

6/7/2020

## Higher Education Emergency Relief Fund Report - Emergency Financial Aid Grants to Students

**CBD College (OPE ID: 032503-00)** 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.

The institution 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.

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>1</sup> For questions or concerns regarding this Fund Report, please contact **Anna Panosyan, Director, Financial Aid**, at [caresact@cbd.edu](mailto:caresact@cbd.edu).

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid 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 aid 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 Aid Grants to Students is **\$479,658**.
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$349,950**.
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 receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **676**.
5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **398**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A** below.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided in **Attachment B** below.

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<sup>1</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

## Attachment A

The information below represents student eligibility requirements and award calculation methodology used for the disbursement of funds received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students. Students who did not apply for a grant through this disbursement of funds and/or who have experienced changes in circumstances related to expenses incurred as a result of the disruption of campus operations due to coronavirus are able to apply to receive funds from the remainder of the allocation for Emergency Financial Aid Grants to Students. CBD College is in the process of creating a program to allocate the remainder of the available funds.

CBD College requires that students submit an application to determine eligibility for CARES Act/HEERF grant. Not all who apply may receive a grant.

CBD College understands that students have been differently impacted by the disruption of campus operations due to coronavirus. The institution has established a maximum funding threshold for eligible students to ensure that these funds are distributed as widely as possible. In order to prioritize the limited funds that are available and proportionally allocate more to those who have the greatest financial need, CBD College has created a tiered grant amount program. The grant amount that each eligible student receives is calculated based on a scoring methodology that accounts for demonstrated financial need/incurred expenses related to the disruption of campus operations due to coronavirus, as represented by answers on the grant application (on the four expenses-related questions), and on demonstrated financial need (Estimated Family Contribution) as reported on FAFSA submissions, as applicable.

CARES Act grant amounts
\$1500 (maximum funding threshold)
\$1200
\$900
\$750
\$400

### Student Eligibility Requirements:

- Student is in an active or in a Title IV approved leave of absence enrollment status
- Student is meeting Satisfactory Academic Progress standards
- Student is enrolled in an on-ground certificate, diploma, or degree program
- Student is **eligible for Title IV aid** as demonstrated by a valid Institutional Student information Record for the 2019-2020 aid year, with no unresolved comment code for citizenship/residency, selective service, default, Social Security Number, or other general eligibility requirement
- On the grant application student has self-certified incurred expenses (e.g., housing, food, childcare, healthcare, technology, etc.) due to the disruption of campus operations caused by coronavirus

**Attachment B**

Instructions, directions, and guidance related to the availability of CARES Act/HEERF Grant funds provided to students is shown below.

**U.S. Department of Education  
Student CARES Act Grant Confirmation Form**

These funds are provided from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, to be awarded as Higher Education Emergency Relief Fund (HEERF) grants for students who were adversely affected by the COVID-19 pandemic.

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 these emergency financial aid grants, made available through CBD College's HEERF Student Allocation grant fund.

Student recipients selected for this grant must complete and provide the following information before receiving your disbursement:

As represented by my answers on the application for a Student CARES Act grant funding that I submitted to CBD College, I certify that I have incurred the following direct and/or indirect expenses in my Program as a result of COVID-19 as indicated by a "Yes" or "No" to the right.

- Food and housing expenses due to my own unemployment and/or the reduction in hours worked.
- Food and housing expenses due to the unemployment of the head of my household and/or reduction in his/her hours worked.
- Technology and course materials expenses.
- Childcare and healthcare expense related to COVID-19.

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*{{First\_Name}}* *{{Last\_Name}}*

Student Name

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Student Signature

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*{{Original\_Program\_Of\_Interest}}*

CBD Program of Study

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*{{Original\_Start\_Date}}*

Start Date

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*{{Cares\_Act\_Grant\_Amount}}*

HEERF Grant Award

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*{{Today}}*

Date

## Grant Approved Email to Student

Dear Student,

CBD College has reviewed your recent application for CARES Act grant funds. 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.

The grant will be disbursed to you according to the refund method used for federal financial aid (electronic check). The grant will be disbursed upon CBD College's receipt of the Student Cares Act Grant Confirmation/Certification Form sent to you via DocuSign for signature. It is highly recommended that you promptly sign the Student Cares Act Grant Confirmation/Certification form in order to receive these funds as quickly as possible.

Should you have any questions, please reach out to CBD College's Financial Aid department.

Sincerely,  
CBD College

## Grant Denied Email to Student- No Incurred Expenses

Dear Student,

CBD College has reviewed your recent application for CARES Act/HEERF grant funds. We understand that students have been differently impacted by the disruption of campus operations due to coronavirus. As such, the selection process gives priority to the students with the highest demonstrated need and limits grant amounts to ensure that funds are distributed widely to as many students as possible. As articulated on the grant application instructions, awards are based on self-certified demonstrated need, as represented by the answers provided on the application, along with demonstrated need as reported on FAFSA submissions, as applicable. However, not all who apply may receive a grant.

Unfortunately, you do not qualify for a grant under this program as your application responses indicate that you have not incurred any expenses related to the disruption of campus operations due to coronavirus.

Should you have any questions and/or your situation changes in the future, please reach out to CBD College's Financial Aid Department to discuss other options for assistance that may be available to you.

Sincerely,  
CBD College

[www.cbd.edu](http://www.cbd.edu)

## **Grant Denied Email to Student- Not Title IV Eligible**

Dear Student,

CBD College has reviewed your recent application for CARES Act/HEERF grant funds. The Department of Education has established rules for schools to follow when making grants under this federal program. Pursuant to those external guidelines, only students who meet federal financial aid (Title IV) eligibility requirements (e.g., no unresolved comment code for citizenship/residency, selective service, default, overpayment, etc.) are eligible for a grant under the program.

Our records indicate that currently you are not Title IV eligible, which regrettably disqualifies you to receive a grant.

Should you have any questions and/or your situation changes in the future, please reach out to CBD College's Financial Aid Department to discuss other options for assistance that may be available to you.

Sincerely,  
CBD College

## **Instructions on How to Apply for CARES Act/HEERF Grant Communication**

Dear CBD College student, please check your email for instructions on how to apply for CARES Act/HEERF grant made available through CBD College to cover expenses related to the disruption of campus operations due to COVID-19. The application is due by 5PM PST on May 12, 2020.

## **Application Receipt Communication**

Dear student, this is to confirm receipt of the CARES Act grant application you submitted. Our Financial Aid Department is processing it. In the upcoming weeks you should expect to receive a response and information about the grant amount and disbursement, should you be deemed to be eligible. Please note that the federal funding just recently became available to CBD College. We are working to make the grants available as quickly as possible to eligible students. Thank you for your continued patience.

## **Incomplete Application Communication**

Dear student, the CARES Act/HEERF grant application that you submitted to CBD College was incomplete. Our records indicate that you either did not answer all questions on the application or completed the application without certifying your answers and clicking submit at the end. Please check your email and resubmit the application using the link provided to you via email on Tuesday, May 19, 2020. Please resubmit the application by 5pm on Wednesday, May 20, 2020 in order to be considered for the grant funding.

## Incomplete Application Communication

Thank you for submitting the CARES Act/HEERF grant application. Per federal guidelines, only students who are or could be eligible to receive federal Title IV financial aid may receive the CARES Act/HEERF grants. Our records show that you either have not completed the 2019-2020 Free Application for Federal Student Aid (FAFSA) or you have not added our school code to your existing FAFSA. You must submit the FAFSA or make necessary updates in order for us to verify your eligibility. Please complete the 2019-2020 FAFSA or add the school code to your 2019-2020 FAFSA as soon as possible, but no later than Wednesday, June 3rd, 2020 by visiting <https://studentaid.gov/h/apply-for-aid/fafsa>.

### Federal Student Aid

If your or your family's financial situation has changed significantly from what is reflected on your federal income tax return (for example, if you've lost a job or otherwise experienced a drop in income), you may be eligible to have your financial aid adjusted.

[studentaid.gov](https://studentaid.gov)

Our federal school code is 032503.

## Student Application for the CARES Act / HEERF Grant

As part of the CARES Act/HEERF, the Department of Education has allocated funding for CBD College for direct emergency financial assistance for eligible students. Per federal guidelines, only students who are or could be eligible to receive federal Title IV financial aid may receive CARES Act/HEERF grants. Unfortunately, federal guidelines do not allow these funds to be used for undocumented students, those who have already graduated, are non-matriculated or are enrolled in exclusively distance education programs. These funds will help cover students' COVID-19 related expenses such as food, housing, course materials, technology, healthcare, and childcare. We are eager to provide those grants to you, as soon as we receive the funding from the Department of Education. We understand that students have been differently impacted by the disruption of campus operations due to coronavirus. We've established a maximum funding threshold for eligible students to ensure that these funds are distributed as widely as possible. In order to prioritize the limited funds that are available and proportionally allocate more to those who have the greatest financial need, we've created a tiered grant amount program. The grant amount that each eligible student will receive will be calculated in part based on demonstrated financial need as represented by your answers on this application as well as on demonstrated financial need as reported on FAFSA submissions. Please note that based on the information that you provide in this application, you may additionally qualify for professional judgment adjustments to your financial aid, as applicable. CBD College's Financial Aid Department will contact you with further information.

All applications for the CARES Act/HEERF grant are due by 5:00PM PST on May 20, 2020.

Please complete the information below to request CARES Act/HEERF grant.

***BE SURE TO COMPLETE ALL QUESTIONS AND HIT "DONE" TO COMPLETE THE APPLICATION!***

Your student information:

**Name:** {{ custom.Name }}

**Program:** {{ custom.POI }}

**Start Date:** {{ custom.ASD }}

**Email Address:** {{ custom.Email }}

**Phone Number:** {{ custom.Mobile }}

Student Application for the CARES Act / HEERF Grant

General Information

**In order to prioritize the grant funding, we'd like your input by answering the following questions.**

\* Between March 13 and today, as a result of the COVID-19 response, did you lose your job or incur significant reduction in hours worked and therefore have had difficulties covering cost of attendance expenses such as food and housing?

Yes

No

Student Application for the CARES Act / HEERF Grant

\* What supporting documentation can you provide that you lost your job or incurred significant reduction in hours worked and therefore have had difficulties covering cost of attendance expenses such as food and housing?



Student Application for the CARES Act / HEERF Grant

\* Between March 13 and today, did the head of your household (if that is someone other than you) lose his/her job or incur significant reduction in hours worked and therefore has had difficulties helping you cover cost of attendance expenses such as food and housing?

Yes

No



3699 Wilshire Blvd., Fourth Floor  
Los Angeles, CA 90010

Tel (213) 427-2200  
Fax (213) 427-9278

Student Application for the CARES Act / HEERF Grant

\* What supporting documentation can you provide that the head of your household (if that is someone other than you) lost his/her job or incurred significant reduction in hours worked and therefore has had difficulties helping you cover cost of attendance expenses such as food and housing?



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Student Application for the CARES Act / HEERF Grant

\* Between March 13 and today, did you incur technology or course materials related expenses (e.g., purchased a new computer, purchased higher internet speed connectivity, etc.)?

Yes

No



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Student Application for the CARES Act / HEERF Grant

\* What supporting documentation can you provide to show you incurred technology or course materials related expenses (e.g., purchased a new computer, purchased higher internet speed connectivity, etc.)?



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Student Application for the CARES Act / HEERF Grant

\* Between March 13 and today, did you incur healthcare or childcare expenses?

Yes

No

## Student Application for the CARES Act / HEERF Grant

\* What supporting documentation can you provide to show you incurred healthcare or childcare expenses?

## Student Application for the CARES Act / HEERF Grant

In order to determine / verify your eligibility, you must complete 2019-2020 FAFSA.

If you have not completed the 2019/2020 FAFSA, please do so by visiting:

<https://studentaid.gov/h/apply-for-aid/fafsa>

CBD College's school code is **032503**.

By submitting this application I acknowledge, understand and accept the statements below:

- I certify that the information provided is accurate and complete.
- I understand the funding criteria for this grant.
- I understand that if I am awarded a grant, the funding communication will go through the email I've provided to CBD College.
- I understand that if I am awarded a grant, the funding is to cover COVID-19 related expenses.