



Emergency Financial Aid Grants to Students Award Institutional Policy

Date: May 4th, 2020

This policy is for the Emergency Financial Aid Grants to Students Under the *Coronavirus Aid, Relief, and Economic Security (CARES) Act. One hundred percent of this allocation is used exclusively for student emergency financial aid grants.

The CARES* Act provides institutions with assistance to students. This means that our institution, Victory Career College, has developed a system to allocate those funds to our students as widely as possible and as quickly as the funds are made available to our institution.

Our institution will deliver \$1000.01 to each eligible enrolled student in one payment. This institution will follow a fund distribution based on attendance factors and based on student participation by the date of March 13, 2020. The formula calculation is based on eligible students needing assistance to complete their program successfully.

1. Students must be Title IV eligible to receive these grants. This includes:

2. Students who have filled out FAFSA forms (If student FAFSA has not been verified by 3/16/2020 he/she may not be eligible)

3. For students who have not filled out FAFSA forms:

- Must be US Citizen or Eligible Non-Citizen
- Must have a valid SSN
- Must be registered with Selective Service, if applicable
- Must have a HS Diploma or recognized equivalent

4. Students who were enrolled before or on March 13, 2020

5. Student must be active in distance learning education or on a granted Leave-of-Absence as of March 31, 2020

6. Student who were granted a Leave-of-Absence but preferred to cancel or withdraw on or before March 31st, 2020 are not eligible.

7. Withdrawn students since March 13, 2020 are not eligible.

Disbursement Timeline:

7-10 business days after the Student's CARES ACT Notice Form has been received.

Payment method: Student's notice must be received by administration

- Curbside pick-up at 19401 South Vermont Ave Ste G100 Torrance CA 90502 May 4th 2020 to May 7th 2020 10 AM to 2PM.
- Mailing check to student's address on the Cares Act Notice Form

The only statutory requirement is that the funds be used to cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care). With that said, VC College would like to encourage each student to send Karine Fougoux, CEO via email an emergency request for available grant. We considered to establish a maximum funding threshold for each student to ensure that these funds are distributed as widely as possible.

Institution will send out via email a CARES ACT NOTICE TO STUDENT FORM to all eligible student by May 1st, 2020 and students are required to reply and send back the completed Docu-Sign forms to Ashley@victorycareercollege.edu or karine@victorycareercollege.edu

We created a small reserve for the unforeseen little emergencies which may arise in a student's life during the crisis. The reserve is first-come first-serve and is capped at \$100.00 maximum per student. June 1st, 2020 is when the funds will be made available. Students may apply on or after June 1st, 2020.

To qualify for the Cares Emergency Reserve Fund:

Students must be Title IV eligible to receive these grants. This includes:

1. Students who have filled out FAFSA forms (If student FAFSA has not been verified by 3/16/2020 he/she may not be eligible)
2. For students who have not filled out FAFSA forms:

Must be US Citizen or Eligible Non-Citizen

Must have a valid SSN

Must be registered with Selective Service, if applicable

Must have a HS Diploma or recognized equivalent

3. Enrolled and have started class at time of request. Student must be active at time of the request and at time of receiving the emergency reserve fund.
4. Must be a case of personal economic need related to Covid-19 crisis.
5. Emailed statement explaining why the need for a portion of the Cares Emergency Reserve Fund.
6. Attached any of the following: Unpaid overdue bill, receipt of the emergency item (ie. Grocery list or receipt) or proof of the cost identified needed item (from a store or internet).

School officer will review the documents within 48 hours.

Cares Emergency Reserve Fund is capped at \$100.00 per student. Only one application per student is allowed. Cares Emergency Reserve Fund is first-come first-serve and may run out. Method of payment by check delivery via curbside pickup or post mailed

Institution will send out via email a notice of the reserve to all eligible students by June 1st, 2020 and students are required to reply to Ashley@victorycareercollege.edu or karine@victorycareercollege.edu

Calculating formulas

CARES act awarding emergency aid

Distribution amount of \$1000.01 to each eligible student. Victory Career College have 74 eligible students (included one student who stated not needing the money). We will distribute to 73 students.

Grant Amount: \$81,145 MINUS \$73,000.73 = \$*8,144.27

*Cares Emergency Reserve Fund: \$8,144.27

Examples:

1.Sofia qualifies for Cares Grant. She may receive **\$1000,01**.

2.Margot started school May 11th. She is experiencing an economic stress. She is eligible to apply for the reserve fund. Margot is granted up to **\$100.00** from the Cares Emergency Reserve Fund if it is available.

Date: April 28, 2020

Regarding: Emergency Financial Aid Grants to Students Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Dear students of Victory Career College,

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 grant now available at our institution. 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 on Docu-Sign.

Only our active or on a granted Leave-of-Absence student and students Title IV eligible on or before March 13, 2020 may be able to receive these grants. This includes:

1.Students must be Title IV eligible to receive these grants. This includes:

2.Students who have filled out FAFSA forms (If student FAFSA has not been verified by 3/13/2020 he/she may not be eligible)

3.For students who have not filled out FAFSA forms:

- Must be US Citizen or Eligible Non-Citizen
- Must have a valid SSN
- Must be registered with Selective Service, if applicable
- Must have a HS Diploma or recognized equivalent

4. Students who were enrolled and started before or on March 13, 2020
5. Student must be active in distance learning education or on a granted Leave-of-Absence as of March 31, 2020
6. Student who were granted a Leave-of-Absence but preferred to cancel or withdraw on or before March 31st, 2020 are not eligible.
7. Withdrawn students since March 13, 2020 are not eligible.

Student most current Information:

Student Name: _____ Email: _____

Postal Address: _____ City: _____

State: _____ Zip: _____

Last Four Digits of SSN: _____ Phone Number: _____

Please take a moment to answer our survey

Check all situations that apply to you:

Have you incurred expenses due to disruptions caused by the Coronavirus pandemic? Yes No

I am an active student at VC College participating in the Temporary Distance Learning classes. I have lost my job because of Covid-19 I had contracted Covid-19 or care for someone who has. I have 1 + child in my house. I am on a Leave of Absence. 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 am financially responsible for child care expenses.

Comments

(optional) _____

I prefer curbside pick up.

I prefer to have a check mailed to me to the correct address above. I will confirm reception of the check right away.

If you do not have financial need currently please let us know by emailing the director for acknowledgment.

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 its institution's policy.

Signature

Date

For Administration Use Only

Administrator Name:

Administrator Signature:

Student Eligibility Amount: \$

Curbside Check delivery on

pickup by:

Check Mailed on:

Confirmed check cashed on