listing eligible expenses related to school disruption.
 - The students have a week to complete and fax/or email requested information.
 - After forms are received the student will be made aware of the amount reward
 - Meet with Business Office Administrator to set up methodology that will be used to distribute the funds, set an accounting procedure to identify these funds and show an audit trail for future compliance audits and/or Program Reviews,
 - Make sure the Business Office Administrator set ledgers and journals set up to account for these funds so any outsider can clearly see that all funds went to the students and none were used for institutional expenses.
 - Create a formula to disburse funding to all eligible students based on the highly projected needs equally with transparency.

Emergency Financial Grant Formula

- **Responsibilities:**
 - Director of Institution
FORMULA: $\text{Total Student Eligible} \div \text{Total Grant Awarded Per School} = 27 \div \$50,451.00 = \$1868.55$
 - Reviewed each returned form from students
 - Based on highly projected needs; it was decided by the Director to disburse the funds evenly with the total number of students eligible for the grand funds focusing on funding for (foods, housing, technology {laptops, and/or chrome books, internet

services},course materials, health care, child care) *See attached checklist with listed funding in each above mentioned needs.

▪ **Financial Aid Administrator:**

- Contact student via mail, email or phone to complete a form listing eligible expenses related to school disruption including eligible 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)
- After forms are returned; the student will be made aware of the amount rewarded based on a highly need projection after viewing all forms returned
- Print a copy of the returned information for the FA file

▪ **Business Office Administrator:**

- Meet with Director to get a clear understanding of disbursement of the Emergency Financial Aid Grant monies.
- Set up a methodology used to distribute the funds.
- Compose a Report including students names, amounts awarded and disbursed to students
- Set an accounting system and procedure which will allow an auditor to identify these funds and show an audit trail for future compliance audits and/or Program Reviews
- Set up ledgers and journals to account for these emergency funds so that outsiders can clearly see that all funds went to the students and none were used for institutional expenses
- Print a copy of the ledger for the FA file/Student Profile file folder

Emergency Financial Grant Procedure for Disbursement of Funding

▪ **Responsibilities:**

- Business Office Administrator
 - Contact each student via phone or e-mail to let know eligibility
 - Contact each student to come in to receive check and/or
 - Mail each check certified mail and/or a tracking system of receipt of funds
 - Copy of check awarded and signed form of receipt of funds will be placed in the Financial File and Student Profile file folder.