

ELITE ACADEMY POLICY AND PROCEDURES for the CARES Act

July 15, 2020

As a result of the recent pandemic, the US government has made emergency funds available to students. Elite Academy will administer those funds to students that have filled out the COVID-19 Certification form and are deemed eligible (see Eligibility Requirements 1-3 below).

It is the intent of Elite Academy to allow each eligible student to answer the question of a changing family financial situation due to coronavirus which will determine further if the student is eligible to receive funds.

Once all Certification Forms are returned and reviewed, we will calculate how many students indicate a need and divide that number by the total amount of funds that are to be distributed to students.

This emergency student funding is only available to students that are enrolled and attending classes as of 07/15/2020. Students on an approved, COVID related, Leave of Absence are also allowed to participate in the Certification process and receive funds, if eligible.

Elite Academy feels this is the best way to distribute these funds and the most effective way to make sure that the funds allocated are awarded to those who need it. We will not discriminate in the disbursement of funds.

We will ask all students for a current address so the checks can be mailed to students.

Eligibility Requirements:

- 1) Be currently enrolled (or on an approved COVID Leave of Absence) in a Title IV eligible program at Elite Academy.
- 2) Have complete the 2019-20 FAFSA prior to July 14, 2020. (A 2020-21 FAFSA for students enrolled after July 1, 2020)
- 3) Met section 484 of the HES Title IV eligible student requirements:
 - *Currently enrolled students must be meeting satisfactory academic requirements
 - *Not owe an overpayment on Title IV loan
 - *Not be in default on a Title IV loan
 - *Be a U.S. Citizen or national, permanent resident, or other eligible noncitizen
 - *Have returned fraudulently obtained Title IV funds if convicted of or pled guilty or no contest to charges
 - *Not have fraudulently received Title IV loans in excess of annual or aggregate limits
 - *Have repaid Title IV loan amounts in excess of annual or aggregate limits if obtained inadvertently
 - *Have Selective Service registration verified (males only)
 - *Have Social Security Number verified
 - *Not have a federal or state conviction for drug possession or sale, with certain time limitations

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The Department of Education was awarded an emergency grant to assist students who were attending schools of higher education during the COVID-19 emergency school closing and lockdown social distancing requirements in March 2020.

The CARES ACT HIGHER ED Grant will be awarded to each approved higher education school upon application. The school has to determine, based on guidelines, how it will disburse the emergency funds to students.

When the school issues checks to students, they must sign that they will use the funds for one or more of the expenses listed on the CARES ACT Certification and Agreement document, to include "food, housing, course materials, technology, health care, and child-care expenses". We will also give students the opportunity to forego the payment if they have not been financially affected and wish to donate their portion back to the school fund so we can reallocate funds to other students who may have a financial hardship.

The school will allocate CARES ACT Emergency Relief funds to students equally, per program hours, based on the total number of enrolled students who were attending classes on 03/17/2020 when the school temporarily closed due to COVID-19 lockdown and who wish to participate in the grant funding opportunity. We will divide the number of attending students, as well as the hours of the program of enrollment, into the emergency fund grant amount and allocate funds equally to each student. This is grant money and will not have to be repaid.

The school was advised the government will begin releasing funds and accepting student certifications as of the opening fund date of 04/21/2020. The school applied for the funding 07/14/2020. We hope to receive funds within the next few weeks. Students will receive funds by check mailed to the home address. To assist the school in processing the checks please complete and return the certification form (page 2 of this document).

Cares HEERF (HIGHER EDUCATION EMERGENCY RELIEF FUND) Distribution Policy

Student Certification Form

Elite Academy will be distributing checks to eligible students from the CARES HEERF fund. The amount of money (checks) distributed to students will be awarded to eligible students affected by the COVID-19.

Have you been affected by COVID-19? Please check-mark which answer suits your situation:

Yes OR No

If yes, fill in the information below:

I, _____ (student first and last name), certify that I have been affected by COVID-19 and therefore agree to use the funds distributed to me for the following needs: **food, housing, course materials, technology, health-care and/or child care expenses** as stipulated in the CARES HEERF Policy set forth by the US Department of Education.

These funds will not be used for tuition expenses or paying off tuition balances.

The funds will be distributed to all eligible students attending Elite Academy that have certified that they have been affected in any of the above areas and meet Elite Academy Policies and Procedures for the CARES Act.

We need this form back from you in order to distribute checks.

If applicable, please mail my check to:

_____ (Name)

_____ (Street address)

_____ (City, State, Zip)

Student signature

Date

School signature

Date