



Learning Bridge Career Institute

1340 West Tunnel Blvd, Suite 110
Houma, Louisiana 70360
985-262-4685

Higher Education Emergency Relief Fund CARES Act Learning Bridge Career Institute COVID-19 Team/ Committee

**Gloria Williams
Dr. Yokesha Greene
Christie Bailey
Elke Ursin**

**President/CEO
Executive Director
Financial Advisor
Lead Instructor**

Learning Bridge Career Institute Higher Education Emergency Relief Fund CARES Act Policy

Purpose:

The Learning Bridge Career Institute will create guidelines for the disbursement of the Higher Education Emergency Relief Funds to all active, eligible & enrolled students eligible for emergency financial aid funding. The Higher Education Emergency Relief Fund (HEERF) is a grant program created by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The first allocation of Higher Education Emergency Relief Fund to LBCI must be used exclusively for student emergency financial aid grants.

Learning Bridge Career Institute:

COVID 19 Responsibilities

- **Determine Eligibility**
- **Assist Students with COVID 19, associated expenses.**
- **Secure documentation/forms related to grants.**
- **Make disbursements to active students who have incurred expenses related to the disruption of campus operations due to Coronavirus.**

Reporting obligation:

- **The Department requires the institution to keep detailed records of how funds were disbursed.**
- **Documented worksheet, and bank statements.**

Student Eligibility:

- **Active Students for the Spring Session 2019/2020.**
- **Students who are eligible or could be eligible to participate in Title IV funding may receive emergency financial aid grants.**
- **Students who did not receive Title IV funds can receive funds if the student, complete a FAFSA application and are Title IV eligible based on a clean ISIR.**
- **If a student that is on an approved leave of absence (LOA) the student is eligible to receive an emergency financial aid grant under the Higher Education Emergency Relief Fund (HEERF)?**
- **If a student is presently enrolled at LBCI but has lost Title IV eligibility due to *not making satisfactory academic progress, he or she would not be eligible for an emergency financial aid grant under the HEERF.***
- **If a student was enrolled on March 13, 2020, but has since graduated, is no longer eligible for emergency financial aid grant. *This student is no longer an active student.* According to the U.S. Department of Education, only students who are or could be eligible to participate in the Title IV programs may receive an emergency financial aid grant under the HEERF. One eligibility criterion under Sec. 484 of the Higher Education Act is that a student must “be enrolled or accepted for enrollment in a degree, certificate, or other program.**

Learning Bridge Career Institute retains discretion to determine the amount of each individual emergency financial aid grant consistent with all applicable laws including non-discrimination laws. LBCI is mindful of each student’s particular socioeconomic circumstances in the staging and administration of these grants.

Learning Bridge Career Institute will continue to update the policy as the Department of Education make necessary changes.



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Learning Bridge Career Institute HEERF Institutional Portion

Update 6/22/2020

The Learning Bridge Career Institute received the Institutional Portion for the Higher Education Emergency Relief Funds CARES Act on May 21, 2020, in the amount of \$11,458.00.

The Learning Bridge Career Institute plan to use the funds received to cover transitional cost associated with significant changes to the delivery of instruction due to COVID-19.

The Learning Bridge Career Institute plan to expand the distance learning platform, build IT capacity, prepare and provide training for faculty and staff.

LBCI is currently working to secure and expand distant learning by implementing Canvas LMS Platform.

The Learning Bridge Career Institute is conferring with our CPA to determine how best to account for the institutional portion.