

# Capri Beauty College HEERF II Student Share Grant Policy for the Award and Administration of Funds Adopted April 16, 2021

## **I. Background**

In January 2021, the U.S. Department of Education (“ED”) announced additional funding available to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic. This funding established the Higher Education Emergency Relief Fund II (“HEERF II”) and was authorized by the Coronavirus Response and Relief Supplemental Appropriations Act (“CRRSAA”), which was signed into law on December 27, 2020.

Under CRRSAA, HEERF II Student Share Grant funds may be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

The CRRSAA requires that institutions prioritize students with exceptional need and authorizes grants to students exclusively enrolled in distance education.

## **II. Purpose and Scope**

Capri Beauty College (“Capri” “College”) is eligible to receive up to \$91,326.00 in HEERF II Student Share Grant Funds. This policy presents the College’s methodology for determining eligibility under CRRSAA, as well as the process and procedure for distributing and disbursing the HEERF II Student Share Grant Funds.

## **III. Policy**

CAPRI will make available \$91,326.00 of HEERF II Student Share Grants to eligible students, consistent with the requirements of CRRSAA, and any subsequent guidance by ED.

Students enrolled in certificate programs, may be eligible for the HEERF II Student Share Grant Funds.

The College will not (1) condition the disbursement of HEERF II Student Share Grant funds to students on continued or future enrollment in the College, (2) use the HEERF II Student Share Grant funds to satisfy a student’s outstanding account balance, unless the College has obtained the student’s written (or electronic), affirmative consent, or (3) require such consent as a condition of receipt of or eligibility for the HEERF II Student Share Grant funds.

### **A. Eligibility**

To be eligible to receive HEERF II Student Share Grant Funds a student must meet all eligibility criteria listed below (“Eligible Student”):

#### **i. Students must have completed a Free Application for Federal Student Aid (“FAFSA”) for the 2020-2021 Financial Aid Year and have an official Expected Family Contribution (“EFC”) on file with Capri’s Financial Aid Department based on that FAFSA.**

The College has concluded that the only practicable way to determine a student’s financial need is if the student has a completed FAFSA, has received an official Student Aid Report (“SAR”), and has an official EFC on file for the 2020-2021 Financial Aid Year.

Capri students who had not previously submitted a FAFSA were notified on May 1, 2021 through email as well as on campus announcement. These communications were sent both to the College at large as well as to more targeted distribution lists. Students were advised to submit a FAFSA by going to [studentaid.gov](http://studentaid.gov).

#### **ii. Students must be currently attending at time the application is submitted.**

#### **iii. Students must submit a College HEERF II Student Share Grant application.**

#### **iv. Students NOT eligible for HEERF II Student Share Grants.**

Examples of students who are not eligible for HEERF II Student Share Grants include: international, undocumented, and DACA students.

## **B. HEERF II Student Share Eligible Expenses**

HEERF II Student Share Grant funds may be used for any component of the student’s cost of attendance or emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare, (“HEERF II Student Share Eligible Expenses”).

As part of the HEERF II Student Share Grant Application process, students will be asked to certify they have eligible expenses as described above.

## **C. HEERF II Student Share Grant Prioritization**

Consistent with CRRSAA, the College will prioritize students with exceptional need in awarding HEERF II Student Share Grants to students.

For purposes of this policy, the College has determined that EFC is an appropriate metric for measuring a student’s need.

The College will use the following EFC categories for purposes of prioritization:

Need Priority Group	EFC Range
#1	\$0 EFC This group will receive the highest HEERF II award.
#2	Greater than \$0 EFC and a Pell award This group will receive a lower HEERF II award.
#3	Students who do not have a Pell award. This group will receive the lowest HEERF II award.

A student may not have a Pell award for a variety of reasons, such as they never completed the verification process, they have too high of an EFC to qualify for Pell, or they've exhausted their Pell lifetime eligibility

Students Need Priority Group #1 are considered by the College as “Students with Exceptional Need.”

## **IV. Procedures**

### **A. Applying for a HEERF II Student Share Grant**

Eligible Students will receive a link to apply for a HEERF II Student Share Grant by completing one of two online application on the College’s website (the “Application”). Once the Application is made available to students, the College will accept such online Applications for an initial period of two weeks (the “Priority Application Period”). See Appendix A of this Policy for a Sample Application.

Completion of an Application does not guarantee that the Eligible Student will receive a HEERF II Student Share Grant award.

The College retains discretion to extend or make available subsequent application periods based on available HEERF II Student Share Grant funds.

### **B. Application Information**

As part of their Application, Eligible Students will indicate their interest in receiving HEERF II Student Share Grant funds and certify they will use the HEERF II Student Share Grant Funds for the component of cost of attendance or for emergency costs that arise due to coronavirus. Students who do not have a Pell award will certify they will use the HEERF II Student Share Grant Funds for the component of cost of attendance or for emergency costs that arise due to coronavirus and be required to demonstrate exceptional need with supporting documentation.

### **C. Review and Decision Regarding HEERF II Student Share Grant Award Amounts**

The College will accept Applications during the Priority Application Period and verify student eligibility in order to establish eligible applications (“Eligible Applications”).

Based on the number of Eligible Applications received and available HEERF II Student Share Grant funds, the College will determine a fixed dollar amount to be distributed to students within some or all of the EFC categories defined in III C above, with priority given to students in EFC in Group #1.

The largest dollar amount (per student) will be awarded to students in EFC Group 1. The dollar amount (per student) awarded to EFC Categories, 2, or 3 will be less than the amount (per student) awarded to Students with Exceptional Need. Depending on available HEERF II Student Share Grant funds, and the number of Eligible Applications received, it is possible that certain EFC Categories may not be allocated any HEERF II Student Share Grant awards.

### **D. Disbursing HEERF II Student Share Grants**

The College will make every effort to disburse the HEERF II Student Share Grants as soon as practicable following the close of the Priority Application Period.

The Office of the Bursar at Capri Beauty College will notify students via their email address on file with the Office of the Registrar of the amount of the HEERF II Student Share Grant awarded to them.

As part of this notification, students receiving HEERF II Student Share Grant funds will have the option to apply some or all of the HEERF II Student Share Grant funds as a payment towards any outstanding balance owed by the student to the College (“Student Account Balance”). The student must provide, in advance, a written (or electronic) request to the College to have some or all of the funds withheld to pay down their outstanding balance.

Students notified of their HEERF II Student Share Grant award who do not request that some or all of the HEERF II Student Share Grant award be paid directly to them, will receive the HEERF II Student Share Grant funds (or portion thereof) via check to the student’s permanent address listed with in their FAME Student Record Management System. In no event shall the College apply any portion of such funds to pay down any balance owed by the student to the College, without the student’s written (or electronic) Disbursement Instruction.

### **E. Tax Compliance**

The College will comply with ED and IRS reporting requirements regarding funds awarded to students under CRRSAA.

HEERF II Grant funds are not treated as taxable income or untaxed income for purposes of Title IV Federal Student Aid.

## Appendix A:


### Sample Groups 1 & 2 HEERF II Application and Certification

By completing this online application, the student identified is applying for a grant from the Higher Education Emergency Relief Fund II ("HEERF II") under the Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA").

- Name\*

<input type="text"/>	First	<input type="text"/>	Last
----------------------	-------	----------------------	------

- Date of Birth\*

<input type="text"/>		Date Format: MM slash DD slash YYYY
----------------------	---	-------------------------------------

- Last 4 digits of your Social Security Number\*

0 of 4 max characters

- Address\*

<input type="text"/>	Street Address	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	ZIP / Postal Code


- Phone\*

- Capri Student ID\*

- Application & Certification

I certify that I am an Eligible Student and am submitting this application to request a HEERF II Student Share Grant under CRRSAA. I Certify the following: \* I have read the College's HEERF II Student Share Grant Policy. \* I will use the HEERF II Student Share Grant Funds for the component of my cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care, ("HEERF II Student Share Eligible Expenses"). \*I understand that CRRSAA requires that the College prioritize Students with Exceptional Need when making HEERF II Student Share Grant awards. Depending on available grant funds, I may or may not be awarded HEERF II Student Share Grant Funds.

- Date Submitted\*

<input type="text"/>		Date Format: MM slash DD slash YYYY
----------------------	---	-------------------------------------


**Sample Group 3: HEERF II Share Grant Application & Certification**

This Application is for a student WITHOUT a PELL GRANT and can demonstrate EXCEPTIONAL NEED. By completing this online application, the student identified is applying for a grant from the Higher Education Emergency Relief Fund II ("HEERF II") under the Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA").

- Name\*

First  Last

- Date of Birth\*

 Date Format: MM slash DD slash YYYY

- Last 4 digits of your Social Security Number\*

0 of 4 max characters

- Address\*

Street Address  Address Line 2  City   
 State / Province / Region  ZIP / Postal Code

- Phone\*

- Capri Student ID\*

- What emergency expense do you currently have related to the COVID-19 Pandemic such as tuition, food, housing, health care (including mental health care) or child care. \*

0 of 500 max characters

Your answers are confidential and will help the HEERF II Grant Committee understands your exceptional need and related expense. Documentation is required and you must have a 2020-2021 Free Application for Federal Student Aid (FAFSA) on file with the Financial Aid Office.

- How will this Grant help you get through this emergency? \*

0 of 500 max characters

- What is the Monetary value of the above emergency expenses? \*

0 of 20 max characters

- Supporting Documentation of Emergency Expenses (Required)

Drop files here or

- Application & Certification

I certify that I am an Eligible Student and am submitting this application to request a HEERF II Student Share Grant under CRRSAA. I Certify the following: \* I have read the College's HEERF II Student Share Grant Policy. \* I will use the HEERF II Student Share Grant Funds for the component of my cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care, ("HEERF II Student Share Eligible Expenses"). \*I understand that CRRSAA requires that the College prioritize Students with Exceptional Need when making HEERF II Student Share Grant awards. Depending on available grant funds, I may or may not be awarded HEERF II Student Share Grant Funds.

- Date Submitted\*



Date Format: MM slash DD slash YYYY

Submit