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## Higher Education Emergency Relief Fund Report Emergency Financial Aid Grants to Students

August 20, 2020

HVAC Technical Institute (**OPE ID: 042323**) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

HVAC Technical institute is making the below information available for transparency purposes and in compliance with the U.S. Department of Education's ("Department") Electronic Announcement of May 6, 2020. For questions or concerns regarding this Fund Report, please contact us at [caresact@hvac-tech.com](mailto:caresact@hvac-tech.com).

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.
2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$45,452**.
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$45,452**.
4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **100**.
5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **94**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A**.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.



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## Attachment A

# Emergency Financial Aid Grants to Students Under the Coronavirus Aid, Relief, & Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants to students of HVAC Technical Institute who need financial support for their expenses related to the disruption of campus operations due to Coronavirus. Only active students who are participating in courses actively and who are in good standing will be eligible to receive a grant. Only students who are or could be eligible to participate in programs under Section 484 in the Title IV of the Higher Education Act of 1965 will be eligible to receive the grant; if a student has filed their FAFSA, then the student has automatically demonstrated eligibility. However, students who have not filed their FAFSA but who are eligible to file also may receive the grant.

The criteria for eligibility include the following:

- U.S. citizenship or eligible noncitizen
- a valid social security number
- registration with selective service (if male student)
- a high school diploma, GED, or completion of high school in an approved home school setting or foreign HS diploma validated as a U.S. equivalency

The CARES Act expressly requires that institutions provide the emergency financial aid grants to students for expenses related to the disruption of campus operations due to COVID-19 as expressed below:

- Financially responsible for food expenses
- Financially responsible for housing expenses
- Financially responsible for expenses related to my course material to attend school
- Financially responsible for paying technologies associated with attending online classes
- Financially Responsible for my own healthcare costs
- Financially responsible for children's childcare expenses

Eligible students must submit a CARES Act application to [caresact@hvac-tech.com](mailto:caresact@hvac-tech.com) no later than June 1, 2020.



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## Attachment B

# Policy for CARES Act (Higher Education Emergency Relief Fund)

### PURPOSE:

HVAC Technical Institute (**OPE ID: 042323**) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136. These funds were to be distributed to all students who have or would apply to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

### ROLES & RESPONSIBILITIES:

#### Financial Aid Advisor

- Create list of students who meet the qualifications to receive the CARES Act!

#### School Director

- Apply to receive the CARES Act funds and pull down from G5 when funds are available.
- Create checks for students and send out via mail

#### Broussard Office

- Apply CARES Act funds to student ledgers

### PROCEDURE:

- Financial Aid advisor will create a list of Financial Aid and Non-Financial Aid students to determine who qualifies for funds
- Student records will be checked for pre-qualifications needed to receive the CARES Act funds. These items would be a SS Card and a HS Diploma, GED, or CERTIFIED Foreign high school diploma.
- Finalize the list and provide it to the Director and Broussard's office
- The administrative assistant will send out via email a CARES Act application to students who need the CARES Act funds.
- The administrative assistant will collect all the applications and submit them to the director for review and for processing
- Director will create checks for the qualified students and send out via email
- Broussard's office will apply the CARES Act funds to the student ledgers



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### Emergency Financial Aid Grants to Students Under the Coronavirus AID, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses related to the disruption of campus operations due to Coronavirus. This application permits students to apply for these need-based grants. Campus administration will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Please fill out this information neatly and completely and provide it to your campus at [caresact@hvac-tech.com](mailto:caresact@hvac-tech.com).

Student Name:

Email:

Postal Address:

City:

State:

Zip:

Last Four Digits of SSN:

Phone Number:

Have you incurred expenses due to disruptions caused by the Coronavirus pandemic?

☐ Yes ☐ No

Check all situations that apply to you.

☐ I am financially responsible for my food expenses

☐ I am financially responsible for my housing expenses

☐ I am financially responsible for expenses related to my course materials to attend school

☐ I am financially responsible for paying for technologies associated with attending online classes

☐ I am financially responsible for my own health care costs

☐ I have children and am financially responsible for childcare expenses

I attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that the administration of my school will determine my eligibility for grant monies based on my responses to the questions above.

Signature:

Date:

For Administration Use Only

Administrator Name:

Administrator Position:

Student Eligibility Amount: