



## Guide for the Distribution of Student Grants under the Higher Education Emergency Relief Fund

Revised June 30, 2021

The following is a Florida Education Institute’s Guide for students regarding the distribution of funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act (HEERF I), the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (HEERF II), and the American Rescue Plan Act of 2021 (ARP) (HEERF III).

### Coronavirus Aid, Relief, and Economic Security (CARES) Act (HEERF I)

On April 9, 2020, Education Secretary Betsy DeVos announced the U.S. Department of Education (“Department”) was making immediately available to postsecondary institutions more than \$6.2 billion in emergency grants for students impacted by Coronavirus and authorized in the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). These funds **must** be used to provide emergency financial aid grants **directly to students**.

The use of the Higher Education Emergency Relief Fund is governed by Sec. 18004(c) of the CARES Act and mandates, in part, that:

*“Institutions of higher education shall use no less than 50 percent of such funds to provide 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 childcare.”*

### FEI’s Formula for Disbursing Grant Funds:

Florida Education Institute is making every attempt to follow the US Department of Education guidance on how to fairly and equitably distribute the **CARES Act Emergency Financial Aid Grants** to students.

We will be depositing \$279,124 in a separate checking account under **Florida Education Institute** that has been created and opened specifically and only for the **CARES Act Emergency Financial Aid Grants** (hereinafter also referred to as **“Grant Funds”**) for students in attendance since March 13, 2020:

1. Create and maintain list of potential students in need in an Excel spreadsheet with eligible students.
2. Determine the number of **“active”** students on the list.

\_\_\_\_\_ Active Students

3. Determine the estimated number of graduates, withdrawals, and new enrolling students in the six (6) months immediately after March 13, 2020 (the time period we estimate the Grant Funds will best be available to distribute and also the time we estimate COVID-19 will



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significantly be impacting our students), who will receive **CARES Act Emergency Financial Aid Grants**.

- \_\_\_\_\_ Estimated Graduates
- \_\_\_\_\_ Estimated Withdrawals
- \_\_\_\_\_ Estimated New Students Enrolling

4. Total from adding #2 and #3 above to get the total number of estimated students who will receive **CARES Act Emergency Financial Aid Grants**.

\_\_\_\_\_ Total Estimated Students to Receive Grant Funds

5. FEI will immediately distribute an **“Initial”** Emergency Grant checks to students based on the length of attendance in each student’s program since March 13, 2020, to not further delay getting Grant Funds in the hands of students in need. Students have all been instructed to visit the FEI website COVID-19 page daily for updates and information on the **CARES Act Emergency Financial Aid Grants**. The **CARES Act Emergency Financial Aid Grants** information has been provided to students on this site, including the eligible expenses this grant covers. After these initial Grant Funds are distributed, we will continue to work with all students and immediately schedule other disbursements based on the formula herein to assure all Grant Funds are distributed as per Department of Education guidelines. The following **“initial”** Grant Funds to student table below was used to distribute Grant Funds to students:

Students with less than 2 courses:	\$175
Students scheduled to be the 1 <sup>st</sup> Payment Period:	\$300
Students scheduled to be the 2 <sup>nd</sup> Payment Period:	\$350
Students with less than 2 courses left to graduate:	\$400
Graduates from 3/13/20 to 5/12/20:	\$400

The total Grant Funds distributed in this “initial” disbursement shall be called “Initial Emergency Grant Disbursement.”

Eligible students may receive between one (1) and three (3) more disbursements based on this Grant Funds formula.

6. The total amount of Grant Funds Florida Education Institute received (\$279,124) **minus** the “Initial Emergency Grant Disbursement” will equal the “Remaining Grant Funds.” This amount will be distributed until the Grant Funds are exhausted according to the following schedule:

Students with at least 1 but less than 2 courses completed:	\$175
Students with 2 or more courses completed:	\$300



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After 10/1/20: Students with 2 or more courses completed: \$200

Florida Education Institute will attempt to equitably and fairly distribute the last batch of funds that will not allow for the above schedule to be followed by taking the Remaining Grant Funds and divided by the total number of students eligible.

7. Students who withdrew from school from March 13, 2020, to May 13, 2020, due to documented COVID-19 reasons, will only receive the “**initial**” emergency financial aid Grant Funds based on the schedule above. The same will also apply to any student granted LOA during the same period.
8. Non-Title IV students are not eligible for this grant. However, the emergency financial aid Grant Funds will be given to “students who have not filed a FAFSA but who are eligible to file a FAFSA.”
9. All information and communication will be available to students in [www.fei.edu](http://www.fei.edu) and clicking the Cares Act link. Students will receive telephone calls from the Student Services Coordinators and Academic Advisors as well as emails from [finaid@fei.edu](mailto:finaid@fei.edu) informing them of the instructions, directions, and guidance on how to receive the Grant Funds.



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### **Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (HEERF II)**

#### **CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSAA)**

##### **REPORTING ON EMERGENCY FINANCIAL AID GRANTS TO STUDENTS**

###### **Higher Education Emergency Relief Fund II**

**Florida Education Institute  
OPEID 03627600**

On December 27, 2020, the President signed the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (P.L. 116-260). This new law gives the U.S. Department of Education (Department) approximately \$22.7 billion to distribute to institutions of higher education in order to prevent, prepare for, and respond to coronavirus through the HEERF. The grant programs authorized under section 18004(a)(1) of the CARES Act and under section 314(a)(4) of the CRRSAA are referred to below as the “HEERF II” funds.”

### **American Rescue Plan Act of 2021 (ARP) (HEERF III)**

#### **AMERICAN RESCUE PLAN (ARP)**

##### **REPORTING ON EMERGENCY FINANCIAL AID GRANTS TO STUDENTS**

###### **Higher Education Emergency Relief Fund III**

**Florida Education Institute  
OPEID 03627600**

The Higher Education Emergency Relief Fund III (HEERF III) is authorized by the American Rescue Plan (ARP), Public Law 117-2, signed into law on March 11, 2021, providing \$39.6 billion in support to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic.

ARP funds are in addition to funds authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law 116-260 and the Coronavirus Aid, Recovery, and Economic Security (CARES) Act, Public Law 116-136. Emergency funds available to institutions and their students under all emergency funds total \$76.2 billion.



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The following is the method used by our institution to determine which students receive Emergency Financial Aid Grants and how much each student would receive under HEERF II and HEERF III:

- Student must be in active enrollment status on or since April 1, 2021, for at least three (3) weeks.
- Has need in relation to any component of the student's cost of attendance or for emergency costs that arise due to COVID-19, such as tuition, food, housing, health care (including mental health care) or childcare at the time of financial aid acceptance of HEERF II or HEERF III grants.
- Does not have to be Pell eligible.
- Does not have to complete a FAFSA.
- No application to complete.
- \$1,200 will be distribute to each student until funds are exhausted.
- \$800 will be distributed to each re-entry or transfer of credit student.
- Additional funds will be distributed equally to all recipients to assure all funds are distribution by deadline.

The follow instructions/directions/guidance will be provided by our institution to students concerning the Emergency Financial Aid Grants HEERF II and HEERF III:

- Each eligible student will be contacted by Florida Education Institute's Financial Aid and Accounting Offices staff to inform them on how to receive their HEERF II and HEERF III grant funds. Students may contact our staff with any eligibility questions.
- Students will continue to be directed to the Florida Education Institute website for up-to-date information.
- Grants will be disbursed to students via a check made out in the student's name.
- The Business Office Manager and Financial Aid Director shall maintain and track on a spreadsheet which students have received HEERF II and HEERF III grant funds checks.
- The HEERF II and HEERF III grant funds will be disbursed in multiple disbursements in an effort to get money out to as many students as possible until funds are exhausted.