Alaska Career College Higher Education Emergency Relief Fund Report –
Emergency Financial Aid Grants to Students

Alaska Career College (OPEID-025410-00) 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.

Alaska Career College 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.

Alaska Career College 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. For questions or concerns regarding this Fund Report, please contact Donna Blevins, Business Office Manager, at Donna.Blevins@AlaskaCareerCollege.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 $470,520.00.
3. 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 368 students.
4. 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 as **Appendix A.** The institution will ultimately award a maximum award of $1,250 and minimum of $750 based on the methodology in **Appendix A.**
5. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided as **Appendix B**.

Estimated eligible students (March 13, 2020 – July 1, 2020)	368
ACC Student HEERF Grant – Initial Allocation (80%)	$376,416.00
ACC Student Emergency Grant – Future Allocation (20%)	$94,104.00

Appendix A

Higher Education Emergency Relief Grant
Methodology for Awarding and Disbursing

The institution has established the following methodology for awarding and disbursing the $470,520.00 student share of the Higher Education Emergency Relief Funds.

Because COVID-19 does not discriminate by income, the institution believes the most fair and equitable way to award these grants is to consider the expenses a student has incurred due to the disruption of campus operations as they relate to a student's Cost of Attendance rather than by a student's expected family contribution yielded from the FAFSA.

In an effort to award funds to all students that are impacted by the Coronavirus pandemic, the institution will award funds as follows:

> 80% of the allocation will be awarded to eligible students as of the beginning date of the application period.
>
> 20% will be held for students experiencing unexpected expenses in the future (but within one year of the date of the institution's signed certification to the Secretary) that have incurred due to the disruption of campus operations as they relate to a student's Cost of Attendance.

Furthermore, to streamline awarding so it is more transparent to the student and to reduce tabulation burden and enable the institution to disburse funds in the quickest allowable timeframe, funds will be awarded in the following categories:

Award levels	On Campus/Hybrid Degree and Diploma Students
Maximum Awards*	$1,250.00
Minimum Awards*	$750.00

*These maximum and minimum amounts may change either up or down after the application period has ended based on the number of applicants and the award level of each as outlined in the institution's methodology.

Eligible Students

All students that graduated after March 13, 2020 (the date of the Proclamation of National Emergency by the President of the United States) and all students attending classes as of March 13, 2020 in any on-site and or hybrid degree or diploma program are encouraged to apply for the HEERF Grant. As stated above, new students who start classes during the dates of March 14, 2020 through June 30, 2020 will also be eligible. Applications will be also be forwarded to new students upon starting classes during the 2020-2021 academic year.

Only Title IV eligible students are eligible for the HEERF Grant. Students that have completed the FAFSA and are eligible for federal student aid funds will be eligible if they apply. In addition, if a student's tuition and fees are being paid for by another source other than Title IV federal student aid and the student did not complete a FAFSA, that student may still be eligible for the HEERF Grant and will be instructed to contact the Financial Aid Office so we can help determine if the student would otherwise have been eligible.

Application Deadline

To ensure prompt distribution of HEERF Grant Funds, the institution has established an application **deadline of 10 days from the date the application was emailed to the student**.

Methodology

The institution did not include the Tuition and Fees component or Transportation Costs in this methodology. Guidance has been clear that these grants should not be utilized to pay for Tuition and Fees. Transportation was not considered since students were not commuting to and from campus during the COVID-19 pandemic. The Cost of Attendance components factored into the awarding of HEERF grant are:

1. Room and Board
    a. Rent/Mortgage
    b. Groceries and Household Supplies
    c. Utilities
2. Books/Supplies/Other
    a. Laptop/Computer
    b. Internet
    c. Phone Bill
    d. Health Care
    e. Childcare

Expenses attributed to the impact of the Coronavirus pandemic impact the entire household. Therefore, the institution chose to utilize the Living Off Campus Without Parents Cost of Attendance components. The dollar amounts of the two main components of the cost of attendance as reported to IPEDS in the Institutional Characteristics survey are given a weighted percentage based on the following formula:

This is an illustration of the organization's structure

Room and Board: $8169.00
Books and Supplies: $984.00
Other: $4665.00
Total: $13,818

Room and Board is roughly 60% of the considered components with Books, Supplies, and Other consuming the other 40%.

Next, the Sub-components were weighted based on a general percentage of the components total as follows:

Room and Board 60%
- Rent/Mortgage 25%
- Groceries and Household Supplies 25%
- Utilities 10%

Books/Supplies/Other 40%
- Internet 20%
- Laptop/Computer 10%
- Phone Bill 10%
- Health Care 5%*
- Childcare 5%*

*These subcategories are not typically included in the institution's Cost of Attendance but rather added on in a case-by-case basis. Therefore, these are weighted low and cause the total percentage to be over 100%.

All Students will be emailed a Higher Education Emergency Relief Grant Student Application. The application asks the students if they have incurred an expense due to the disruption of campus operations due to COVID-19. If they respond yes, they are instructed to check each area in which they have been impacted.

The application will be tabulated by totaling each percentage in the categories in which the student indicated they have been affected. For example, Student A indicated she was impacted with Groceries and Household Supplies, Laptop, and Internet. The total of each of these categories is 25% + 20% + 10% = 55%.

Awards are then determined as follows to the total percentage from a student application:

50% to 110% = $Maximum Award
5% to 49% = $Minimum Award

These maximum and minimum amounts may change either up or down after the application period has ended based on the number of applicants and the award level of each as outlined in the institution's methodology.

Tabulation

Each application returned to Alaska Career College will be calculated and assign awards based on the methodology outlined above. This information will be reported to the U.S. Department of Education.

NOTE: The student is also being asked if their income/job has been affected by COVID-19. An affirmative answer to this question without indicating expenses have been incurred will result in no award of HEERF grant funds. The student will need to also indicate they have incurred expenses.

If a student indicates their income/job has been affected, the application is then forwarded to the Alaska Career College financial aid office for review to determine if the student has received maximum eligible benefits.

Appendix B

Higher Education Emergency Relief (HEER) Grant

Information for Students

The Federal Government has made available emergency grant funds for students impacted by Coronavirus as authorized in the Coronavirus Aid, Relief, and Economic Securities Act (the CARES Act). These funds are grants created by the CARES Act and are not required to be repaid. The funds are also not part of your financial aid package and therefore, will not affect your current awards.

Application Process

Students currently enrolled at the institution and students who withdrew or graduated after March 13, 2020 (the date of the Proclamation of National Emergency) will be emailed an application for the HEERF Grant. *To be considered for the HEERF Grant, a student must complete the application, sign it electronically, and submit to the institution within 10 days of the application being emailed.* By signing the application, the student is attesting that the information supplied related to expenses is true and accurate. The student is also attesting that the funds are needed to help cover expenses related to the disruption of campus operations that have impacted the student's enrollment at the institution. The application will be automatically forwarded back to Alaska Career College if the student completes the application electronically using a smart phone or computer.

The student may be asked to provide additional documentation to support his/her claim of increase in expenses due to the Coronavirus pandemic.

Award Amounts

Students will be awarded based on the responses in the application. The areas in which the student indicates he/she has been impacted will be ranked and recorded based on methodology determined by the institution. This methodology will ensure the grant funds are awarded and distributed in the most equitable manner possible and to as many students as possible. Students may request to review this methodology by contacting the financial aid office.

Award levels	On Campus/Hybrid Degree and Diploma Students
Maximum Awards*	$1,250.00
Minimum Awards*	$750.00

* These maximum and minimum amounts may change either up or down after the application period has ended based on the number of applicants and the award level of each as outlined in the institution's methodology.

Eligible Students

All students that graduated after March 13, 2020 (the date of the Proclamation of National Emergency by the President of the United States) and all students attending classes as of March 13, 2020 in any on-site and or hybrid degree or diploma program are encouraged to apply for the HEERF Grant. As stated above, new students who start classes during the dates of March 14, 2020 through June 30,2020 will also be eligible. Applications will be also be forwarded to new students upon starting classes during the 2020-2021 academic year.

Only Title IV eligible students are eligible for the HEERF Grant. Students that have completed the FAFSA and are eligible for federal student aid funds will be eligible if they apply. In addition, if a student's tuition and fees are being paid for by another source other than Title IV federal student aid and the student did not complete a FAFSA, that student may still be eligible for the HEERF Grant and will be instructed to contact the Financial Aid Office so we can help determine if the student would otherwise have been eligible.

Application Deadline

To ensure prompt distribution of HEERF Grant Funds, the institution has established an application **deadline of 10 days from the date the application was emailed to the student**.

Disbursements

In an effort to award funds to all students that are impacted by the Coronavirus pandemic, the institution will award funds as follows:

> 80% of the allocation will be awarded to eligible students as of the beginning date of the application period.
>
> 20% will be held for students experiencing unexpected expenses in the future (but within one year of the date of the institution's signed certification to the Secretary) that have incurred due to the disruption of campus operations as they relate to a student's Cost of Attendance.

Special Note Regarding Loss/Reduction of Income

Students are asked on the application for HEERF Grant if anyone in the household has had changes to income due to the Coronavirus pandemic. A change in job circumstances does not necessarily qualify a student for the HEERF Grant (See next paragraph). The student must also indicate on the application that he/she has had actual expenses related to the disruption of his/her enrollment due to the Coronavirus Pandemic.

If the student or anyone in that student's household (that is included on the FAFSA) has experienced a change in job situation, he/she should communicate with the financial aid office at the institution to see if an adjustment can be made to your award package. Keep in mind however, these adjustments are only made on a case-by-case basis and only if acceptable documentation to support the claim is included.

If a student has questions about the HEERF Grant, please email Monica Matlock at monica.matlock@alaskacareercollege.edu