



**Montana Academy of Salons
Higher Education Emergency Relief Fund Reporting
Emergency Financial Aid Grants to Students**

Date of Last Update: October 5, 2021

Section 314(e) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (Pub. L. 116-260) (“CRRSAA”), directs institutions receiving funds under Section 314 to submit (in a time and manner required by the Secretary) a report to the Secretary describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”). The Department, under the authority of 2 CFR 200.328 and 2 CFR 200.329, has also directed that institutions receiving funds under the American Rescue Plan Act, 2021 (“ARP”) submit a report to the Secretary describing the use of funds distributed from HEERF.

The following information is being provided to comply with the CRRSAA and ARP reporting requirements for funds distributed from HEERF:

1. Montana Academy of Salons acknowledges that it has 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 and ARP (a)(4) programs 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 and ARP (a)(1) and (a)(4) programs is \$147,087.
3. The total amount of Emergency Financial Aid Grants distributed to students under the CRRSAA and ARP (a)(4) programs as of the date of this report is \$147,087.
4. The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs is 114.
5. The total number of students who have received an Emergency Financial Aid Grant to students under the CRRSAA and ARP (a)(1) and (a)(4) programs is 114.
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 and ARP (a)(1) and (a)(4) programs is as follows:



**Distribution of Student Grants under the Higher Education Emergency Relief Fund
Policy and Procedures**

Allocation of CRRSAA Grant Funds Formula

Just as COVID-19 does not discriminate on the basis of socioeconomic status, the Academy recognizes that a wide array of individuals and industries have been adversely impacted by COVID-19. The Academy recognizes that our students’ lives have been severely disrupted by coronavirus. Many are facing financial challenges and struggling to make ends meet.

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 this 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 attached to this plan. 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 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.

Allocation of ARP Grant Fund Formula

Just as COVID-19 does not discriminate on the basis of socioeconomic status, the Academy recognizes that a wide array of individuals and industries have been adversely impacted by COVID-19. The Academy recognizes that our students’ lives have been severely disrupted by coronavirus. Many are facing financial challenges and struggling to make ends meet.

Every student enrolled at the Academy on August 30, 2021 may be eligible to receive a financial aid grant from the ARP Grant Fund. 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 5846, <u>AND</u> Students with an EFC greater than 5846 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 August 30, 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 this 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 August 30, 2021 because the Academy will begin allocating grant funds to students on August 30, 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 attached to this plan. 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 an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before August 30, 2021. Students who do not submit the applicable form and supporting documentation by August 30, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

7. The institution will provide the following instructions, directions or guidance to its students concerning the Emergency Financial Aid Grants:
 - a. CRRSAA Information Email – Students received the following information by email regarding the availability of HEERF emergency financial aid grants from CRRSAA:

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

- b. CRRSAA Grant Notification and Attestation Statement: Prior to distribution, each student will receive and be obligated to sign and return the following 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 (CRRSAA).

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

- c. CRRSAA Notification Letter: Eligible students will receive the following notification letter with their receipt of emergency financial aid grant checks:

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

- d. ARP Information Email – Students received the following information by email regarding the availability of HEERF emergency financial aid grants from ARP:

Subject: Student Emergency Relief Grant

Dear Student,

The American Rescue Plan Act of 2021 (ARP) 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 ARP, 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 _____, 2021 may be eligible to receive a financial aid grant from the ARP Grant Fund. 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 _____, 2021. Any information from your FAFSA reported to the Academy after _____, 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 _____, 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 a 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 _____, 2021. Students who do not submit the applicable form and supporting documentation by _____, 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 _____, 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

- e. ARP Grant Notification and Attestation Statement: Prior to distribution, each student will receive and be obligated to sign and return the following attestation statement:

Student Name: _____



Current Mailing

Address:

Cell Phone Number:

Email Address:

Date:

ARP GRANT AWARD AMOUNT: _____

Please return this Notification & Attestation Statement to the Academy as soon as possible but no later than _____, 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 the American Rescue Plan Act of 2021 (ARP).

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

- f. ARP Notification Letter: Eligible students will receive the following notification letter with their receipt of emergency financial aid grant checks:

September ____, 2021

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,



The American Rescue Plan Act of 2021 (ARP) 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 ARP, 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 ARP 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



g. Demonstrated Hardship Form:

Montana Academy of Salons
Student Emergency Financial Aid Grants

Demonstrated Hardship Form

Student Name: _____

Current Mailing

Address: _____

Cell Phone Number: _____

Email Address: _____

Date: _____

The American Rescue Plan Act of 2021 (ARP) 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 ARP, 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 a share of grant funds. **Any student seeking consideration for a grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before _____, 2021.** Students who do not submit the applicable form and supporting documentation by _____, 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.



**Written Explanation
(attach additional pages if necessary)**

Please provide supporting documentation based on your special circumstances:

<u>Special Circumstances:</u>	<u>Documentation to be provided:</u>
Loss of Employment	<ul style="list-style-type: none"> • Official documentation verifying date of job loss (e.g. severance letter, unemployment decision, etc.) • Final paycheck stub(s) received • Unemployment history summary reporting benefits received to date and balance remaining in 2021 • If employed after job loss, please include most recent paycheck stubs of any and all employment
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"> • Employer documentation verifying change in employment status (e.g. furlough) • Copy of paycheck stub(s) received before reduction and copy of most recent paycheck stub(s) since reduction in 2020 or 2021 <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"> • Third-party official documentation reporting date income or benefit was terminated/exhausted
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) <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"> • Copies of canceled checks for out-of-pocket payments and/or receipts of payments • A copy of your FSA or HSA account showing payments and/or a copy of your medical account listing payments and dates
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 _____
