

Attachment A

FOSBRE ACADEMY

HEERF Emergency Grant Funds Disbursement Policy

Purpose of Policy

The purpose of this policy is to Distribute Emergency Financial Aid Grants to Students Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. And, to track administrative staff time involved in distributing the emergency funds and account for every dollar disbursed.

Application for Emergency Grant Funds

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. Students will be provided an application for these funds. The application will be distributed to students either by email or via the U.S. Postal Service. The application permits students to apply for these need-based grants. Campus administration will use the information students provide to determine their eligibility for a grant and the amount for which they will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Students are asked to fill out this information neatly and completely and provide it to the campus Financial Aid Officer or the school owner. Only enrolled students who are participating in courses actively at the time of the receipt of the application, and who are in Good Standing will be eligible to receive a grant. For the purposes of this policy, "Good Standing" means; A student that has remained in contact with the school during the closure. Students will have ten (10) days from the date of delivery, to return the application to the school. In order to disburse funds to students in a timely manner, any late applications will not be considered. See attachment "A" for the application.

Method to Determine Student Eligibility

Eligibility is limited to students that are using Federal Student Aid to attend, who are currently enrolled, and active and participating in a course at FOSBRE ACADEMY and who are in Good Standing will be eligible to receive a grant. For the purposes of this policy, "Good Standing" means; A student that has remained in contact with the school during the closure. Students on an approved Leave of Absence due to the school closure, are considered eligible for this grant. Students on an approved Leave of Absence prior to the school closure are considered ineligible for this grant.

Method to Determine Award Amounts

To determine award amounts and which students need assistance, a spreadsheet with a student roster will be created from the returned and completed applications the school has received. The spread sheet will also include amounts for Room & Board and Personal Expenses for monthly Cost of Living Expenses to attend FOSBRE ACADEMY, for a Full-Time student. This amount is \$1554.00 and is provided on page 57 of our school catalog. An additional expense allowance of \$100.00 for technology will also be included, as some students may not have resources available to participate in the temporary online training provided by FOSBRE ACADEMY. The allowable uses for this portion of funding are for

technology used to access the internet or for costs of accessing the internet. Funding that students receive from this grant may only be used for these eligible expenses.

If a student selects all the categories of need on their application, the amount they would receive, as their Base Amount, is \$1654.00. If a student does not choose all categories, their Base Amount would be less, depending upon which categories of need were selected.

The Base Amount is the starting point for determining award amounts. After the Base Amounts have been established for each student, staff will determine the amount of the remaining grant funds. If the remaining amount is more than 50% of the beginning amount, all students will receive another full Base Amount of their selected items of need. This process will be repeated until there are no longer enough grant funds to be distributed in the full amount, for each category. At that point, the remaining amount will be divided into the separate categories by percentage, as noted in the table below. Those amounts will be divided by the number of students that requested that need and be included in each students' Award Amount. This procedure will ensure all eligible students receive the funding they requested and that all funding is disbursed and accounted for.

There is a dollar amount assigned to each category of need a student has selected on their application. The dollar amount shown is per month, as noted on page 57 of our school catalog.

Room & Board	Personal (Health care, Childcare, Etc.)	Technology	Total Base amount
\$1289	\$265	\$100.00	\$1654.00
78%	16%	6%	100%

The total amount of funding available to be disbursed among eligible students from FOSBRE ACADEMY is \$113,292.00.

Method to Inform Student of Eligibility, Award Amount and Allowable Purposes

After an eligible students' award amount has been determined, they will be sent a form which states the amount of the award and the purposes it can be used for. This will be delivered to the student either by email or via the U.S. Postal Service. They will be requested to sign and return the form before funds will be disbursed. Ineligible students will be notified by a letter, delivered either by email or via the U.S. Postal Service. See attachment "B" for the Award Letter.

Method to Distribute Funds to Individual Students

Once the signed award letter has been received by the school, it will be signed by the school owner. A check in the amount of the award will be issued to the student, and along with a signed copy of the award letter, it will be mailed to the student via trackable means.

Method of Tracking Staff Time and Tracking of Awards

All award amounts will be recorded in a ledger, to include the date of the award, the amount of the award, and the student the award was issued to. All time that staff spends on the above outlined processes, will be recorded in a spreadsheet that shows dates, times, and function a staff member was involved in.

07/09/2020

FOSBRE ACADEMY Students,

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. Students will be provided an application for these funds. The application will be distributed to students either by email or via the U.S. Postal Service. The application permits students to apply for these need-based grants. Campus administration will use the information students provide to determine their eligibility for a grant and the amount for which they will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Students are asked to fill out this information neatly and completely and provide it to the campus Financial Aid Officer or the school owner. Only enrolled students who were participating in courses actively at the time of the temporary campus closure, and who are in good standing will be eligible to receive a grant. Students will have ten (10) days from the date of delivery, to return the application to the school. To disburse funds to students in a timely manner, any late applications will not be considered.

All applications must be signed and dated. If you have the ability to scan a document, you can do that after you sign it and email back to us at reception@fosbreacademy.com . Otherwise please send it by mail to:

FOSBRE ACADEMY
2703 Capital Mall Dr SW
Olympia WA 98502

If you have any questions regarding this, please let us know.

Sincerely,

Adam Hert

FOSBRE ACADEMY

Emergency Financial Aid Grants to Students

**Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act
Application**

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 Financial Aid Officer or the school owner. Only enrolled students who are participating in courses actively at the time of the receipt of this application and who are in good standing will be eligible to receive a grant. Students will have ten (10) days from the date of delivery, to return the application to the school. In order to disburse funds to students in a timely manner, any late applications will not be considered. See Attachment "A" for the application.

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 Room & Board (Housing and food expenses)

___ I am financially responsible for Personal expenses related to attend school (Health Care, Childcare or other items related to personal expenses associated with attending online classes.)

___ I am financially responsible for Technologies associated with attending online classes

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 _____

Administrator Signature _____ Date: _____

Student Eligibility Amount: \$ _____

FOSBRE ACADEMY
Emergency Financial Aid Grants to Students
Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act
Award Letter

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.

The administration of FOSBRE ACADEMY has determined from information provided by the Department of Education and the student, that the following student is eligible for funds under the afore mentioned grant.

Student Name: _____

Email: _____

Postal Address: _____ City: _____

State: _____ Zip: _____ Last Four Digits of SSN: Phone Number: _____

Amount of Grant: \$ _____

I agree that the boxes marked below accurately reflect the requested areas of funding as specified on my grant application. I attest that the funds from the grant I am receiving will be used only towards the expenses that I had specified on my grant application.

____ Room & Board (Housing and food expenses)

____ I am financially responsible for Personal expenses related to attend school

____ I am financially responsible for Technologies associated with attending online classes

I attest that all information is true and accurate, and I am accepting a one-time Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic.

Signature _____

Date: _____

For Administration use only

Administrator Name _____ Administrator Position _____

Administrator Signature _____ Date: _____