



## Guide for the Distribution of Student Grants under the Higher Education Emergency Relief Fund<sup>1</sup>

Revised September 1, 2020

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 child care.”*

### 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 Title IV 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 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 every forty-five (45) to sixty (60) days to until the Grant Funds are exhausted according to the following schedule:

<u>Full Pell Recipients</u>	<u>High Need</u>	<u>Especially High Need</u>
Students with at least 1 but less than 2 courses completed:	\$175	\$175
Students with 2 or more courses completed:	\$300	\$400
<u>Partial/Non-Pell Recipients &amp; FAFSA Eligible Students</u>	<u>High Need</u>	<u>Especially High Need</u>
Students with at least 1 but less than 2 courses completed:	\$175	\$175
Students with 2 or more courses completed:	\$200	\$400

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. We will design the Excel spreadsheet to help determine on a per student basis if a student has a “High Need” or not based on the Request for Emergency Funds form students will submit to FEI. We will only identify “Epecially High Need” students, because we know for a fact that all of our students already have a “High Need.” **We identify Especially High Need students by the following documented cost of attendance factors: Food, housing, course materials, technology, health care, and childcare.**
  
9. 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.”
  
10. All information and communication will be available to students in [www.fei.edu](http://www.fei.edu) by clicking the COVID-19 red button. Student 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.