

## **Attachment B**

Instructions, directions, and guidance related to the availability of CARES Act Grant funds provided to students by American Career College is shown below.

### **Mass Email Sent to Students:**

Dear American Career College Student,

The American Career College (ACC) CARES Act Student Grant application is now available to students on our [secure student portal](#). We invite eligible students to apply now. Once logged into the portal, click on “My Financial Aid > FA Docs > FA – COVID App.

President Donald Trump signed the CARES Act on March 27, 2020, which contains a number of provisions designed to help students adversely affected by the COVID-19 pandemic. ACC has now received the first and second disbursements of CARES Act funds, each in the amount of \$2,972,286.00, and will immediately begin reviewing applications and disbursing funds directly to qualified students.

The law permits the second disbursement to be used by the institution to offset its own costs incurred due to the pandemic. **However, consistent with American Career College’s student-centric culture, the College’s Administration will allocate 100% of this funding to our students for emergency relief funding.**

We understand the enormous hardship this pandemic has placed on millions of people around the globe, and are grateful to be able to provide some measure of relief to our students through this process. Few times in history have there been such a need for well-prepared healthcare workers. We remain committed to partnering with you on this transformational journey.

Stay healthy and safe.

**CARES Application:**

# Cares Act Student Grant Application



Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Campus: \_\_\_\_\_ Academic Program: \_\_\_\_\_ Current Enrollment Status: \_\_\_\_\_

Section 18004 (c) of the Coronavirus Aid, Relief, and Economic Securities (CARES) Act provides federal grant funds for the sole and exclusive purpose of providing emergency financial aid grants to students who were not enrolled exclusively in an online program on March 13, 2020, for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child care. If you believe you qualify for a grant as a American Career College student, please complete the following application, describing and attesting to your eligibility for funds under the CARES Act.

Have you incurred expenses due to disruptions of campus operations caused by the coronavirus pandemic? Yes No

If yes, indicate how you have been negatively financially impacted by checking expenses incurred below:

- Increase in housing expenses
- Increase in technology expenses
- Increase in transportation expenses
- Increase in childcare expenses
- Increase in healthcare expenses
- Increase in food expenses
- Increase in course materials

**Grant amount that you are requesting for the expenses noted above: \$ \_\_\_\_\_ Note: Grant funds are limited and not all requests will be approved. Only request the amount needed for the expenses noted above.**

Grant offers to students for approved applications will be made on the basis of the individual student's enrollment status and Expected Family Contribution (EFC) as calculated from the Free Application for Federal Student Aid (FAFSA) until the initial grant allocation has been exhausted. If you have not already submitted a FAFSA, you may do so now at <https://studentaid.gov/h/apply-for-aid/fafsa>. We will resume our review of student applications after ACC receives the second disbursement of our allocation from the U.S. Department of Education. (The Department of Education has not yet provided an expected disbursement date for our second half of the allocation, but ACC is committed to awarding the funds as soon as we receive them).

By design of this law, the offer of grant funds to students is at the sole discretion of the ACC Financial Aid Student Emergency Grant Committee. Applicants will be notified via email as applications are reviewed. Our selection process gives priority to the students with the highest need but also limits offer amounts to ensure that funds are widely available to as many students as possible. However, not all who apply may receive a grant offer. Once awarded, grant funds will be disbursed according to the refund method you selected on the BankMobile platform. We recommend all students select the direct deposit refund option to ensure fastest delivery of funds. You may change your BankMobile refund method preference at any time at: [www.refundselection.com](http://www.refundselection.com).

## Cares Act Student Grant Application (Cont.)

---

### Attestation and Certification

I represent and acknowledge that the above information is true and accurate to the best of my knowledge and has been provided in conjunction with my application for funding under the CARES Act as described. I understand that the allocation of funds to students will be determined by American Career College, my enrollment status, the availability of funds, and each individual student's level of need. Approved grant amounts will be disbursed according to the refund method that I selected on the BankMobile platform ([www.refundselection.com](http://www.refundselection.com)). I also attest that any grant funds received in response to this application will be used to assist solely with the expenses noted above as related to the disruption of campus operations due to the coronavirus.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### SCHOOL USE ONLY

Aid Year: \_\_\_\_\_ EFC: \_\_\_\_\_ Amount Awarded: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**Application Received Email:**

American Career College has received your application for grant funds under Section 18004 of the federal CARES Act - Emergency Relief to Institutions and Students. We will make every effort to review your application within 48 business hours. You will be notified via email after our review is complete.

Please take a few minutes to select a refund method preference at [www.refundselection.com](http://www.refundselection.com) to ensure the fastest delivery possible for any approved grant amount. We also recommend that you confirm that your contact information (address and phone number) on the ACC student portal at <https://americancareercollege.srm-app.net/>

**Grant Approved Email to Student**

Dear <Student Name>:

Student ID #: <            >

American Career College has reviewed your recent application for grant funds under Section 18004 of the federal CARES Act - Emergency Relief to Institutions and Students. Your application has been approved for a total award of \$\_\_\_\_\_ to offset your \_\_\_\_\_ expenses related to the disruption of campus operations due to coronavirus.

By accepting these funds you understand and acknowledge that the funds are to be used solely for the expense(s) identified on your application for grant funds under the federal CARES Act Emergency Relief to Institutions and Students.

NOTE 1: The grant will be posted to your student account ledger and then immediately disbursed to you according to the refund method you previously selected on the BankMobile platform. Please visit [www.refundselection.com](http://www.refundselection.com) to update your refund delivery method. PLEASE NOTE: students that do not select direct deposit as their refund selection method will have a check mailed to them approximately 7 -10 days after approval of their CARES Act grant. It is highly recommended that students update their refund selection method to direct deposit in order to receive these funds as quickly as possible.

NOTE 2: We also recommend that you confirm that your contact information (address and phone number) on file with American Career College is accurate on our student portal at <https://americancareercollege.srm-app.net/>

**Grant Denied Email to Student**

Dear <Student Name>:

American Career College has reviewed your recent application for grant funds under Section 18004 of the federal CARES Act Emergency Relief to Institutions and Students. Unfortunately, you do not qualify for a grant under this federal program.

Please reach out to your campus financial aid office to discuss other options for assistance that may be available.