

## Higher Education Emergency Relief Fund II Report – CRRSAA

### Emergency Financial Aid Grants to Students

**Date: June 28, 2021**

**Montana Academy of Salons** (OPE ID: 041641) received education stabilization funds under section 314 (a)(1) of CRRSAA. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund II (CRRSAA) that is designated exclusively for emergency financial aid grants to students.

The institution has received these funds and is distributing them in accordance with the CRRSAA 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 13, 2021. For questions or concerns regarding this Report, please contact Linda M. McPherson, CEO, linda@montanaacademy.edu

1. The institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used the applicable amount of funds designated under the CRRSAA (a)(1) program 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 under the CRRSAA (a)(1) program is \$91,984.00
3. The total amount of Emergency Financial Aid Grants distributed to students under the CRRSAA (a)(1) program as of the date of submission (i.e., as of the initial report and every calendar quarter thereafter) is \$91,984.00
4. The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA (a)(1) program is 79
5. The total number of students who have received an Emergency Financial Aid Grant to students under the CRRSAA (a)(1) program is 79
6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CRRSAA (a)(1) program.

Every student enrolled at the Academy on April 23, 2021 may be eligible to receive a financial aid grant from the Grant Funds. The amount of each student's grant award will be based on the following formula, which is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need:

***Grants shall be determined based on a Share system. Each eligible student shall be allocated a number of Shares based on the following factors:***

Evaluation Factor	Shares
Students with an Expected Family Contribution (EFC) less than 5712, <u>AND</u> Students whose application for Demonstrated Hardship has been approved	2 Shares
All other students	1 Share

The Academy will use information from the student's most recent Institutional Student Information Record (ISIR) on file to determine the student's EFC.

Students enrolled as of April 23, 2021 who did not previously file a Free Application for Federal Student Aid (FAFSA) may choose to file a FAFSA for purposes of grant award calculations to be made pursuant to the Academy's plan. The successful completion of the FAFSA will generate an ISIR for the student, and the Academy will use the information from that ISIR for purposes of making grant allocations under this plan. In order for a student's ISIR to be considered for grant allocation purposes it must be received no later than May 8, 2021 because the Academy will begin allocating grant funds to students on May 10, 2021.

The Academy recognizes that student financial records previously submitted to the Academy are dated and may not reflect a student's current circumstances. All students, regardless of their EFC may submit evidence of Demonstrated Hardship by utilizing the form provided by the Academy. The Academy will review the form and supporting documentation provided by the student. The determination of whether a student has made a sufficient showing of Demonstrated Hardship will be in the Academy's sole discretion, and the Academy's determination is final. Any student seeking consideration for a grant award due to Demonstrated Hardship must submit the Demonstrated Hardship Form and supporting documentation on or before May 8, 2021. Students who do not submit the applicable form and supporting documentation by May 8, 2021 will not be considered for a grant allocation due to Demonstrated Hardship.

The Academy will begin contacting students about the financial aid grants on or about April 23, 2021. This initial notice will include a brief description of the Academy's plan, including information about how students may apply for grant award consideration due to Demonstrated Hardship.

Commencing May 10, 2021, the Academy will prepare a roster of eligible students actively enrolled as of April 23, 2021 and determine their EFC and whether their application for Demonstrated Hardship has been approved. The Academy will determine the value for 1 Share by dividing (i) the Grant Fund by (ii) the cumulative number of Shares allocated to all eligible students. Each eligible student's grant award amount will then be determined by multiplying (a) the calculated value of 1 Share by (b) the number of Shares determined for that student.

7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

## CRSSAA INFORMATION EMAIL AND DEMONSTRATED HARDSHIP FORM

Subject: Student Emergency Relief Grant

Dear Student,

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under CRRSAA, the Montana Academy of Salons (the “Academy”) has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

Every student enrolled at the Academy on April 23, 2021 may be eligible to receive a financial aid grant from the Grant Funds. Please note that in accordance with Federal law the Academy is unable to award grants to non-citizens who are not qualified aliens. The amount of each student’s grant award is based on a formula that considers the student’s expected family contribution and Pell grant eligibility. This formula is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need.

The Academy will use information on record from your Free Application for Federal Student Aid (FAFSA) to allocate financial aid awards to students. If you did not previously file a FAFSA and wish to have the information reported on the FAFSA considered as part of your grant award allocation, then you should file a FAFSA as soon as possible. The Academy will begin the process of allocating grant awards to students on May 10, 2021. Any information from your FAFSA reported to the Academy after May 8, 2021 will not be considered in the grant allocation process. In order for the Academy to receive your FAFSA information by this date, we encourage you to file a FAFSA as soon as possible but no later than May 1, 2021. Please see the Financial Aid Leader if you have any questions or would like additional information about filing a FAFSA.

As part of the Academy’s student grant allocation formula, students who have recently experienced demonstrated hardship may be allocated an additional share of grant funds. Demonstrated hardship may include:

- Loss of Employment
- Reduction of Income
- Divorce/Separation
- Unusual Medical/Dental Expenses
- Death of Parent or Spouse

If you believe that you have experienced a demonstrated hardship since the beginning of the COVID-19 pandemic, we encourage you to submit the attached Demonstrated Hardship Form and supporting documentation. The Academy will review your request and inform you of

whether your circumstances have been determined to meet the criteria of demonstrated hardship. Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before May 8, 2021. Students who do not submit the applicable form and supporting documentation by May 8, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

The Academy expects to provide students with grant award notices during the week of May 10, 2021. In the meantime, please do not hesitate to contact the Financial Aid Leader if you have any questions regarding the Academy's plan for the allocation and distribution of these emergency student financial aid grants.

Very truly yours,

Michael McPherson, Chief Financial Officer  
Montana Academy of Salons

**Montana Academy of Salons**  
**Student Emergency Financial Aid Grants**

**Demonstrated Hardship Form**

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

Current Mailing Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under CRRSAA, the Montana Academy of Salons (the “Academy”) has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

As part of the Academy’s student grant allocation formula, students who have recently experienced demonstrated hardship may be allocated an additional share of grant funds. **Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before May 8, 2021.** Students who do not submit the applicable form and supporting documentation by May 8, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

Please indicate the special circumstances of demonstrated hardship that you wish for the Academy to consider in its allocation of emergency financial aid grants to students (choose all that apply):

- ☐ Loss of Employment
- ☐ Reduction of Income
- ☐ Divorce/Separation
- ☐ Unusual Medical/Dental Expenses
- ☐ Death of Parent or Spouse

Circumstances that are NOT considered as extenuating include, but are not limited to:

- Standard living expenses (e.g., utilities, credit card payments, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

Any request for special consideration of demonstrated hardship must include a detailed written explanation from the student and supporting documentation. Any Demonstrated Hardship Forms submitted without either a detailed written description or supporting documentation will not be considered.

[illegible]

<b>Special Circumstances:</b>	<b>Documentation to be provided:</b>
Loss of Employment	<ul style="list-style-type: none"> <li>• Official documentation verifying date of job loss (e.g. severance letter, unemployment decision, etc.)</li> <li>• Final paycheck stub(s) received</li> <li>• Unemployment history summary reporting benefits received to date and balance remaining in 2021</li> <li>• If employed after job loss, please include most recent paycheck stubs of any and all employment</li> </ul>
Reduction of Income	<p><u>Reduction in Wages/Hours:</u> Current employer has reduced wages and/or hours for at least 12 consecutive weeks in 2020 or 2021 for you, your spouse, or your parent (if dependent). Documentation Needed:</p> <ul style="list-style-type: none"> <li>• Employer documentation verifying change in employment status (e.g. furlough)</li> <li>• Copy of paycheck stub(s) received before reduction and copy of most recent paycheck stub(s) since reduction in 2020 or 2021</li> </ul> <p><u>Reduction in Income/Benefits:</u> You, your spouse, or your parent(s), if dependent, lost income or benefits outside of employment (i.e. child support, unemployment, etc.). Documentation Needed:</p> <ul style="list-style-type: none"> <li>• Third-party official documentation reporting date income or benefit was terminated/exhausted</li> </ul>
Divorce/Separation	<p><u>For separation:</u> Signed statement indicating date of separation and two official documents (e.g., copy of lease, utility bill, driver's license, etc.) verifying the physical address of the absent spouse/parent (no P.O. boxes)</p> <p><u>For divorce:</u> A divorce decree</p>

Unusual Medical/Dental Expenses	<p>Medical and/or dental expenses for 2020 or 2021 that were paid out-of-pocket (i.e. not what insurance covered) for you, your spouse (if applicable) and/or your parent(s)/sibling(s), if dependent.</p> <p>Documentation Needed:</p> <ul style="list-style-type: none"> <li>• Copies of canceled checks for out-of-pocket payments and/or receipts of payments</li> <li>• A copy of your FSA or HSA account showing payments and/or a copy of your medical account listing payments and dates</li> </ul>
Death of Parent or Spouse	Copy of the death certificate or a published newspaper obituary with date of death

**This form will not be considered unless all of the required documentation is attached.**

**My signature certifies that the information provided for this request and all accompanying documentation is true and correct to the best of my knowledge.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

FOR OFFICE USE ONLY

Academy Final Action: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature of Academy Official \_\_\_\_\_ Date \_\_\_\_\_

**Montana Academy of Salons**  
**Student Emergency Financial Aid Grants**  
**Grant Notification & Attestation Statement**

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

Current Mailing Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**GRANT AWARD AMOUNT: \_\_\_\_\_**

**Please return this Notification & Attestation Statement to the Academy as soon as possible but no later than May 31, 2021. Failure to return this attestation statement by this date may result in your grant award being forfeited and those funds being used to make additional grants to other students.**

I accept the grant award provided to me from funding made available to the Montana Academy of Salons under Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA).

I certify the following:

- All information provided in this Attestation Statement is true and correct to the best of my knowledge.
- I have experienced additional expenses due to the disruption caused by coronavirus.
- I understand that any money awarded from this grant is to be used for any component of my cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare.

Please indicate your choice for the disbursement of your Grant Award Amount (choose one):

\_\_\_\_\_ Pick Up at Institute      \_\_\_\_\_ Mail to my Current Address

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



May \_\_\_, 2021

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under CRRSAA, the Montana Academy of Salons has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

Enclosed please find an emergency financial aid grant check in the amount of \$\_\_\_\_\_. This is a grant, which means that this amount does not need to be repaid. Your acceptance of this grant award is conditioned upon your agreement to use the funds for the purposes allowed under CRRSAA and as agreed upon by you in the attestation statement that you previously provided to the Academy. In particular, you understand that the money awarded from this grant is to be used for any component of your cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare.

We hope that you and your family and friends are safe and healthy. Please do not hesitate to contact us if you have any questions.

Very truly yours,

Michael McPherson, Chief Financial Officer  
Montana Academy of Salons