



Oak Brook Main Campus  
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## HEERF Student Emergency Relief Grant

### 1. Background

On Friday, March 27, 2020, the federal government enacted the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). Section 18004 of the CARES Act establishes the Higher Education Emergency Relief Fund ("HEERF"). The HEERF provides emergency funding to institutions of higher education, including funds that must go directly to students in the form of emergency financial aid grants (the "HEERF Emergency Financial Aid Grants to Students") for "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)" (the "HEERF Eligible Expenses").

### 2. Purpose and Scope

Verve College has been awarded HEERF Emergency Student Grant Funds. Under Section 18004(c) of the CARES Act, these funds must be used for HEERF Eligible Expenses

### 3. Policy

The CARES Act requires that institutions disburse the HEERF Emergency Student Grant Funds. Under Section 18004(c) of the CARES Act, these funds must be used for HEERF Eligible Expenses

### 3. Policy

The CARES Act requires that institutions disburse the HEERF Emergency Student Grant Funds to eligible students for HEERF Eligible Expenses. Students in, PN (Practical Nursing), may apply for the HEERF Emergency Student Grant Funds. This policy presents the Verve College methodology for determining eligibility under the CARES Act, HEERF Emergency Student Grant Funds cannot be applied by the College toward a student's account balance.

#### A. Eligibility

Under the CARES Act and succeeding administrative understanding provided by the Department of Education ("ED"), students eligible to receive HEERF Emergency Student Grant Funds ("Eligible Students") must meet all eligibility criteria listed below:



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1. Students must have completed a Free Application for Federal Student Aid ("FAFSA") for the 2019-2020 Academic Year and be deemed eligible for Title IV aid.

According to Section 9 of the Department of Education FAQ guidance issued on April 21, 2020, only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended ("HEA"), may receive HEERF Emergency Student Grant Funds. Verve College has concluded that the only feasible way to determine that a student is eligible to participate in the Title IV programs and meets all applicable student eligibility requirements is if the student has a completed FAFSA, has received an official Student Aid Report ("SAR"), has a valid Expected Family Contribution ("EFC") on file for the 2019-2020 or 2020-2021 Academic Year, and meets all other Section 484 eligibility criteria.

Students must have been enrolled in a Title IV eligible program at the time of the Disruption of Campus Operations.

2. Student must be making Satisfactory Academic Progress.
3. Student must not owe an overpayment on Title IV grants or loans
4. Student must not be in default on a Title IV Loan.
5. Submit a statement of education purpose
6. Student SSN
7. Be a U.S. Citizen, permanent resident or other eligible non-citizen
8. Student must have returned fraudulently obtained Title IV if convicted of or pled guilty or no contest to charges.
9. Student has not fraudulently received Title IV loans in excess of annual or aggregate limits.
10. Student must have repaid Title IV loan amounts in excess of annual or aggregate limits if obtained inadvertently
11. Male students have Selective Service registration verified.
12. Student must verify Social Security Number Verified.
13. Student does not have any federal or state conviction for drug possession or sale.

#### **B. Students who are not eligible to received HEERF Emergency Student Grant Funds**

1. Students who have withdrawn and or have been dropped.
2. Students who are on Probation, Suspension and have been terminated.
3. Student with Academic Dishonesty.
4. Student who are not adhering to Student Code of Conduct.
5. Student who is LOA (Leave of Absence)



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### **C. What expenses can I receive grant funds towards?**

You can request grant funds to help towards expenses related to the disruption of campus operations due to coronavirus. This includes, but is not limited to, eligible expenses under a student's cost of attendance as determined by the Financial Aid Office, such as food, housing, course materials, technology, health care, and child care.

- **Food Expenses** may include unexpected grocery expenses for increased grocery expenses for a student supporting dependent children now home due to their school or child care closure.
- **Course Materials** may include, but are not limited to, general use supplies such as writing materials, notebooks; and course-specific supplies such as calculators, required to be purchased due to campus disruption of regular operations.
- **Technology Expenses** may include computer equipment, internet access expenses, printer supplies, etc. required for student success when transitioning to an online format from the traditional in-person class structure. **(Receipts Required)**
- **Healthcare Expenses** may include the cost of unanticipated or unusual medical expenses due to coronavirus or its effects **(Receipts Required)**.
- **Child Care/Dependent Care Expenses** may include the cost of unanticipated or unusual care expenses for a student's child or other dependents in the independent (based on FAFSA) student's household.
- **Transportation Expenses** may include the cost of unanticipated or unusual travel expenses to the Campus to retrieve any personal belongings.
- **Housing Expenses** may include unanticipated expenses in securing housing and/or rent for residential students after the closure of campus housing in March. This may also include difficulty in making rent or mortgage payments due to income loss from this economic disruption **(New Rental Lease Required)**.
  - **Do I need to submit receipts?**  
Verve College does require receipts on the categories listed above and reserves the right to request additional receipts on a case-by-case basis.
  - **Who reviews the CARES Act application?**  
Verve College task force has been established and will consider applications and review on an ongoing basis until all funds are spent, in the order applications are received.
  - **How much emergency grant aid will I receive?**  
Verve College task force will determine the amount based on the results of your application. Emergency grant amounts will be awarded to students with qualifying costs based on need as determined by the Free Application for Federal Student Aid (FAFSA). It is important that you



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provide a detailed account of how you have been affected financially due to the COVID-19 pandemic. Missing or incomplete explanations may affect your ability to receive grant funds.

#### **D. Procedures**

##### **1. Applying for a HEERF Student Share Grant**

Eligible Students may apply for a HEERF Emergency Student Grant by completing an application that will be electronically sent to the students. Once the Application is made available to students, the College will accept such online Applications for an initial period of two weeks, or until August 31st, 2020.

##### **2. Documentation to Accompany the Application**

As part of their Application, Eligible Students are required to submit receipts, other expense documentation, or an explanation and self-certification as to the HEERF Eligible Expenses listed in the Application.

##### **3. Review and Decision**

Eligible students will be notified by FA that they need to complete the HEERF Emergency Student Grant Application with supporting documentation no later than August, 31st 2020.

The submitted applications with supporting documentation on a rolling basis will be reviewed by the Executive Director, Compliance, Operations Director and FA. The submitted applications will be reviewed as they are received to verify student eligibility and review expense documentation and certifications.

Priority will be given to student requests that directly relate to their academic success with particular emphasis placed on technological needs for online course completion and basic daily necessities such as food and medical needs.

The applications will be ranked ordered based on based on lowest to highest EFC until the cumulative grants totals Verve College awarded amount to disburse.

The Verve College will track each award until the College award amount has been attained.

##### **2. Disbursing HEERF Emergency Student Grants**

Verve College will make every effort to disburse the HEERF Emergency Student Share Grants as soon as practicable after receiving and reviewing the eligible applications.

Verve College will disburse the HEERF Emergency Student Grants to students via check. Students will receive an e-mail notification once any disbursement is made.

The payments will be split over two equal payments. The second payment will be provided to the students within 60 days of the initial payments.



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Note: In no event shall the Verve College apply any portion of such funds to pay down any balance owed by the student to the University. The CARES Act and ED guidance prohibits any such use.

**Potential formulas for distributing emergency financial aid grants to students:**

Many institutions have asked for guidance on how to fairly and equitably distribute the emergency financial aid grants to students. Below are some of the options which will be considered in determining how much grant each student will receive.

**1. Distribution based on cost of attendance factors:**

Once an institution has created a list of protentional students in need, list of all the allowable expenses for which the emergency grants may be used, as provided for in the CARES Act and the HEA's cost of attendance formula (e.g. food, housing, course materials, technology, health care, child care, etc.)

Once the needs have been established based on student needs, in some cases students will require for multiple needs such as Food, housing and technology for his or her program, Verve College will begin to divide the institution's allocation in ways that best support these different needs.

**2. Pell Eligibility and enrollment Status:**

Verve College will use a formula based on Pell Grant eligibility and the total number of clock hours. College will divide the total allocation by the number of credit hours of eligible students to determine the amount each student receives

**Example:**

If an institution received \$100,000 in emergency grant Funds and the College has 100 Pell Grant eligible student.

All 100 students carry a full-time course load of 24 clock hours per week - \$3200

**Total hours:**

\$100,000 divided by \$3400 clock hours equals \$30 per clock hour

Student with 24 clock hours per week will receive \$720.00



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### **3. Prioritize EFC (Expected family Contribution)**

Expected Family Contribution (EFC) 0 to 1400 received \$1800

Expected Family Contribution (EFC) 1401 to 2900 receives \$1400

Expected Family Contribution (EFC) 2901 to 4400 received \$1100

Expected Family Contribution (EFC) 4401 to 5576 receives \$900

Expected Family Contribution (EFC) greater than 5576 – awards will range from \$100 - \$300

Formula will be based on Pell Grant Eligibility, COA and EFC (Expected Family Contribution); Verve College will then divide the total allocation by the number of clock hours of eligible students to determine the amount each student receives.

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