



2703 Capital Mall Drive SW, Olympia, WA 98502
(360) 481-6816

January 6th 2022

HEERF QUARTER 4 REPORTING

As directed by the Certification and Agreement for Emergency Financial Aid Grants to Students under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021, Fosbre Academy is providing the following information to satisfy its quarterly reporting requirement. This serves to satisfy the initial reporting requirements as provided by guidance from the Department of Education.

1. Fosbre Academy of Hair Design signed and returned the Certification and Agreement to the Department of Education, GAN P425Q211354 for project 84.425Q, to provide Emergency Financial Aid Grants to Students.
2. Pursuant to the completion of the Certification and Agreement for Emergency Financial Aid Grants to Students, the Academy requested from the Department of Education its full allocation from all three rounds of HEERF funding (both institutional and student portions) in the amount of \$281,383. The HEERF III portion we received 8/30/2021 equaled \$54,799. The academy received \$26,682 on October 1st, 2021 followed by \$13,349 on 12/16/2021 having not drawn down more than 80% in the second 90 day period after receiving the grant, leaving \$14,786 available in February of 2022.
3. As of 12/31/2021 Fosbre Academy of Hair Design has distributed HEERF III funding to 35 students by both application and professional judgement processes.
4. Of the 117 currently enrolled students, the number of potential students able to receive grant funds is estimated around 50. Their eligibility is based on whether they are participating in Title IV funding and therefore eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs and whether they are meeting satisfactory academic progress.
5. 24 of the 35 students submitted applications for the emergency grant and received funds ranging from \$200 to \$650 each depending on which expenses they listed as being qualified for. 11 of the students were chosen via professional judgement and were awarded between \$1800 to \$3000. These amounts were decided based on professional judgment principals and because students who were determined not to be Pell eligible based on their 2019 taxes suffered many hardships in 2020 and are either unemployed or underemployed without the credit balances available to students who were Pell eligible. Many students would not be able to afford to graduate and get their license without the additional help. The remainder of the funds that will be available in February will be open for application for anyone who missed the first round of applications or are newly enrolled into one of our certificate programs.
6. Fosbre Academy will use two different methods to determine which students will receive grant money from the HEERF fund. Students will either:

- a. Apply with a simple application directly to the financial aid office and will be reviewed for reasonableness, need, eligibility of expenses, and eligibility of applicant under existing Higher Education Act of 1965 rules. Once approved, the amount of funding each student receives will be based on need (determined by the EFC listed on their FAFSA), and the student will be given a paper check for the funds.
- b. The Academy will also identify groups of students who experience a qualified expenses or demonstrate serious need (such as not being able to graduate and become licensed without the help of a grant, which is our ultimate goal at Fosbre) and make block awards available to those students based on the eligibility of the expense or eligibility of the student under HEA rules.

The application will be made available to students next week via paper application starting 10/6/2021 to 10/9/2021 for the first round of awards. The Department of Education stipulates that no more than 50% of the funds can be drawn down in the first 90 days after receiving the funds, so there will be more opportunities for students to receive grants when more funds are allowed to be drawn down.

7. Students with the most exceptional need or with the most qualified expenses will be considered first depending on eligibility requirements. At Fosbre Academy of Hair Design, SAP is maintained with an 80% or higher attendance rate and a 76% or higher GPA. Students who wish to self-identify and apply will have to be enrolled full time in one of the Academy's licensure programs and in good academic standing. These students will be given grant funds at specific levels depending on the EFC (expected family contribution) listed on their FAFSA application. The amount of funds given to students who are chosen to receive grant funds based off qualified expenses or demonstrating critical need will be decided on a case-by-case basis following the same guidelines the financial aid department would use to make a professional judgement. Once all the funds have been drawn down and the bulk of the funds are distributed to students with the greatest need, the Academy will reevaluate how to disburse the remaining grant money to the student body.

At no point in time will grant funds be distributed to students based on race, color, sex, religion, sexual orientation, political or other opinion, national or social origin, gender-identity, birth, or other status such as disability or age. Neither will the Academy qualify the offer of a grant to a student based on how they choose to use the funds. Grant money will not be applied to a student's ledger for tuition or other school related expenses unless authorized by the student in writing.

From this day forward the Academy will report how the funds are used each quarter until the funds have been fully distributed to the students.

All questions regarding HEERF funds can be directed to the Financial Aid Department/Administrator at jana@fosbre-academy.com or reception@fosbreacademy.com.

FOSBRE ACADEMY

HEERF Emergency Grant Funds Disbursement Policy

Purpose of Policy

The purpose of this policy is to Distribute Emergency Financial Aid Grants to Students Under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. And, to track administrative staff time involved in distributing the emergency funds and account for every dollar disbursed.

Application for Emergency Grant Funds

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our institution who need financial support due to the disruption caused by Coronavirus. Students will be provided an application for these funds. The application will be distributed to students in person at the financial aid office. The application permits students to apply for these need-based grants. Campus administration will use the information students provide to determine their eligibility for a grant and the amount for which they will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Students are asked to fill out this information neatly and completely and provide it to the Financial Aid Office or the school owner. Only enrolled students who are participating in courses actively at the time of the receipt of the application, and who are in Good Standing will be eligible to receive a grant. For the purposes of this policy, "Good Standing" means students maintain Satisfactory Academic Progress with at least 80% attendance and at least 76% GPA. Students not maintaining SAP may still be considered if attendance or GPA has suffered due to special circumstances and will be considered on case-by-case basis. Students have one school week, to return the application to the school in order to be considered for the first round of available grant funds. Applications handed in after 10/13/2021 may be considered for when the next round of funds can be drawn down based on the cash management principles outlined by the Department of Education and the G5 system. Applications will be reviewed and funds will be disbursed in a timely manner in accordance with the guidelines set by the Department of Education. See Attachment C for the Application

Method to Determine Student Eligibility

Eligibility is limited to students that are using Federal Student Aid to attend Fosbre Academy, who are currently enrolled, actively participating in a course, and who are in Good Standing. For the purposes of this policy, "Good Standing" means; the student is maintaining Satisfactory Academic Progress with at least 80% attendance rate and at least 76% GPA

Method to Determine Award Amounts

To determine award amounts and which students need assistance, a spreadsheet with a student roster will be created from the returned and completed applications the school has received, as well as FAFSA applications. Recipients for these funds will fall into one of two categories, those who submit applications and those who the Financial Aid Office determines are in need. For those that submit applications the funds may be used for eligible living expenses such as room and board, personal and/or child care, and technology. Students who are chosen by the Financial Aid Office can use the funds for living expenses as well or they can choose to apply it to their student account/ledger for tuition or other education related expenses. (We do not require students to use their grant money for tuition or condition their receipt of grant funds on whether or not they will use it for tuition). We are choosing this method to determine award amounts so we can maximize the number of students we are able to help.

The Base Amount for students who choose to submit an application would be \$650 and decrease depending on how many items are checked that they are solely responsible for. It will also depend on the EFC listed on the students FAFSA.

The Base Amount is the starting point for determining award amounts. After the Base Amounts have been established for each student, staff will determine the amount of the remaining grant funds. If the remaining amount is more than 50% of the beginning amount, all students will receive another full Base Amount of their selected items of need. This process will be repeated until there are no longer enough grant funds to be distributed in the full amount, for each category for students who apply. This procedure will ensure all eligible students receive the funding they requested and that all funding is disbursed and accounted for.

Room and Board = \$450

Personal (health care, child care etc.) = \$150

Technology= \$50

Students who are chosen based on qualified expenses or who demonstrate need will be chosen from students who qualify for financial aid but did not qualify for Federal Pell Grants. Many students have special circumstances due to job loss or underemployment because of the pandemic and amounts will be decided on a case-by-case basis. The financial aid office will use the same principles of professional judgment to decide who is eligible and for what amounts.

The total amount of funding available to be disbursed among eligible students from FOSBRE ACADEMY is \$54,799.

Method to Inform Student of Eligibility, Award Amount and Allowable Purposes

After an eligible students' award amount has been determined, they will be sent a form which states the amount of the award and the purposes it can be used for. They will need to sign and return the letter to the Financial Aid Office. If a student is deemed ineligible, the Financial Aid office will make an appointment to speak with the student to explain why. See Attachment D for Award Letter.

Method to Distribute Funds to Individual Students

Once the signed award letter has been received by the school, it will be signed by the school owner. A check in the amount of the award will be issued to the student, along with a signed copy of the award letter.

Method of Tracking Staff Time and Tracking of Awards

All award amounts will be recorded in a ledger, to include the date of the award, the amount of the award, and the student the award was issued to. All time that staff spends on the above outlined processes, will be recorded in a spreadsheet that shows dates, times, and function a staff member was involved in.

Attachment B

10/1/2021

FOSBRE ACADEMY Students,

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses due to the disruption that Corona-virus has caused. Student applications will be considered for these funds, as well as groups of students with qualified expenses or who demonstrate need. The application will be distributed by the financial aid office. The application permits students to apply for these need-based grants. Campus administration will use the information students provide to determine their eligibility for a grant and the amount for which they will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Students are asked to fill out this information neatly and completely and return it to the Financial Aid Office. Eligibility is limited to students that are using Federal Student Aid to attend, who are currently enrolled, and actively participating in a course at FOSBRE ACADEMY. They must also be maintaining Satisfactory Academic Progress with at least an 80% attendance rate and a GPA of 76% or higher. In order to disburse funds to students in a timely manner, any applications received after 10/13/2021 will have to be evaluated for a later disbursement.

All applications must be signed, dated, and submitted by 10/13/2021 for the initial round of funds. Another round of funds will be offered after they are available to be drawn down based on the cash management principles outlined by the Department of Education and the G5 system. Applications will be reviewed and funds will be disbursed in a timely manner in accordance with the guidelines set by the Department of Education.

If you have any questions regarding this, please let us know.

Sincerely,

Jana Leicht
Financial Aid And Operations Manager

Attachment C

FOSBRE ACADEMY

Emergency Financial Aid Grants to Students

Under the Coronavirus Response and Relief Appropriations Act of 2021

Application

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses due to the disruption that Coronavirus has caused. This application permits students to apply for these need-based grants. Campus administration will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Please fill out this information neatly and completely and turn it in to the Academy's Financial Aid Office. Eligibility is limited to students that are using Federal Student Aid to attend, who are currently enrolled, and actively participating in a course at FOSBRE ACADEMY. They must also be maintaining Satisfactory Academic Progress with at least an 80% attendance rate and a GPA of 76% or higher. In order to disburse funds to students in a timely manner, any applications received after 10/13/2021 will have to be evaluated when more funds become available.

Have you incurred expenses due to disruptions caused by the Coronavirus pandemic?

___ Yes ___ No

Check all situations that apply to you.

___ I am financially responsible for my Room & Board (Housing and food expenses)

___ I am financially responsible for Personal expenses related to attending school (Health Care, Childcare or other items related to personal expenses associated cost of attendance)

___ I am financially responsible for Technology related 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 incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that the administration of my school will determine my eligibility for grant monies based on my responses to the questions above, and my academic standing.

Signature _____

Date: _____

For Administration use only

Administrator Name _____

Administrator Position: _____

Administrator Signature _____

DATE: _____

Student Eligibility Amount: \$ _____

Attachment D

FOSBRE ACADEMY

Emergency Financial Aid Grants to Students

Under the Coronavirus Response and Relief Appropriations Act of 2021

Award Letter

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses due to the disruption that Coronavirus has caused.

The administration of FOSBRE ACADEMY has determined from information provided by the Department of Education and the student, that the following student is eligible for funds under the afore mentioned grant.

Student Name: _____ EMAIL: _____

Postal Address _____ City: _____ State _____ Zip _____

Last four digits of SSN: _____ Phone number: _____

Amount of Grant: \$ _____

I agree that the boxes marked below accurately reflect the requested areas of funding as specified on my grant application. I attest that the funds from the grant I am receiving will be used only towards the expenses that I had specified on my grant application.

Room & Board (Housing and food expenses)

I am financially responsible for Personal expenses related to attend school

I am financially responsible for Technology expenses associated with using an Online platform

I attest that all information is true and accurate, and I am accepting a one-time Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic.

Signature _____ Date: _____

Administrators Name: _____ Administrator Position: _____

Administrator Signature: _____ Date: _____

Student applied for grant funds _____

Student was selected for grant funds _____

Rationale for Selection _____

