CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES Act)

(Last updated June 30, 2021)

In compliance with the reporting requirements of the CARES Act, Stevens-Henager College is reporting the following information:

1. Stevens-Henager College signed and submitted the certification of agreement with the United States Department of Education on April 11, 2020 and agreed that no less than 50% of the funds received will go to students to provide emergency financial aid grants.
   a. HEERF I fund available for draw-down as of April 24, 2020
   b. HEERF II fund available for draw-down as of January 17, 2021
2. Stevens-Henager College will receive, or has received, the totals below to help students who have incurred 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).
   a. HEERF I
      i. $1,415,014.00
   b. HEERF II
      i. $8,794,476.00
3. Student portions and Institutional portions of Emergency Financial Aid Grant funds under Section 18004(a)(1) of the CARES that were distributed to students as of the date of this report are listed below.
   a. HEERF I
      i. Student Portion: $1,414,972.84
      ii. Institutional Portion: $561,522.22
   b. HEERF II
      i. Student Portion: $7,502,050.00
      ii. Institutional Portion: $0.00
4. As of the date of this report a total number students at Stevens-Henager College that were eligible to participate in programs under Section 484 in Title IV of the Higher Education Act and thus eligible to receive Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act are listed below.
   a. HEERF I
      i. Student Portion: 363 students
      ii. Institutional Portion: 172 students
   b. HEERF II
      i. Student Portion: 8437 students
5. A total number of students that have received Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act are listed below.
   a. HEERF I
      i. Student Portion: 363 students
      ii. Institutional Portion: 172 students
b. HEERF II
   i. Student Portion: 7165 students

6. The methodology used by Stevens-Henager College to determine which students receive Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act and the amount disbursed was calculated as follows:
   a. HEERF I
      i. Please See Attachment A
      ii. Please See Attachment B
      iii. Please See Attachment C
   b. HEERF II
      i. Please See Attachment D
Attachment A – STUDENT PORTION

Following the Secretary of Education’s April 9, 2020 guidance\(^3\) to allocate funds based upon student need and to ensure as wide a distribution as possible, Stevens-Henager College developed a three-tier allocation model based upon each eligible student’s federal financial aid Expected Family Contribution (“EFC”). Generally, the lower a student’s available economic resources, the lower their EFC and the greater their need. The projected eligible Stevens-Henager College onground students\(^4\), who were in an active status as of April 9, 2020, were included in the initial allocation model.

Stevens-Henager College’s initial allocation model was based upon the following three categories:

**Category 1:** Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of Grant is referred to as the Maximum Grant and, based upon the initial allocation model, was set at $4,020.

**Category 2:** Students with an EFC greater than zero (0) but less than 5577. This level of grant, based upon the initial allocation model, was set at 80% of the Maximum Grant, or $3,209.

**Category 3:** Students with an EFC equal to or greater than 5577. This level of grant, based upon the initial allocation model, was set at 50% of the Maximum Grant, or $2,010.

According to student eligibility guidance from the Department in its HEERF Frequently Asked Questions\(^5\), only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student

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\(^3\) [https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf](https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf)

\(^4\) Students enrolled and attending a degree program at one of Stevens-Henager College’s physical onground campuses. This population excludes any enrolled and attending students in a fully-online degree program delivered by Independence University.

\(^5\) [https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf](https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf)
is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

Stevens-Henager College reviewed all active onground students and identified those students who had already previously received federal financial aid or VA benefits and were eligible for HEERF. For those students whom Stevens-Henager College could not determine eligibility, the institution provided these students with a Student Eligibility Certification Form to complete. A copy of the form is below. Upon receipt of this form, the institution determined these students' eligibility (or lack thereof). Students who were determined eligible from the Student Eligibility Certification Form were allocated to Category 3.

**Attachment B – STUDENT PORTION**

Stevens-Henager College notified and provided information to students about the emergency financial aid grants through the distribution of an Important Notice ("Notice"). The Notice also served as the tool by which students requested an emergency grant under this program. Below is a copy of the Important Notice - see Attachment B.

Students were alerted about the Notice through phone call campaigns and emails from the institution. The institution then provided the Notice to students via an email through DocuSign. Upon completion, the Notice was returned to Stevens-Henager College’s Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.

**Attachment C – INSTITUTIONAL PORTION**

Stevens-Henager College made the decision to use all funds from the Institutional Portion of the CARES Act to make additional emergency grants to eligible students. Student eligibility was initially based upon the same methodology as described in the Attachment A section above. In addition, for the second round of CARES Act grants, eligible students were required to provide more information to explain and support a request for an additional emergency grant.

All eligible students were provided a copy of the IMPORTANT NOTICE - CAREAS ACT GRANTS ROUND 2 form to request an additional grant. A copy of this
IMPORTANT NOTICE - CARES is attached below as Attachment C. Upon receipt of a completed form, Stevens-Henager College's Vice President of Onground Operations, in consultation with Campus Directors and Central Financial Aid, reviewed each form to evaluate and determine a student’s need and support for an additional emergency grant.
Stevens-Henager College (SHC) developed a four-tier allocation model based upon each eligible student’s most recent federal financial aid Expected Family Contribution (“EFC”) from the 2019-20, 2020-21, or 2021-22 FAFSA. Generally, the lower the student’s available economic resources, the lower their EFC and the greater their need. The projected eligible SHC students, who were in an active status as of March 22, 2021; had an eligible U.S. citizenship status; and were not receiving CEHE employee scholarships, were included in the initial allocation model.

SHC’s initial allocation model was based upon the following four categories:

1. Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of grant, based upon the initial allocation model, was set at $1,150.
2. Students with an EFC greater than zero (0) but less than 5000. This level of grant, based upon the initial allocation model, was set at $900.
3. Students with an EFC greater than 4999 but less than 15000. This level of grant, based upon the initial allocation model, was set at $500.
4. Students with an EFC greater than 14999 or no EFC. This level of grant, based upon the initial allocation model, was set at $300.
IMPORTANT NOTICE

Emergency Financial Aid Grants to Students from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to the disruption of campus operations from the Coronavirus.

The application below allows students to apply for these need-based grants. Your college will use the information below to determine your eligibility for a grant. **EVERY student will need to complete this form so they can receive an emergency grant. We estimate that each student’s grant will range from $1,500 to $4,500.** These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one grant, and only one application will be considered per student. A copy of this form will be sent to your email address of record via DocuSign. You will fill in the form in the DocuSign system. Be sure to click “finish” in DocuSign once you complete the form. If you do not receive the form, please contact the college. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print):__________________________  Email:______________________________

Campus:__________________________  Phone: (_____)________________________

Address:_______________________________________________________  City:________________________

State: __________  Zip:_______________

Last Four Digits of SSN: __________

Do you have expenses due to Coronavirus disruptions?  Yes________  No________

Check any of the items below that apply to you:

_______ I am financially responsible for my food expenses.

_______ I am financially responsible for my housing expenses.

_______ I am financially responsible for expenses related to my course materials to attend school.

_______ I am financially responsible for paying for technologies associated with attending online classes.

_______ I am financially responsible for my own health care costs.

_______ I have children and am financially responsible for my child’s care expenses.

**I attest that all information is true and accurate,** and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that my college will determine my eligibility for an emergency grant based and the amount of any grant I am eligible to receive.

________________________________________  __________________________________
Student Signature (Required)  Date
IMPORTANT NOTICE – CARES ACT GRANTS ROUND 2

Emergency Financial Aid Institutional Grants to Students from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to Coronavirus.

The application below allows students to apply for a SECOND ROUND of these need-based grants. Your college will use the information below to determine your eligibility for an additional grant.

You must complete this application form and submit to apply for this emergency grant.

You must include an amount that you are requesting and a detailed budget explaining why you need this amount. The college will review your information and determine if your request is supportable. The college reserves the right to adjust your grant award based upon its review of this application.

These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one Round 2 grant. Each student must complete the application via DocuSign providing the requested amount and a detailed budget to support their need. Be sure to click “finish” in DocuSign once you complete the form. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print):_________________________________________ Email: ___________________________________________

Campus: ___________________________ Your Phone #: (______)____________________________

Address: ____________________________________________________________ City: _____________________________

State: ___________ Zip: ___________ Last Four Digits of your SSN#: ________________

Have you had extra Cost of Attendance Expenses\(^1\) related to the disruption of your college due to the Coronavirus since April 9, 2020?

Yes__________ No__________

How much of a Round 2 Emergency Grant are you requesting for the Extra Cost of Attendance Expenses that you have incurred?

$________________________

PLEASE LIST or EXPLAIN the Extra Cost of Attendance Expenses that you have incurred.

\(^1\) Cost of Attendance Expenses include the following: Food, Housing, Course Materials, Technology, Health Care, Child Care, and other items associated with you being able to attend your college.
incurred related to the disruption of your college due to the Coronavirus since April 9, 2020 and that you may continue to incur over the next several months. Use this to Explain OR use the LIST section below:

_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
Use this to LIST:

FOOD.................................................................................................................. $__________________________
Housing................................................................................................................ $__________________________
Course Materials................................................................................................ $__________________________
Technology (including internet access)......................................................... $__________________________
Health Care....................................................................................................... $__________________________
Child Care.......................................................................................................... $__________________________
Other (List) ....................................................................................................... $__________________________
Other (List) ....................................................................................................... $__________________________
Other (List) ....................................................................................................... $__________________________

I attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that my college will determine my eligibility for an emergency grant based on the amount requested and need documented.

______________________________________________________  ___________________________________
Student Signature (Required)    Date

Institutional Grant Committee has reviewed this application and the grant is:

☐ Approved
☐ Approved with a modified amount based on detailed budget
   Modified amount approved $__________.
☐ Denied. (Reason):_______________________________________________________________________________________________
   _____________________________________________________________________________________________________________
   _____________________________________________________________________________________________________________
   _____________________________________________________________________________________________________________
   _____________________________________________________________________________________________________________
IMPORTANT NOTICE – HEERF II GRANTS

Emergency Higher Education Relief Funds ("HEERF II") from the Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA")

Under the HEERF II program, the U.S. Department of Education has provided Independence University ("IU") and Stevens Henager College ("SHC") additional funds for emergency student grants for student costs arising from the coronavirus.

Under the HEERF II program, students may use these emergency grant funds for any component of their cost of attendance that was affected by the coronavirus, including tuition, food, housing, health care, and child care on or after March 13, 2020. IU and SHC have allocated and prioritized the HEERF II grant amounts available to students based upon each student’s federal financial aid Expected Family Contribution ("EFC").

To receive an HEERF II grant, a student should be a U.S. citizen and have emergency expenses arising from the coronavirus. If you meet these criteria, please complete this form, check the applicable boxes below and return this form as soon as possible. After review, you will be mailed a prepaid debit card with the HEERF II Grant amount applied to the card. Student HEERF II grants will range from $300 to $1,150. These grants do not have to be paid back and they are not taxable income to you. You should receive your debit card within 2-4 weeks.

PLEASE ENSURE ALL INFORMATION IS ACCURATE BEFORE SUBMITTING FORM. INACCURATE INFORMATION MAY CAUSE A DELAY OR POSSIBLE REJECTION OF GRANT.

Name (Print):_______________________________________________________________________________________________
Phone: (____)___________________________ SSN: ______ _______ ________ Date of Birth(MM/DD/YYYY):__________________
Mailing Address:___________________________________________________________________________________________
City:______________________________________________________ State: __________________ Zip:________________

YES  NO  I am a U.S. Citizen.*
YES  NO  I have emergency costs for my cost of attendance including food, housing, health care, or child care as a result of the coronavirus since March 13, 2020.*

*Yes is required for grant.

I affirmatively consent that any additional grants I receive under the CARES Act, CRRSAA, or the American Rescue Plan may be used to satisfy any outstanding tuition account balance after March 13, 2020 and I acknowledge that my consent is not required for me to receive emergency grants.

I attest that all information is true and accurate, and I am requesting an Emergency Financial Aid Grant under the CARES Act, HEERF II, and/or American Rescue Plan programs to help cover my cost of attendance expenses due to disruption from the Coronavirus pandemic.

Student Signature (Required) ___________________________________________ Date ________________________________

If you have any questions about this Notice contact CEHE at HEERFgrant@independence.edu
CARES Act
Higher Education Emergency Relief Fund ("HEERF") Report
Emergency Financial Aid Grants to Students

Report as of December 31, 2020

THIS IS THE INSTITUTION'S FINAL QUARTERLY REPORT

As explained in guidance and materials from the U.S. Department of Education (the "Department"):

The CARES Act Higher Education Emergency Relief Fund- IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.

Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

Stevens-Henager College (Department OPE ID 00367400) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136. This Fund Report applies to the Student Portion and Institutional Portion received under HEERF.

Stevens-Henager College appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

1 See: https://www2.ed.gov/about/offices/list/ope/caresact.html
TIMELINE:

1. Stevens-Henager College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the Student Portion of HEERF on April 11, 2020.


4. Stevens-Henager College submitted a drawdown request of HEERF Student Portion Grant funds (via the Department’s G5 system) on April 24, 2020. The HEERF Grant Funds were received by Stevens-Henager College on April 27, 2020.

5. Stevens-Henager College began issuing Emergency Financial Aid Grants to Students on April 30, 2020 from the Student Portion funds received.


7. Stevens-Henager College began drawing down HEERF Institutional Portion Grant funds on (via the Department’s G5 system) on September 15, 2020 for additional grants to students.

8. Stevens Henager College completed the additional grants for students (from the Insititutional Portion of funds) on or before September 30, 2020.

DISCLOSURES:

The institution is making the below information available for transparency purposes and in compliance with the Department’s Electronic Announcement of May 6, 2020.²

1. Stevens-Henager College signed and returned to the Department two (2) Certification and Agreement for Emergency Financial Aid Grants to

Students. The first Certification and Agreement was for the **Student Portion** of HEERF and the second Certification and Agreement was for the **Institutional Portion** of HEERF. Stevens-Henager College made the decision to use **both** the **Student Portion** and **Institutional Portion** of HEERF received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants directly to its eligible students.

2. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution's **Student Portion** Certification and Agreement under Section 18004(a)(1) of the CARES Act, is **$1,415,014.00**.

3. The total amount of emergency financial aid grants distributed to students from the **Student Portion** of CARES Act under Section 18004(a)(1) **as of the date of this Fund Report** is **$1,414,972.84**.

4. The *estimated* total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under the **Student Portion** for Section 18004(a)(1) of the CARES Act, **as of the date of this Fund Report** is **363**.

5. The total number of students who have received an emergency financial aid grants from the **Student Portion** under Section 18004(a)(1) of the CARES Act, **as of the date of this Fund Report**, is **363**.

6. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution’s **Institutional Portion** Certification and Agreement under Section 18004(a)(1) of the CARES Act, is **$1,415,014.00**.

7. The total amount of emergency financial aid grants distributed to students from the **Institutional Portion** of CARES Act under Section 18004(a)(1) **as of the date of this Fund Report** is **$561,522.22**.

8. The *estimated* total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and eligible to receive emergency financial aid
grants under the Institutional Portion for Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report, is **172**.

9. The total number of students who have received an emergency financial aid grants from the Institutional Portion under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **172**.

10. Any amounts from the Student Portion and/or the Institutional Portion that the college did not use to make student grants was returned to the Department’s G5 system. We are awaiting the Department’s action to return these funds from the G5 system to the Treasury. As of the date of this report, the college returned to the Department’s G5 system **$41,160.00 from the Student Portion** and **$853,491.78 from the Institutional Portion**.

11. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the Student Portion under Section 18004(a)(1) of the CARES Act are provided at Attachment A.

12. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants from the Student Portion of funds are provided at Attachment B.

13. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the Institutional Portion under Section 18004(a)(1) of the CARES Act are provided at Attachment C.

For questions or concerns regarding this Fund Report, please contact Eric S. Juhlin, Chief Executive Officer via Danna Ridge, Administrative Assistant to Eric S. Juhlin, at danna.ridge@collegeamerica.edu.
Attachment A – STUDENT PORTION

Following the Secretary of Education’s April 9, 2020 guidance\(^3\) to allocate funds based upon student need and to ensure as wide a distribution as possible, Stevens-Henager College developed a three-tier allocation model based upon each eligible student’s federal financial aid Expected Family Contribution (“EFC”). Generally, the lower a student’s available economic resources, the lower their EFC and the greater their need. The projected eligible Stevens-Henager College onground students\(^4\), who were in an active status as of April 9, 2020, were included in the initial allocation model.

Stevens-Henager College’s initial allocation model was based upon the following three categories:

**Category 1:** Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of Grant is referred to as the Maximum Grant and, based upon the initial allocation model, was set at **$4,020**.

**Category 2:** Students with an EFC greater than zero (0) but less than 5577. This level of grant, based upon the initial allocation model, was set at 80% of the Maximum Grant, or **$3,209**.

**Category 3:** Students with an EFC equal to or greater than 5577. This level of grant, based upon the initial allocation model, was set at 50% of the Maximum Grant, or **$2,010**.

According to student eligibility guidance from the Department in its HEERF Frequently Asked Questions\(^5\), only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student

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\(^3\) [https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf](https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf)

\(^4\) Students enrolled and attending a degree program at one of Stevens-Henager College’s physical onground campuses. This population excludes any enrolled and attending students in a fully-online degree program delivered by Independence University.

\(^5\) [https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf](https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf)
is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

Stevens-Henager College reviewed all active onground students and identified those students who had already previously received federal financial aid or VA benefits and were eligible for HEERF. For those students whom Stevens-Henager College could not determine eligibility, the institution provided these students with a Student Eligibility Certification Form to complete. A copy of the form is below. Upon receipt of this form, the institution determined these students’ eligibility (or lack thereof). Students who were determined eligible from the Student Eligibility Certification Form were allocated to Category 3.

**Attachment B – STUDENT PORTION**

Stevens-Henager College notified and provided information to students about the emergency financial aid grants through the distribution of an Important Notice ("Notice"). The Notice also served as the tool by which students requested an emergency grant under this program. Below is a copy of the Important Notice - see Attachment B.

Students were alerted about the Notice through phone call campaigns and emails from the institution. The institution then provided the Notice to students via an email through DocuSign. Upon completion, the Notice was returned to Stevens-Henager College’s Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.

**Attachment C – INSTITUTIONAL PORTION**

Stevens-Henager College made the decision to use all funds from the Institutional Portion of the CARES Act to make additional emergency grants to eligible students. Student eligibility was initially based upon the same methodology as described in the Attachment A section above. In addition, for the second round of CARES Act grants, eligible students were required to provide more information to explain and support a request for an additional emergency grant.

All eligible students were provided a copy of the IMPORTANT NOTICE - CAREAS ACT GRANTS ROUND 2 form to request an additional grant. A copy of this
IMPORTANT NOTICE - CARES is attached below as Attachment C. Upon receipt of a completed form, Stevens-Henager College’s Vice President of Onground Operations, in consultation with Campus Directors and Central Financial Aid, reviewed each form to evaluate and determine a student’s need and support for an additional emergency grant.
CARES Act
Higher Education Emergency Relief Fund (“HEERF”) Report
Emergency Financial Aid Grants to Students

Report as of September 30, 2020

As explained in guidance and materials from the U.S. Department of Education¹ (the “Department”):

The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.

Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

Stevens-Henager College (Department OPE ID 00367400) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136.

This Fund Report applies to the Student Portion and Institutional Portion received under HEERF.

Stevens-Henager College appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

¹ See: https://www2.ed.gov/about/offices/list/ope/caresact.html
**TIMELINE:**

1. Stevens-Henager College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the **Student Portion** of HEERF on April 11, 2020.

2. Stevens-Henager College received a GRANT AWARD NOTIFICATION for the **Student Portion** from the U.S. Department of Education on April 20, 2020.

3. Stevens-Henager College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the **Institutional Portion** of HEERF on April, 21, 2020.

4. Stevens-Henager College submitted a drawdown request of HEERF **Student Portion** Grant funds (via the Department’s G5 system) on April 24, 2020. The HEERF Grant Funds were received by Stevens-Henager College on April 27, 2020.

5. Stevens-Henager College began issuing Emergency Financial Aid Grants to Students on April 30, 2020 from the **Student Portion** funds received.


7. Stevens-Henager College began drawing down HEERF **Institutional Portion** Grant funds on (via the Department’s G5 system) on September 15, 2020 for additional grants to students.

**DISCLOSURES:**

The institution is making the below information available for transparency purposes and in compliance with the Department’s Electronic Announcement of May 6, 2020.²

1. Stevens-Henager College signed and returned to the Department two (2) Certification and Agreement for Emergency Financial Aid Grants to Students. The first Certification and Agreement was for the **Student Portion** of HEERF and the second Certification and Agreement was for the **Institutional Portion** of HEERF. Stevens-Henager College made the

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decision to use both the Student Portion and Institutional Portion of HEERF received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants directly to its eligible students.

2. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution’s Student Portion Certification and Agreement under Section 18004(a)(1) of the CARES Act, is $1,415,014.00.

3. The total amount of emergency financial aid grants distributed to students from the Student Portion of CARES Act under Section 18004(a)(1) as of the date of this Fund Report is $1,414,972.84.

4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under the Student Portion for Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 363.

5. The total number of students who have received an emergency financial aid grants from the Student Portion under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report, is 363.

6. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution’s Institutional Portion Certification and Agreement under Section 18004(a)(1) of the CARES Act, is $1,415,014.00.

7. The total amount of emergency financial aid grants distributed to students from the Institutional Portion of CARES Act under Section 18004(a)(1) as of the date of this Fund Report is $561,522.22.

8. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and eligible to receive emergency financial aid grants under the Institutional Portion for Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report, is 172.
9. The total number of students who have received an emergency financial aid grants from the Institutional Portion under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is 172.

10. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the Student Portion under Section 18004(a)(1) of the CARES Act are provided at Attachment A.

11. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants from the Student Portion of funds are provided at Attachment B.

12. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the Institutional Portion under Section 18004(a)(1) of the CARES Act are provided at Attachment C.

For questions or concerns regarding this Fund Report, please contact Eric S. Juhlin, Chief Executive Officer via Danna Ridge, Administrative Assistant to Eric S. Juhlin, at danna.ridge@collegeamerica.edu.

Attachment A – STUDENT PORTION

Following the Secretary of Education's April 9, 2020 guidance3 to allocate funds based upon student need and to ensure as wide a distribution as possible, Stevens-Henager College developed a three-tier allocation model based upon each eligible student’s federal financial aid Expected Family Contribution (“EFC”). Generally, the lower a student’s available economic resources, the lower their EFC and the greater their need. The projected eligible Stevens-Henager College onground students4, who were in an active status as of April 9, 2020, were included in the initial allocation model.

Stevens-Henager College's initial allocation model was based upon the following three categories:

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3 https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf
4 Students enrolled and attending a degree program at one of Stevens-Henager College’s physical onground campuses. This population excludes any enrolled and attending students in a fully-online degree program delivered by Independence University.
Category 1: Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of Grant is referred to as the Maximum Grant and, based upon the initial allocation model, was set at $4,020.

Category 2: Students with an EFC greater than zero (0) but less than 5577. This level of grant, based upon the initial allocation model, was set at 80% of the Maximum Grant, or $3,209.

Category 3: Students with an EFC equal to or greater than 5577. This level of grant, based upon the initial allocation model, was set at 50% of the Maximum Grant, or $2,010.

According to student eligibility guidance from the Department in its HEERF Frequently Asked Questions⁵, only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

Stevens-Henager College reviewed all active onground students and identified those students who had already previously received federal financial aid or VA benefits and were eligible for HEERF. For those students whom Stevens-Henager College could not determine eligibility, the institution provided these students with a Student Eligibility Certification Form to complete. A copy of the form is below. Upon receipt of this form, the institution determined these students’ eligibility (or lack thereof). Students who were determined eligible from the Student Eligibility Certification Form were allocated to Category 3.

Attachment B – STUDENT PORTION

Stevens-Henager College notified and provided information to students about the emergency financial aid grants through the distribution of an Important Notice (“Notice”). The Notice also served as the tool by which students

⁵ https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf
requested an emergency grant under this program. Below is a copy of the Important Notice - see Attachment B.

Students were alerted about the Notice through phone call campaigns and emails from the institution. The institution then provided the Notice to students via an email through DocuSign. Upon completion, the Notice was returned to Stevens-Henager College’s Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.

Attachment C – INSTITUTIONAL PORTION

Stevens-Henager College made the decision to use all funds from the Institutional Portion of the CARES Act to make additional emergency grants to eligible students. Student eligibility was initially based upon the same methodology as described in the Attachment A section above. In addition, for the second round of CARES Act grants, eligible students were required to provide more information to explain and support a request for an additional emergency grant.

All eligible students were provided a copy of the IMPORTANT NOTICE - CAREAS ACT GRANTS ROUND 2 form to request an additional grant. A copy of this IMPORTANT NOTICE - CARES is attached below as Attachment C. Upon receipt of a completed form, Stevens-Henager College’s Vice President of Onground Operations, in consultation with Campus Directors and Central Financial Aid, reviewed each form to evaluate and determine a student’s need and support for an additional emergency grant.
CARES Act
Higher Education Emergency Relief Fund (“HEERF”) Report
Emergency Financial Aid Grants to Students

Report as of August 7, 2020

As explained in guidance and materials from the U.S. Department of Education¹ (the “Department”):

The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.

Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

Stevens-Henager College (Department OPE ID 00367400) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the Student Portion and Institutional Portion received under HEERF.

Stevens-Henager College appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

¹ See: https://www2.ed.gov/about/offices/list/ope/caresact.html
TIMELINE:

1. Stevens-Henager College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the Student Portion of HEERF on April 11, 2020.


4. Stevens-Henager College submitted a drawdown request of HEERF Student Portion Grant funds (via the Department’s G5 system) on April 24, 2020. The HEERF Grant Funds were received by Stevens-Henager College on April 27, 2020.

5. Stevens-Henager College began issuing Emergency Financial Aid Grants to Students on April 30, 2020 from the Student Portion funds received.


7. As of the date of this report, Stevens-Henager College has not yet submitted a drawdown request of HEERF Institutional Portion Grant funds (via the Department’s G5 system).

DISCLOSURES:

The institution is making the below information available for transparency purposes and in compliance with the Department’s Electronic Announcement of May 6, 2020.²

1. Stevens-Henager College signed and returned to the Department two (2) Certification and Agreement for Emergency Financial Aid Grants to Students. The first Certification and Agreement was for the Student Portion of HEERF and the second Certification and Agreement was for the Institutional Portion of HEERF. Stevens-Henager College made the

decision to use both the Student Portion and Institutional Portion of HEERF received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants directly to its eligible students.

2. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution’s Student Portion Certification and Agreement under Section 18004(a)(1) of the CARES Act, is $1,415,014.00.

3. The total amount of emergency financial aid grants distributed to students from the Student Portion of CARES Act under Section 18004(a)(1) as of the date of this Fund Report is $1,403,072.84.

4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under the Student Portion for Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 363.

5. The total number of students who have received an emergency financial aid grants from the Student Portion under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report, is 363.

6. The total amount of funds that the institution will receive or has received from the Department, pursuant to the institution’s Institutional Portion Certification and Agreement under Section 18004(a)(1) of the CARES Act, is $1,415,014.00.

7. The total amount of emergency financial aid grants distributed to students from the Institutional Portion of CARES Act under Section 18004(a)(1) as of the date of this Fund Report is $385,430.84.

8. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and eligible to receive emergency financial aid grants under the Institutional Portion for Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report, is 189.
9. The total number of students who have received an emergency financial aid grants from the Institutional Portion under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is 63.

10. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the Student Portion under Section 18004(a)(1) of the CARES Act are provided at Attachment A.

11. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants from the Student Portion of funds are provided at Attachment B.

12. The methods used by the institution to determine which students received emergency financial aid grants and how much they would receive from the Institutional Portion under Section 18004(a)(1) of the CARES Act are provided at Attachment C.

For questions or concerns regarding this Fund Report, please contact Eric S. Juhlin, Chief Executive Officer via Danna Ridge, Administrative Assistant to Eric S. Juhlin, at danna.ridge@collegeamerica.edu.

Attachment A – STUDENT PORTION

Following the Secretary of Education’s April 9, 2020 guidance to allocate funds based upon student need and to ensure as wide a distribution as possible, Stevens-Henager College developed a three-tier allocation model based upon each eligible student’s federal financial aid Expected Family Contribution (“EFC”). Generally, the lower a student’s available economic resources, the lower their EFC and the greater their need. The projected eligible Stevens-Henager College onground students, who were in an active status as of April 9, 2020, were included in the initial allocation model.

Stevens-Henager College’s initial allocation model was based upon the following three categories:

3 https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf
4 Students enrolled and attending a degree program at one of Stevens-Henager College’s physical onground campuses. This population excludes any enrolled and attending students in a fully-online degree program delivered by Independence University.
Category 1: Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of Grant is referred to as the Maximum Grant and, based upon the initial allocation model, was set at $4,020.

Category 2: Students with an EFC greater than zero (0) but less than 5577. This level of grant, based upon the initial allocation model, was set at 80% of the Maximum Grant, or $3,209.

Category 3: Students with an EFC equal to or greater than 5577. This level of grant, based upon the initial allocation model, was set at 50% of the Maximum Grant, or $2,010.

According to student eligibility guidance from the Department in its HEERF Frequently Asked Questions⁵, only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

Stevens-Henager College reviewed all active onground students and identified those students who had already previously received federal financial aid or VA benefits and were eligible for HEERF. For those students whom Stevens-Henager College could not determine eligibility, the institution provided these students with a Student Eligibility Certification Form to complete. A copy of the form is below. Upon receipt of this form, the institution determined these students’ eligibility (or lack thereof). Students who were determined eligible from the Student Eligibility Certification Form were allocated to Category 3.

Attachment B – STUDENT PORTION

Stevens-Henager College notified and provided information to students about the emergency financial aid grants through the distribution of an Important Notice (“Notice”). The Notice also served as the tool by which students

⁵ https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf
requested an emergency grant under this program. Below is a copy of the Important Notice - see Attachment B.

Students were alerted about the Notice through phone call campaigns and emails from the institution. The institution then provided the Notice to students via an email through DocuSign. Upon completion, the Notice was returned to Stevens-Henager College’s Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.

**Attachment C – INSTITUTIONAL PORTION**

Stevens-Henager College made the decision to use *all* funds from the Institutional Portion of the CARES Act to make additional emergency grants to eligible students. Student eligibility was initially based upon the same methodology as described in the Attachment A section above. In addition, for the second round of CARES Act grants, eligible students were required to provide more information to explain and support a request for an additional emergency grant.

All eligible students were provided a copy of the IMPORTANT NOTICE - CAREAS ACT GRANTS ROUND 2 form to request an additional grant. A copy of this IMPORTANT NOTICE - CARES is attached below as Attachment C. Upon receipt of a completed form, Stevens-Henager College’s Vice President of On-ground Operations, in consultation with Campus Directors and Central Financial Aid, reviewed each form to evaluate and determine a student’s need and support for an additional emergency grant.
IMPORTANT NOTICE

Emergency Financial Aid Grants to Students from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to the disruption of campus operations from the Coronavirus.

The application below allows students to apply for these need-based grants. Your college will use the information below to determine your eligibility for a grant. **EVERY student will need to complete this form so they can receive an emergency grant. We estimate that each student’s grant will range from $1,500 to $4,500.** These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one grant, and only one application will be considered per student. A copy of this form will be sent to your email address of record via DocuSign. You will fill in the form in the DocuSign system. Be sure to click “finish” in DocuSign once you complete the form. If you do not receive the form, please contact the college. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print):______________________________    Email:______________________________
Campus:__________________Phone: (_____)__________________
Address:______________________________City:__________________________
State:__________Zip:_____________
Last Four Digits of SSN:_____________

Do you have expenses due to Coronavirus disruptions?    Yes__________  No__________

Check any of the items below that apply to you:

_______ I am financially responsible for my food expenses.
_______ I am financially responsible for my housing expenses.
_______ I am financially responsible for expenses related to my course materials to attend school.
_______ I am financially responsible for paying for technologies associated with attending online classes.
_______ I am financially responsible for my own health care costs.
_______ I have children and am financially responsible for my child’s care expenses.

**I attest that all information is true and accurate,** and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that my college will determine my eligibility for an emergency grant based and the amount of any grant I am eligible to receive.

_________________________________________  __________________________
Student Signature (Required)                      Date
IMPORTANT NOTICE – CARES ACT GRANTS ROUND 2

Emergency Financial Aid Institutional Grants to Students from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to Coronavirus.

The application below allows students to apply for a SECOND ROUND of these need-based grants. Your college will use the information below to determine your eligibility for an additional grant.

You must complete this application form and submit to apply for this emergency grant.

You must include an amount that you are requesting and a detailed budget explaining why you need this amount. The college will review your information and determine if your request is supportable. The college reserves the right to adjust your grant award based upon its review of this application.

These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one Round 2 grant. Each student must complete the application via DocuSign providing the requested amount and a detailed budget to support their need. Be sure to click “finish” in DocuSign once you complete the form. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print): __________________________________________ Email: __________________________________________

Campus: _________________________________ Your Phone #: (____)____________________________

Address: ____________________________________________________________ City: _________________________________

State: ___________ Zip: ___________ Last Four Digits of your SSN#: ______________

Have you had extra Cost of Attendance Expenses related to the disruption of your college due to the Coronavirus since April 9, 2020?

Yes__________ No__________

How much of a Round 2 Emergency Grant are you requesting for the Extra Cost of Attendance Expenses that you have incurred?

$________________________

PLEASE LIST or EXPLAIN the Extra Cost of Attendance Expenses that you have incurred:

________________________

1 Cost of Attendance Expenses include the following: Food, Housing, Course Materials, Technology, Health Care, Child Care, and other items associated with you being able to attend your college.
incurred related to the disruption of your college due to the Coronavirus since April 9, 2020 and that you may continue to incur over the next several months.

Use this to Explain OR use the LIST section below:

_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________

Use this to LIST:

FOOD.......................................................................................................................... $______________

Housing...................................................................................................................... $______________

Course Materials................................................................................................. $______________

Technology (including internet access)............................................................. $______________

Health Care........................................................................................................... $______________

Child Care............................................................................................................. $______________

Other (List) ______________________________........................................ $______________

Other (List) ______________________________........................................ $______________

Other (List) ______________________________........................................ $______________

I attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that my college will determine my eligibility for an emergency grant based on the amount requested and need documented.

______________________________________________________  ___________________________________
Student Signature (Required)    Date

Institutional Grant Committee has reviewed this application and the grant is:

☐ Approved
☐ Approved with a modified amount based on detailed budget
  Modified amount approved $__________.
☐ Denied. (Reason):_______________________________________________________________________________________________
_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
CARES Act
Higher Education Emergency Relief Fund ("HEERF") Report
Emergency Financial Aid Grants to Students

Report as of June 23, 2020

As explained in guidance and materials from the U.S. Department of Education\(^1\) (the "Department"):

The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.

Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.

Stevens-Henager College (Department OPE ID 00367400) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136.

This Fund Report applies to the Student Portion received under HEERF that is designated exclusively for emergency financial aid grants to students.

Stevens-Henager College appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

\(^1\) See: [https://www2.ed.gov/about/offices/list/ope/caresact.html](https://www2.ed.gov/about/offices/list/ope/caresact.html)
TIMELINE:

1. Stevens-Henager College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the Student Portion of HEERF on April 11, 2020.


3. Stevens-Henager College submitted a drawdown request of HEERF Student Grant funds (via the Department's G5 system) on April 24, 2020. The HEERF Grant Funds were received by Stevens-Henager College on April 27, 2020.


DISCLOSURES:

The institution is making the below information available for transparency purposes and in compliance with the Department's Electronic Announcement of May 6, 2020.2

1. Stevens-Henager College signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. Stevens-Henager College has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act 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, is $1,415,014.00.

3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is $1,215,773.00.

4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher

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Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 422.

5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is 362.

6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at Attachment A.

7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at Attachment B.

For questions or concerns regarding this Fund Report, please contact Eric S. Juhlin, Chief Executive Officer via Danna Ridge, Administrative Assistant to Eric S. Juhlin, at danna.ridge@collegeamerica.edu.

Attachment A

Following the Secretary of Education’s April 9, 2020 guidance\(^3\) to allocate funds based upon student need and to ensure as wide a distribution as possible, Stevens-Henager College developed a three-tier allocation model based upon each eligible student’s federal financial aid Expected Family Contribution (“EFC”). Generally, the lower a student’s available economic resources, the lower their EFC and the greater their need. The projected eligible Stevens-Henager College onground students\(^4\), who were in an active status as of April 9, 2020, were included in the initial allocation model.

Stevens-Henager College’s initial allocation model was based upon the following three categories:

**Category 1:** Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of

\(^3\) [https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf](https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf)

\(^4\) Students enrolled and attending a degree program at one of Stevens-Henager College’s physical onground campuses. This population excludes any enrolled and attending students in a fully-online degree program delivered by Independence University.
Grant is referred to as the Maximum Grant and, based upon the initial allocation model, was set at $4,020.

**Category 2:** Students with an EFC greater than zero (0) but less than 5577. This level of grant, based upon the initial allocation model, was set at 80% of the Maximum Grant, or $3,209.

**Category 3:** Students with an EFC equal to or greater than 5577. This level of grant, based upon the initial allocation model, was set at 50% of the Maximum Grant, or $2,010.

According to student eligibility guidance from the Department in its HEERF Frequently Asked Questions⁵, only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

Stevens-Henager College reviewed all active onground students and identified those students who had already previously received federal financial aid or VA benefits and were eligible for HEERF. For those students whom Stevens-Henager College could not determine eligibility, the institution provided these students with a Student Eligibility Certification Form to complete. A copy of the form is below. Upon receipt of this form, the institution determined these students’ eligibility (or lack thereof). Students who were determined eligible from the Student Eligibility Certification Form were allocated to Category 3.

**Attachment B**

Stevens-Henager College notified and provided information to students about the emergency financial aid grants through the distribution of an Important Notice (“Notice”). The Notice also served as the tool by which students requested an emergency grant under this program. Below is a copy of the Important Notice.

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⁵ [https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf](https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf)
Students were alerted about the Notice through phone call campaigns and emails from the institution. The institution then provided the Notice to students via an email through DocuSign. Upon completion, the Notice was returned to Stevens-Henager College’s Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.
IMPORTANT NOTICE

Emergency Financial Aid Grants to Students from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to the disruption of campus operations from the Coronavirus.

The application below allows students to apply for these need-based grants. Your college will use the information below to determine your eligibility for a grant. **EVERY student will need to complete this form so they can receive an emergency grant.** We estimate that each student’s grant will range from $1,500 to $4,500. These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one grant, and only one application will be considered per student. A copy of this form will be sent to your email address of record via DocuSign. You will fill in the form in the DocuSign system. Be sure to click “finish” in DocuSign once you complete the form. If you do not receive the form, please contact the college. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print):______________________________________ Email:______________________________________
Campus: ______________________________ Phone: (_____)________________________
Address:_______________________________________________________ City:_________________________________
State: ______________ Zip:_______________
Last Four Digits of SSN: ________________

Do you have expenses due to Coronavirus disruptions? Yes________ No_________

Check any of the items below that apply to you:

_______ I am financially responsible for my food expenses.
_______ I am financially responsible for my housing expenses.
_______ I am financially responsible for expenses related to my course materials to attend school.
_______ I am financially responsible for paying for technologies associated with attending online classes.
_______ I am financially responsible for my own health care costs.
_______ I have children and am financially responsible for my child’s care expenses.

I attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that my college will determine my eligibility for an emergency grant based and the amount of any grant I am eligible to receive.

______________________________________________________  ___________________________________
Student Signature (Required)                      Date
CARES Act
Higher Education Emergency Relief Fund ("HEERF") Report
Emergency Financial Aid Grants to Students

Report as of May 13, 2020

As explained in guidance and materials from the U.S. Department of Education\(^1\) (the "Department"):

*The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.*

*Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.*

**Stevens-Henager College (Department OPE ID 00367400)** received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136.

This Fund Report applies to the Student Portion received under HEERF that is designated exclusively for emergency financial aid grants to students.

Stevens-Henager College appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

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\(^1\) See: [https://www2.ed.gov/about/offices/list/ope/caresact.html](https://www2.ed.gov/about/offices/list/ope/caresact.html)
TIMELINE:

1. Stevens-Henager College executed its Certification Agreement with the Secretary and submitted its application (via Grants.gov) for the Student Portion of HEERF on April 11, 2020.


3. Stevens-Henager College submitted a drawdown request of HEERF Student Grant funds (via the Department's G5 system) on April 24, 2020. The HEERF Grant Funds were received by Stevens-Henager College on April 27, 2020.


DISCLOSURES:

The institution is making the below information available for transparency purposes and in compliance with the Department's Electronic Announcement of May 6, 2020.2

1. Stevens-Henager College signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. Stevens-Henager College has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act 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, is $1,415,014.00.

3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is $1,200,504.00.

4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act is 50.

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Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **422**.

5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **357**.

6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at Attachment A.

7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at Attachment B.

For questions or concerns regarding this Fund Report, please contact Eric S. Juhlin, Chief Executive Officer via Danna Ridge, Administrative Assistant to Eric S. Juhlin, at danna.ridge@collegeamerica.edu.

**Attachment A**

Following the Secretary of Education’s April 9, 2020 guidance[^3] to allocate funds based upon student need and to ensure as wide a distribution as possible, Stevens-Henager College developed a three-tier allocation model based upon each eligible student’s federal financial aid Expected Family Contribution (“EFC”). Generally, the lower a student’s available economic resources, the lower their EFC and the greater their need. The projected eligible Stevens-Henager College onground students[^4], who were in an active status as of April 9, 2020, were included in the initial allocation model.

Stevens-Henager College’s initial allocation model was based upon the following three categories:

**Category 1:** Students with an EFC of zero (0). Students in this category could receive the largest grant per student. This level of

[^3]: https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf
[^4]: Students enrolled and attending a degree program at one of Stevens-Henager College’s physical onground campuses. This population excludes any enrolled and attending students in a fully-online degree program delivered by Independence University.
Grant is referred to as the Maximum Grant and, based upon the initial allocation model, was set at $4,020.

**Category 2:** Students with an EFC greater than zero (0) but less than 5577. This level of grant, based upon the initial allocation model, was set at 80% of the Maximum Grant, or $3,209.

**Category 3:** Students with an EFC equal to or greater than 5577. This level of grant, based upon the initial allocation model, was set at 50% of the Maximum Grant, or $2,010.

According to student eligibility guidance from the Department in its HEERF Frequently Asked Questions⁵, only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

Stevens-Henager College reviewed all active onground students and identified those students who had already previously received federal financial aid or VA benefits and were eligible for HEERF. For those students whom Stevens-Henager College could not determine eligibility, the institution provided these students with a Student Eligibility Certification Form to complete. A copy of the form is below. Upon receipt of this form, the institution determined these students’ eligibility (or lack thereof). Students who were determined eligible from the Student Eligibility Certification Form were allocated to Category 3.

**Attachment B**

Stevens-Henager College notified and provided information to students about the emergency financial aid grants through the distribution of an Important Notice (“Notice”). The Notice also served as the tool by which students requested an emergency grant under this program. Below is a copy of the Important Notice.

⁵ [https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf](https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf)
Students were alerted about the Notice through phone call campaigns and emails from the institution. The institution then provided the Notice to students via an email through DocuSign. Upon completion, the Notice was returned to Stevens-Henager College’s Financial Aid Department for review and determination of eligibility. After determining eligibility and categorization, the institution distributed a check to the student for their emergency financial aid grant.
IMPORTANT NOTICE

Emergency Financial Aid Grants to Students from the
Coronavirus Aid, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our colleges who need financial support for their expenses due to the disruption of campus operations from the Coronavirus.

The application below allows students to apply for these need-based grants. Your college will use the information below to determine your eligibility for a grant. **EVERY student will need to complete this form so they can receive an emergency grant. We estimate that each student’s grant will range from $1,500 to $4,500.** These emergency funds are grants and you will not have to pay back these special grants. Each student will be eligible for only one grant, and only one application will be considered per student. A copy of this form will be sent to your email address of record via DocuSign. You will fill in the form in the DocuSign system. Be sure to click “finish” in DocuSign once you complete the form. If you do not receive the form, please contact the college. These grants are only for “Active” students that are currently enrolled and participating in courses.

Student Name (Print):______________________________________ Email:______________________________________
Campus: ______________________________ Phone: (_____)________________________
Address:_______________________________________________________ City:__________________________
State: __________ Zip:_______________
Last Four Digits of SSN: __________

Do you have expenses due to Coronavirus disruptions? Yes_______ No_______

Check any of the items below that apply to you:

- [ ] I am financially responsible for my food expenses.
- [ ] I am financially responsible for my housing expenses.
- [ ] I am financially responsible for expenses related to my course materials to attend school.
- [ ] I am financially responsible for paying for technologies associated with attending online classes.
- [ ] I am financially responsible for my own health care costs.
- [ ] I have children and am financially responsible for my child’s care expenses.

I attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that my college will determine my eligibility for an emergency grant based on the amount of any grant I am eligible to receive.

______________________________________________________  ___________________________________
Student Signature (Required)  Date
CARES Act - Higher Education Emergency Relief Fund ("HEERF")

Student Eligibility Certification Form

Dear Student,

As you may know, the U.S. Department of Education has made Emergency Financial Aid Grant Funds available to students for expenses related to the disruption of college campuses due to the coronavirus. The college estimates that you may be entitled to receive emergency financial aid funds ranging from $1,500 to $4,500 depending upon your need and eligibility, however, these funds must be used exclusively for expenses related to the disruption of campus operations due to the coronavirus (including eligible expenses under the student’s cost of attendance, such as food, housing, course materials, technology, health care, and child care).

According to guidance from the Department of Education, only students who are or could be eligible for to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended, may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

To determine if you are eligible, please answer the following the questions:

1. Are you a U.S. citizen or eligible noncitizen? _______YES _______NO
2. Do you have a Valid United States Social Security Number _____YES _____NO
3. Are you in Default on any Federal Student Loans? _______YES _______NO
4. If you are MALE, are you registered with the Selective Service _______YES _____NO

I certify and attest that my answers above are truthful and accurate.

__________________________________________  _________________
Student Signature       Date

___________________________________________
Print Name

Upon receipt of this form, the college will determine if you are eligible for the Emergency Financial Aid Grant Funds. If you are eligible, the college will provide you with a Notice and Form to complete to receive your emergency financial aid grant. If you are not eligible, the college will notify you of that too.

If you have any questions, please contact you Campus Director by calling the campus that you are attending.