

Elite College of Cosmetology
459 N. Main Street
Lexington, Tn. 38351
(731) 968-5400

POLICY & PRODECURES for the CARES ACT

As a result of the recent pandemic, the US government has made emergency funds available to students. Elite College of Cosmetology will administer those funds to students that have filled out the COVID-19 Certification form and are eligible.

It is the intent of Elite College of Cosmetology to allow each student to answer the question of a changing family financial situation due to coronavirus which will make that student eligible to receive funds.

Once all Certification Forms are returned, we will calculate how many students indicate need and divide that number by the total amount of funds that are to be distributed to students.

This emergency student funding is only available to students that are enrolled and attending classes as March 18, 2020. Students on an Approved Leave of Absence are also allowed to participate in the survey and receive funds.

Elite College of Cosmetology feels this is the best way to distribute these funds and the most effective way to make sure that those that need the help get it. We will not discriminate in the disbursement of funds.

We will ask all students for current address so the checks can be mailed to students or you may notify the financial aid office to pick the check up in person on the allotted dates. We will notify all students when the grant is available.

Elite College of Cosmetology
459 N. Main Street
Lexington, Tn. 38351
(731) 968-5400

The Department of Education was awarded an emergency grant to assist students who were attending schools of higher education during the COVID-19 emergency school closing and lock down social distancing requirements in March 2020.

The **CARES ACT HIGHER ED** Grant will be awarded to each approved higher education school. The school has to determine based on guidelines for how it will disperse the emergency funds to students.

When the school issues checks to students, they must sign that they will use the funds for one or more of the expenses listed on the **CARES ACT & Agreement Document**, for food, housing, course materials, technology, healthcare, and child care expenses. We will also give students the opportunity to forgo the payment if they have not been financially affected and wish to donate their portion back to the school fund so we can really allocate funds to other students who may have a financial hardship.

The school will allocate **CARES ACT Emergency Relief** funds to students equally, based on the total number of enrolled students who were attending classes on **03/13/2020** when the school temporarily closed due to COVID-19 lock down and who wish to participate in the grant funding opportunity. We will divide the number of attending students into the emergency fund grant you amount and allocate funds equally to each student. This is grant money and will not have to be repaid.

The school was advised the government will begin releasing funds and excepting student certifications as the opening fund date of **04/21/2020**. The school applied for the funding on opening day **04/07/2020**. We hope to receive funds within the next few weeks. Students will receive funds by check and will be a valuable to pick up in person or will be mailed to their home address. To assist the school in processing the checks please complete and return the certification form below to the school.

Student Certification Form

Elite College of Cosmetology's CARES HEERF [HIGHER EDUCATION EMERGENCY RELIEF FUND] Distribution Policy

Elite College of Cosmetology will be distributing checks to all current students in all locations from the CARES HEERF fund. The amount of money (checks) distributed to all students will be spread across the student body evenly to those affected by COVID-19.

Have you been affected by COVID-19? Please check-mark which answer suits your situation:

___ Yes OR ___ No

If yes, fill in the information below:

I, _____ (student first and last name), certify that I have been affected by COVID-19 and therefore agree to use the funds distributed to me for the following needs: *food, housing, course materials, technology, health-care and/or child care expenses* as stipulated in the CARES HEERF Policy set forth by the US Department of Education.

These funds will not be used for tuition expenses or paying off tuition balances.

The funds distributed will be distributed to all students attending **Elite College of Cosmetology** that have certified that they have been affected in any of the above areas without regard to attendance status or percentage.

We need this form back from you in order to know who and where to send the distribution checks to OR you can come by the school to pick up.

If applicable, please mail my check to:

_____ (Name)

_____ (Street Address)

_____ (City, State, Zip)

Student Signature _____

Date _____

School Owner Signature _____

Date _____

4/17/2020