



## **CARES ACT Higher Education Emergency Relief Fund (“HEERF”) Report Emergency Financial Aid Grants to Students**

**Report as of August 10, 2020**

As explained in guidance and materials from the U.S. Department of Education<sup>1</sup> (the “Department”):

*The CARES Act Higher Education Emergency Relief Fund IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.*

*Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.*

**Empire College (OPE ID: 00903200)** 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.

Empire College 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.

### **TIMELINE:**

1. Empire College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the Student Portion of HEERF on June 1, 2020.
2. Empire College received a GRANT AWARD NOTIFICATION from the U.S. Department of Education on June 4, 2020.
3. Empire College submitted a drawdown request of HEERF Student Grant funds (via the Department’s G5 system) on June 11, 2020. The HEERF Grant Funds were received by Empire College on June 12, 2020.
4. Empire College began issuing Emergency Financial Aid Grants to Students on June 24, 2020.

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<sup>1</sup> See: <https://www2.ed.gov/about/offices/list/ope/caresact.html>

## DISCLOSURES:

The institution 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.<sup>2</sup>

1. Empire College signed and returned to the Department the Certification and Agreement [for] Emergency Financial 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 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 Grants to Students is **\$245,488.00.**
3. The total amount of emergency financial grants distributed to students under Section 18004(a)(1) of the CARES Act **as of the date of this Fund Report** is **\$245,488.50.**
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 apply for the emergency financial grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **197.**
5. The total number of students who have received an emergency financial grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **153.**
6. The methods used by the institution to determine which students receive emergency financial 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 grants are provided at **Attachment B.**

For questions or concerns regarding this Fund Report, please contact Roy O. Hurd, Chairman, CEO & President via Kass Von der Mehden in Empire College's Financial Aid Department, at [kvon@empirecollege.com](mailto:kvon@empirecollege.com).

### **Attachment A**

Following the Secretary of Education's April 9, 2020 guidance<sup>3</sup> to allocate funds based upon student need and to ensure as wide a distribution as possible, Empire College developed an initial allocation model to distribute an equal amount of \$1,450.00 to projected eligible Empire College students who were in an active status as of March 13, 2020. A supplemental equal amount of \$154.50 was subsequently distributed to eligible Empire College students. All remaining funds have been disbursed as of the date of this report.

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<sup>2</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

<sup>3</sup> See: <https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf>

## **Attachment B**

Empire College notified and provided information to students about the emergency financial grants through the distribution of a CARES Act Student Survey (“Survey”). The Survey also served as the tool by which students requested an emergency grant under this program. A copy of the Survey appears on the next page of this Report.

Students were alerted about the Survey through emails from the institution and phone call campaigns. The institution provided the Survey to students via an email through Adobe Sign and mailed via U.S. Postal Service. Upon completion, the Survey was returned to Empire College’s Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.

Empire College identified and notified through email and telephone calls those students who had not previously submitted a FAFSA and who were enrolled in Title IV eligible programs. Students were instructed to submit the FAFSA by 6/12/2020, to determine eligibility to receive the grant.

Along with the grant check, Empire College provided guidance on the intended use of the emergency grant funds.

[Initial Announcement 5/22/2020](#)

[FAFSA Notifications 6/2/2020 and 6/10/2020](#)

[CARES Act Student Survey Message 6/3/2020](#)

[Instruction on Use of Funds 6/23/2020](#)

**EMPIRE COLLEGE STUDENT SURVEY**

**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 Financial Aid Officer via AdobeSign or the enclosed postage-paid return envelope. Only active students who are participating in courses actively and who are in good standing will be eligible to receive a grant.

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Postal Address: \_\_\_\_\_ City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_  
Student ID #: \_\_\_\_\_ 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

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*For Administration Use Only*

Administrator Name: \_\_\_\_\_ Administrator Position: \_\_\_\_\_

Student Eligibility Amount: \_\_\_\_\_



## **CARES ACT Higher Education Emergency Relief Fund (“HEERF”) Report Emergency Financial Aid Grants to Students**

**Report as of June 30, 2020**

As explained in guidance and materials from the U.S. Department of Education<sup>4</sup> (the “Department”):

*The CARES Act Higher Education Emergency Relief Fund IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.*

*Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.*

**Empire College (OPE ID: 00903200)** 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.

Empire College 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.

### **TIMELINE:**

5. Empire College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the Student Portion of HEERF on June 1, 2020.
6. Empire College received a GRANT AWARD NOTIFICATION from the U.S. Department of Education on June 4, 2020.
7. Empire College submitted a drawdown request of HEERF Student Grant funds (via the Department’s G5 system) on June 11, 2020. The HEERF Grant Funds were received by Empire College on June 12, 2020.
8. Empire College began issuing Emergency Financial Aid Grants to Students on June 24, 2020.

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<sup>4</sup> See: <https://www2.ed.gov/about/offices/list/ope/caresact.html>

## DISCLOSURES:

The institution 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.<sup>5</sup>

8. Empire College signed and returned to the Department the Certification and Agreement [for] Emergency Financial 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 grants to students.
9. 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 Grants to Students is **\$245,488.00.**
10. The total amount of emergency financial grants distributed to students under Section 18004(a)(1) of the CARES Act **as of the date of this Fund Report** is **\$217,500.00.**
11. 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 apply for the emergency financial grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **197.**
12. The total number of students who have received an emergency financial grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **150.**
13. The methods used by the institution to determine which students receive emergency financial grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A.**
14. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial grants are provided at **Attachment B.**

For questions or concerns regarding this Fund Report, please contact Roy O. Hurd, Chairman, CEO & President via Kass Von der Mehden in Empire College's Financial Aid Department, at [kvon@empirecollege.com](mailto:kvon@empirecollege.com).

### **Attachment A**

Following the Secretary of Education's April 9, 2020 guidance<sup>6</sup> to allocate funds based upon student need and to ensure as wide a distribution as possible, Empire College developed an initial allocation model to distribute an equal amount of \$1,450.00 to projected eligible Empire College students who were in an active status as of March 13, 2020.

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<sup>5</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

<sup>6</sup> See: <https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf>

## **Attachment B**

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Along with the grant check, Empire College provided guidance on the intended use of the emergency grant funds.

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Student Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Postal Address: \_\_\_\_\_ City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_  
Student ID #: \_\_\_\_\_ 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
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- I am financially responsible for my own health care costs
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\_\_\_\_\_  
Signature Date

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*For Administration Use Only*

Administrator Name: \_\_\_\_\_ Administrator Position: \_\_\_\_\_

Student Eligibility Amount: \_\_\_\_\_