

## **Summit Salon Academy Kokomo**

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

#### **Preamble**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance and health care response for individuals, families, and businesses affected by the 2020 coronavirus pandemic. The CARES Act includes the provision of approximately \$12.56 billion for the Higher Education Emergency Relief Fund. Institutions of higher education are to receive an allocated share of this fund under a formula based on student enrollment described in the Act and to be administered by the Secretary of the U.S. Department of Education. The CARES Act requires, in part, that “Institutions of higher education shall use no less than 50 percent of such funds to provide emergency financial aid grants to students for 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 child care).”

As announced by the Secretary, Summit Salon Academy Kokomo (the “Academy”) is to receive \$60,827.00 (the “Grant Fund”) for the purposes of making emergency financial aid grants to its students. This document sets forth the Academy’s plan for allocating, disbursing and accounting for the Grant Fund.

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

In accordance with guidance from the Academy’s accrediting agency, the Indiana Professional Licensing Agency, and the U.S. Department of Education, the Academy closed its physical location on March 17, 2020 and began providing temporary distance on April 1, 2020. Students were able to return to the Academy’s physical location on May 11, 2020. In order to provide financial relief to as many students as possible, the Academy will distribute emergency financial aid grants from the Grant Fund to all students who were actively enrolled as March 17, 2020, April 30, 2020, and/or May 11, 2020 (hereinafter referred to as the “Determination Dates”), under the terms more fully described below.

#### **Allocation of Grant Funds Formula**

The total allocation of the Grant Fund will be divided into three equal amounts of \$20,275.67. This amount will then be allocated equally among all eligible students actively enrolled in a Title IV eligible program on each Determination Date. In accordance with guidance published by the U.S. Department of Education, student grants will be distributed only to students who are Title IV eligible. An eligible enrolled student includes any student that has not been withdrawn, to

include students progressing via temporary distance education. Students who are on an approved Leave of Absence due to issues related to COVID-19 that began on or after March 13, 2020 are considered actively enrolled and are eligible to receive the grants.

### **Awarding Policy**

The Academy will prepare a roster of eligible actively enrolled students as of each Determination Date. The student grant award amount allocated to each student with respect to each Determination Date will be determined by dividing (i) \$20,275.67 by (ii) the total number of eligible students on that Determination Date. The total student grant award amount for each eligible student will be determined by adding the student's individual grant allocations for each of the three Determination Dates.

Students that have filed a Free Application for Federal Student Aid (FAFSA) and for which the Academy has a current Institutional Student Information Record (ISIR) will be considered Title IV eligible. Students that have not filed a FAFSA may still demonstrate Title IV eligibility and thus eligibility for emergency federal student aid grants under this policy upon proof of:

- US citizenship or that the student is an eligible noncitizen;
- a valid Social Security number;
- registration with Selective Service (if the student is male);
- a high school diploma, GED, or completion of high school in an approved homeschool setting; and
- that student is not delinquent with respect to any outstanding federal student loans.

Alternatively, a student enrolled as of May 11, 2020 who did not previously file a FAFSA may choose to file a FAFSA for grant purposes, and the Academy will consider the student to be Title IV eligible upon receipt of the student's ISIR and successful completion of any required verification.

### **Awarding Procedures**

The Academy's Director and Financial Aid Director will oversee the awarding and actively enrolled student censuses. The Academy will deposit the Grant Fund in a separate dedicated checking account to be used for the sole purposes of administering the emergency student financial aid grants in accordance with Federal law, published guidance from the U.S. Department of Education, and this plan.

### **Disbursement Procedures**

The Academy will begin contacting students about the emergency financial aid grants on or about May 21, 2020. The Academy will make every reasonable effort to contact all eligible students to notify them of the emergency financial aid grant to which they are entitled. Included with this notice will be an attestation statement (Exhibit A) to be signed by the student wherein

the student shall acknowledge that the emergency grant funds will be used to cover expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care. This notice and acknowledgment statement will be sent to the student's email address on record with the Academy. Students will complete the acknowledgment statement via DocuSign or send a signed copy of the statement to the Academy.

The emergency financial aid grants will be distributed by checks made payable to the students. No grant checks will be disbursed to any otherwise eligible student who fails to or refuses to sign the acknowledgment statement.

Eligible students will have the option on how to receive their grant fund checks. Students may request to pick up their checks at the Academy, otherwise the Academy will mail the check to the address listed on the student's attestation statement. Students will indicate their choice for receiving the grant checks on their acknowledgement statements. The Academy will provide instructions for those students choosing to pick up their checks at the Academy which will include available pick-up times as well as safe social distancing requirements. In addition to the emergency grant fund checks, the students will receive an instruction letter from the Academy in the form attached as Exhibit B.

### **Accounting & Recordkeeping**

The Academy's Director and Financial Aid Director will be responsible for the administration of the emergency financial aid grants. All disbursements will be overseen by the Director and Financial Aid Director.

The Academy's Director is responsible for all accounting and recordkeeping associated with the administration of the student emergency grants. The Director shall maintain an Excel spreadsheet to track all disbursements by student. The Director shall also be responsible for completing all reports that must be submitted to the U.S. Department of Education as required by the CARES Act and any future guidance from the Department.

### **Grants of Unclaimed Funds**

It is the Academy's intention that the entire Grant Fund will be disbursed to all eligible students equally in the manner set forth above. However, the Academy recognizes that there may be some amounts allocated to students that do not ultimately get disbursed as intended. For example, the Academy may not be able to timely locate an eligible student on an approved leave of absence. It is possible that an eligible student may decline the grant funds or refuse to sign the attestation statement.

In the event that there is any amount remaining from the Grant Fund as of July 31, 2020, the Academy will disburse such remaining funds via additional emergency need-based grants. The Academy will send an email to all eligible students informing them of the availability of additional grants. The email will include an application form to be completed by students seeking to be considered for an additional emergency need-based grant.

A committee consisting of the Academy's President, Director, and Financial Aid Director will decide which students shall receive an additional emergency need-based grant and the amount of such grant. The maximum amount of any additional emergency need-based grant shall not exceed \$1,000.00, and there is no minimum dollar amount. The committee will consider the information to be provided on the student's grant application as well as information already on record with the Academy such as the student's dependency status, family size, expected family contribution, unmet financial need, program length, satisfactory academic progress, and expected completion date.

**EXHIBIT A**  
**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**  
**Attestation**

**Student Name:**

**Current Mailing Address:**

**Cell Phone Number:**

**Email Address:**

**Amount of Award: \$**

**Date:**

*Please return this attestation statement to the Academy as soon as possible but no later than June 5, 2020. Failure to return this attestation statement by this date may result in your grant award being forfeited and those funds being used to make additional grants to other students.*

I accept the grant award provided to me from funding made available to the Summit Salon Academy Kokomo under the CARES Act.

I certify the following:

- All information provided in this Attestation is true and correct to the best of my knowledge.
- I am eligible for Title IV Federal Financial Aid.
- I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money I am receiving is intended to cover my expenses related to the disruption of campus operations.

I would like to receive my grant check (choose one):

\_\_\_\_\_ Pick Up at Academy                      \_\_\_\_\_ Mail to my Current Address Above

I understand that if I choose to have my grant check mailed to me it will be mailed to the address listed above. I will immediately notify the Academy if at any time my address changes. I further understand that if the Academy is unable to locate me and/or distribute any part of my grant award after making reasonable efforts that I will forfeit such funds and that the Academy may use those funds to make additional grants to other students.

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

\_\_\_\_\_  
Date

**EXHIBIT B**

May \_\_\_\_, 2020

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under the CARES Act, the Summit Salon Academy Kokomo has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

Enclosed please find an emergency financial aid grant check in the amount of \$\_\_\_\_\_. This is a grant, which means that this amount does not need to be repaid. Your acceptance of these grant funds is conditioned upon your agreement to use the funds for the purposes allowed under the CARES Act and as agreed upon by you in the attestation statement that you previously provided to the Academy. In particular, you understand that the money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money you are receiving is intended to cover your expenses related to the disruption of campus operations.

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

Very truly yours,

**EXHIBIT A**  
**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**  
**Attestation**

**Student Name:**

**Current Mailing Address:**

**Cell Phone Number:**

**Email Address:**

**Amount of Award: \$**

**Date:**

*Please return this attestation statement to the Academy as soon as possible but no later than June 5, 2020. Failure to return this attestation statement by this date may result in your grant award being forfeited and those funds being used to make additional grants to other students.*

I accept the grant award provided to me from funding made available to the Summit Salon Academy Kokomo under the CARES Act.

I certify the following:

- All information provided in this Attestation is true and correct to the best of my knowledge.
- I am eligible for Title IV Federal Financial Aid.
- I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money I am receiving is intended to cover my expenses related to the disruption of campus operations.

I would like to receive my grant check (choose one):

\_\_\_\_\_ Pick Up at Academy                      \_\_\_\_\_ Mail to my Current Address Above

I understand that if I choose to have my grant check mailed to me it will be mailed to the address listed above. I will immediately notify the Academy if at any time my address changes. I further understand that if the Academy is unable to locate me and/or distribute any part of my grant award after making reasonable efforts that I will forfeit such funds and that the Academy may use those funds to make additional grants to other students.

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

\_\_\_\_\_  
Date

**EXHIBIT B**

May \_\_\_\_, 2020

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under the CARES Act, the Summit Salon Academy Kokomo has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

Enclosed please find an emergency financial aid grant check in the amount of \$\_\_\_\_\_. This is a grant, which means that this amount does not need to be repaid. Your acceptance of these grant funds is conditioned upon your agreement to use the funds for the purposes allowed under the CARES Act and as agreed upon by you in the attestation statement that you previously provided to the Academy. In particular, you understand that the money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and childcare. The money you are receiving is intended to cover your expenses related to the disruption of campus operations.

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

Very truly yours,



## Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable

Institution Name: Summit Salon Academy Kokomo Date of Report: 10/30/2020 Covering Quarter Ending: 10/30/2020  
 Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 60,827 Section (a)(2): \$ 0 Section (a)(3): \$ 0 Final Report?

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Providing additional emergency financial aid grants to students. <sup>1</sup>  | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing reimbursements for tuition, housing, room and board, or other fee refunds.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing tuition discounts.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.  | \$ 2,000                               | \$ 0                                    | \$ 0                                    |                   |
| Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions. | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.   | \$ 5,000                               | \$ 0                                    | \$ 0                                    |                   |
| Campus safety and operations. <sup>2</sup>   | \$ 35,000                              | \$ 0                                    | \$ 0                                    |                   |

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the Interim Final Rule published in the Federal Register on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. HEERF litigation updates can be found here.

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses. | \$ 1,500                               | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue due to reduced enrollment.  |  | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>                |  | \$ 0                                    | \$ 0                                    |                   |
| Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.   | \$ 1,100                               | \$ 0                                    | \$ 0                                    |                   |
| Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>   | \$ 0                                   |   |   |                   |
| Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>  |  | \$ 0                                    | \$ 0                                    |                   |
| <b>Quarterly Expenditures for each Program</b>   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| <b>Total of Quarterly Expenditures</b>   | \$ 44,600                              |   |   |                   |

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used "to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship."

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used "to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student's cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care."

### Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable

Institution Name: Summit Salon Academy Kokomo Date of Report: 01/27/2021 Covering Quarter Ending: 12/30/2020

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 60,827 Section (a)(2): \$ 0 Section (a)(3): \$ 0 Final Report?

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Providing additional emergency financial aid grants to students. <sup>1</sup>  | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing reimbursements for tuition, housing, room and board, or other fee refunds.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing tuition discounts.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.  | \$ 1,197                               | \$ 0                                    | \$ 0                                    |                   |
| Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions. | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.   | \$ 7,881                               | \$ 0                                    | \$ 0                                    |                   |
| Campus safety and operations. <sup>2</sup>   | \$ 748                                 | \$ 0                                    | \$ 0                                    |                   |

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses. | \$ 3,499                               | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue due to reduced enrollment.  |  | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>                |  | \$ 0                                    | \$ 0                                    |                   |
| Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.   | \$ 4,823                               | \$ 0                                    | \$ 0                                    |                   |
| Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>   | \$ 0                                   |   |   |                   |
| Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>  |  | \$ 0                                    | \$ 0                                    |                   |
| <b>Quarterly Expenditures for each Program</b>   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| <b>Total of Quarterly Expenditures</b>   | \$ 18,148                              |   |   |                   |

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used "to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship."

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used "to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student's cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care."

## Form Instructions

**Completing the Form:** On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

**Posting the Form:** This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.



**Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable**

Institution Name: Summit Salon Academy Kokomo Date of Report: 03/15/2021 Covering Quarter Ending: 03/31/2021  
 Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 60,827 Section (a)(2): \$ 0 Section (a)(3): \$ 0 Final Report?

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Providing additional emergency financial aid grants to students. <sup>1</sup>  | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing reimbursements for tuition, housing, room and board, or other fee refunds.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing tuition discounts.   |  | \$ 0                                    | \$ 0                                    |                   |
| Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.  | \$ 521                                 | \$ 0                                    | \$ 0                                    |                   |
| Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions. | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Campus safety and operations. <sup>2</sup>   | \$ 76                                  | \$ 0                                    | \$ 0                                    |                   |

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses. | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue due to reduced enrollment.  |  | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>                |  | \$ 0                                    | \$ 0                                    |                   |
| Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.   | \$ 4,857                               | \$ 0                                    | \$ 0                                    |                   |
| Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>   | \$ 0                                   |   |   |                   |
| Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>  |  | \$ 0                                    | \$ 0                                    |                   |
| <b>Quarterly Expenditures for each Program</b>   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| <b>Total of Quarterly Expenditures</b>   | \$ 5,454                               |   |   |                   |

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used "to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship."

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used "to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student's cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care."

## Form Instructions

**Completing the Form:** On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

**Posting the Form:** This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.



**Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable**

Institution Name: Summit Salon Academy Kokomo Date of Report: 03/15/2021 Covering Quarter Ending: 03/31/2021

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 60,827 Section (a)(2): \$ 0 Section (a)(3): \$ 0 Final Report?

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Providing additional emergency financial aid grants to students. <sup>1</sup>  | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing reimbursements for tuition, housing, room and board, or other fee refunds.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing tuition discounts.   |  | \$ 0                                    | \$ 0                                    |                   |
| Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.  | \$ 7,593                               | \$ 0                                    | \$ 0                                    |                   |
| Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions. | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.   | \$ 7,881                               | \$ 0                                    | \$ 0                                    |                   |
| Campus safety and operations. <sup>2</sup>   | \$ 32,173                              | \$ 0                                    | \$ 0                                    |                   |

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses. | \$ 3,499                               | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue due to reduced enrollment.  |  | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>                |  | \$ 0                                    | \$ 0                                    |                   |
| Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.   | \$ 9,681                               | \$ 0                                    | \$ 0                                    |                   |
| Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>   | \$ 0                                   |   |   |                   |
| Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>  |  | \$ 0                                    | \$ 0                                    |                   |
| <b>Quarterly Expenditures for each Program</b>   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| <b>Total of Quarterly Expenditures</b>   | \$ 60,827                              |   |   |                   |

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used “to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.”

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used “to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student’s cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care.”

## Form Instructions

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**Posting the Form:** This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

## Paperwork Burden Statement

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**Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable**

Institution Name: Summit Salon Academy Kokomo Date of Report: 10/01/2021 Covering Quarter Ending: September 30

PR/Award Number(s): P425F: \_\_\_\_\_ P425J: \_\_\_\_\_ P425K: \_\_\_\_\_ P425L: \_\_\_\_\_ P425M: 200722 P425N: \_\_\_\_\_

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 60,827 Section (a)(2): \$ 0 Section (a)(3): \$ 0 Final Report?

| Category   | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|--|--|---|---|-------------------|
| Providing additional emergency financial aid grants to students. <sup>1</sup>  | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing reimbursements for tuition, housing, room and board, or other fee refunds.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Providing tuition discounts.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.  | \$ 7,593                               | \$ 0                                    | \$ 0                                    |                   |
| Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions. | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.   | \$ 7,881                               | \$ 0                                    | \$ 0                                    |                   |
| Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.   | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |

<sup>1</sup> To support expenses related to the disruption of campus operations due to coronavirus consistent with applicable law. This includes eligible expenses under a student's cost of attendance under CARES Act Section 18004(c), or any component of a student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care, per Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and Section 2003 of the American Rescue Plan Act of 2021 (ARP).



| Category  | Amount in (a)(1) institutional dollars | Amount in (a)(2) dollars, if applicable | Amount in (a)(3) dollars, if applicable | Explanatory Notes |
|---|--|---|---|-------------------|
| Campus safety and operations. <sup>2</sup>  | \$ 32,173                              | \$ 0                                    | \$ 0                                    |                   |
| Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a class period and to provide time for disinfection between uses. | \$ 3,499                               | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue from academic sources. <sup>3</sup>  | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Replacing lost revenue from auxiliary services sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare, or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup> | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.  | \$ 0                                   | \$ 0                                    | \$ 0                                    |                   |
| Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.  | \$ 9,681                               | \$ 0                                    | \$ 0                                    |                   |
| Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>  | \$ 0                                   |   |   |                   |
| Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>   |  | \$ 0                                    | \$ 0                                    |                   |
| <b>Quarterly Expenditures for Each Program</b>  | <b>\$ 60,827</b>                       | <b>\$ 0</b>                             | <b>\$ 0</b>                             |                   |
| <b>Total of Quarterly Expenditures</b>  | <b>\$ 60,827</b>                       |   |   |                   |

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

<sup>3</sup> Please see the Department’s [HEERF Lost Revenue FAQs](#) (March 19, 2021) for more information regarding what may be appropriately included in an estimate of lost revenue.

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that funds for (a)(1) Institutional Portion may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that funds for (a)(2) and (a)(3) may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).



## Form Instructions

**Completing the Form:** On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the 11-digit PR/Award Number (number is found in Box 2 of your Grant Award Notification (GAN)) for each HEERF grant funding stream as applicable, the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” Institutions that expended HEERF grant funds during the calendar quarter from January 1 – March 30, 2021 are required to post the quarterly report that involved the expenditure of HEERF II CRRSAA and HEERF I CARES Act funds. The Department did not previously affirmatively indicate this reporting requirement was in place for HEERF II CRRSAA funds. As such, institutions may have until the end of the second calendar quarter, June 30, 2021, to post these retroactive reports if they have not already done so. As of the July 10, 2021 quarterly reporting deadline, institutions are encouraged, but not required to, submit the quarterly reports (this institutional reporting form and the student quarterly report) to the Department by emailing those reports as PDF attachments to [HEERFreporting@ed.gov](mailto:HEERFreporting@ed.gov).

In the chart, an institution must specify the amount of expended HEERF I, II, and III funds for each funding category: (a)(1) Institutional Portion; (a)(2), and (a)(3), if applicable. (a)(2) funds include Assistance Listing Numbers (ALNs) 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); (a)(3) funds are for ALN 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant) and 84.425S (SAIHE). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the (a)(1) Institutional Portion, (a)(2) and (a)(3) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar. If there is no expenditure to report for a given cell, fill it with a “0.” Please refrain from using any symbols throughout the form, including but not limited to “>” or “~.”

**Posting the Form:** This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under (a)(1) of the CARES Act, CRRSAA, and ARP (Student Aid Portion) are posted. It must be posted as a PDF. No handwritten or scanned PDFs are allowed. Please refrain from adding additional material to the uploaded form. The PDF must be named in the following manner: [8- digit OPEID]\_[Survey Name]\_[Quarter/Year]\_[Date of Release]. For example, 01177600\_HEERF\_Q32021\_101021. The 8-digit OPEID can be found at the [DAPIP website](#) or the [NCES website](#). In the event a DUNS number applies to multiple OPEIDs, use the OPEID for the campus with the highest enrollment. The quarter pertains to the calendar year, following the same cadence the reporting periods follows. The date of release should be reported as the deadline for form submission, 10 days after the end of each reporting period. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2023 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10). Each quarterly report must be separately maintained in a PDF document linked directly from the IHE’s HEERF reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

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## **Summit Salon Academy Kokomo**

### **Distribution of Student Grants under the Higher Education Emergency Relief Fund (HEERF II) Policy and Procedures**

#### **Preamble**

On December 27, 2020, the President signed into law the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA). This new law makes available approximately \$22.7 billion for institutions of higher education under the Higher Education Emergency Relief Fund (HEERF).

Proprietary institutions of higher education such as Summit Salon Academy Kokomo (the “Academy”) may apply for HEERF grant funds under the new CRRSAA section 314(a)(4) program, Proprietary Institution Grant Funds for Students. Awards from the Proprietary Institution Grant Funds for Students program may only be used to provide financial aid grants to students, which may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare. In making such financial aid grants to students, grantee institutions must prioritize grants to students with exceptional need, such as students who receive Pell Grants. However, student grant recipients do not need to be only Pell recipients or students who are eligible for Pell Grants.

As announced by the Secretary, Summit Salon Academy Kokomo (the “Academy”) is to receive \$85,228.00 (the “Grant Fund”) for the purposes of making emergency financial aid grants to its students. This document sets forth the Academy’s plan for allocating, disbursing and accounting for the Grant Fund.

#### **Allocation of Grant Funds Formula**

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

Every student actively enrolled at the Academy on March 1, 2021 is eligible to receive a financial aid grant from the Grant Funds. The amount of each student’s grant award will be based on the following formula, which is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need:



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

| <b>Evaluation Factor</b>   | <b>Points</b>   |
|--|---|
| Dependence Status  | Independent Student – 4 Points<br>Dependent Student – 2 Points  |
| Dependent Children   | Each Independent Student shall be allocated 1 Point for each of her/his dependent children  |
| Expected Family Contribution (EFC)   | EFC = 0 – 5 Points<br>EFC 1 – 5000 – 3 Points<br>EFC 5001 – 10000 – 2 Points<br>EFC > 10000 – 0 Points  |
| Program of Study   | Cosmetology, Instructor & Barbering - 2 Points<br>Esthetics, Manicurist, & Transfer Students whose contract program length is less than one academic year – 1 Point |
| Student’s Adjusted Gross Income (AGI) plus Parents’ AGI of a Dependent Student | Total AGI less than \$10,000 – 5 Points<br>Total AGI \$10,001 - \$20,000 – 2 Points<br>Total AGI > \$20,000 – 0 Points  |
| Demonstrated Hardship  | 5 Points  |

The Institution will use information from the student’s most recent Institutional Student Information Record (ISIR) on file to determine the Student’s Dependence Status, Number of Dependent Children, EFC, AGI, and Parents’ AGI. Students who do not have an ISIR on file will be presumed to be Dependent Students for purposes of this point system.

Students enrolled as of March 1, 2021 who did not previously file a Free Application for Federal Student Aid (FAFSA) may choose to file a FAFSA for purposes of grant award calculations to be made pursuant to this plan. The successful completion of the FAFSA will generate an Institutional Student Information Record (ISIR) for the student, and the Academy will use the information from that ISIR for purposes of making grant allocations under this plan. In order for a student’s ISIR to be considered for grant allocation purposes it must be received no later than March 15, 2021 because the Academy will begin allocating grant funds to students on March 16, 2021.

The Academy recognizes that student financial records previously submitted to the Academy are dated and may not reflect a student’s current circumstances. All students, regardless of their Pell status, EFC, or AGI may submit evidence of Demonstrated Hardship by utilizing the form attached to this plan. The Academy will review the form and supporting documentation provided by the student. The determination of whether a student has made a sufficient showing of Demonstrated Hardship will be in the Academy’s sole discretion, and the Academy’s determination is be final. Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before March 15, 2021. Students who do not submit the applicable form

and supporting documentation by March 15, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

The Academy will begin contacting students about the financial aid grants on or about March 1, 2021. This initial email notice will include a brief description of this plan, including information about how students may apply for additional grant award consideration due to Demonstrated Hardship. The form of this initial email notice Demonstrated Hardship Form is included with this plan as Exhibit A.

### **Awarding Policy & Procedures**

The Academy's Director and Financial Aid Director will oversee the awarding and eligible student census.

On or about March 15, 2021, the Academy will prepare a roster of eligible actively enrolled students and determine the number of points for each eligible student per the schedule describe above. The Academy will determine the value for 1 Point by dividing (i) the Grant Fund by (ii) the cumulative number of Points allocated to all eligible students. Each eligible student's grant award amount will then be determined by multiplying (i) the calculated value of 1 Point by (ii) the number of Points determined for that student.

The Academy plans to notify students of their grant award amounts during the week of March 22, 2021. Each student grant recipient will receive a grant notification, the form of which is included in the plan as Exhibit B.

### **Disbursement Procedures**

The Academy will make every reasonable effort to contact all eligible students to notify them of the emergency financial aid grant to which they are entitled. Included with the grant notification will be an attestation statement (Exhibit B) to be signed by the student wherein the student shall acknowledge that the emergency grant funds will be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare. This grant notice and acknowledgment statement will be sent to the student's email address on record with the Academy. Students will complete the acknowledgment statement via DocuSign or return a signed copy of the statement to the Academy.

The grant notification form will include the amount of grant awarded to the student as well as information about any balance due from the student to the Academy as of the grant notification date. Student grant recipients shall have the option to apply some or all of the grant award to the student's outstanding balance with the Academy. A student's grant award amount under this plan shall not be conditioned upon the student's future enrollment with the Academy, nor is a student's consent to the application of the financial aid grant to the student's outstanding account balance with Academy a condition of receipt of or eligibility for the financial aid grant.

The financial aid grants, less any amount applied to the student's outstanding balance with the Academy, will be distributed by checks made payable to the students. No grant checks will be

disbursed to any otherwise eligible student who fails to or refuses to sign the acknowledgment statement. Otherwise eligible students who have not returned the acknowledgment statement to the Academy on or before April 15, 2021 will not be eligible to receive a grant award under this plan.

Eligible students who elect to receive all or part of their grant award rather than applying the grant award to their outstanding balance with the Academy will have the option on how to receive their grant award checks. Students may request to pick up their checks at the Academy, otherwise the Academy will mail the check to the address listed on the student's attestation statement. Students will indicate their choice for receiving the grant checks on their acknowledgement statements. The Academy will provide instructions for those students choosing to pick up their checks at the Academy which will include available pick-up times as well as safe social distancing requirements. In addition to the emergency grant fund checks, the students will receive an instruction letter from the Academy in the form attached as Exhibit C.

### **Accounting & Recordkeeping**

The Academy's Director and Financial Aid Director will be responsible for the administration of the emergency financial aid grants. All disbursements will be overseen by the Director and Financial Aid Director.

The Academy will deposit the Grant Fund in a separate dedicated checking account to be used for the sole purposes of administering the emergency student financial aid grants in accordance with Federal law, published guidance from the U.S. Department of Education, and this plan. The Academy will minimize the time between drawing down funds from G5 and paying the student grants to eligible students. In accordance with published Federal guidance, the Academy will disburse the grant funds to students within 15 calendar days of drawing down the funds. The Academy will maintain drawn down grant funds in an interest-bearing account, and any interest earned on all Federal grant funds above \$500 (all Federal grants together) during the Academy's fiscal year will be returned to the Federal government.

The Academy's Director is responsible for all accounting and recordkeeping associated with the administration of the student emergency grants. The Director shall maintain an Excel spreadsheet to track all disbursements by student. The Director shall also be responsible for completing all reports that must be submitted to the U.S. Department of Education as required by CRSAA and any future guidance from the Department.

The Academy will not charge any indirect or administrative costs to the Grant Fund award as the Grant Fund represents an amount of funds that must be distributed to students.

### **Grants of Unclaimed Funds**

It is the Academy's intention that the entire Grant Fund will be disbursed to all eligible students in the manner described above. However, the Academy recognizes that there may be some amounts allocated to students that do not ultimately get disbursed as intended. For example, it is possible that an eligible student may decline the grant funds or refuse to sign the attestation statement.

In the event that there is any amount remaining from the Grant Fund as of May 31, 2021, the Academy will disburse such remaining funds via additional emergency need-based grants. The Academy will send an email to all eligible students informing them of the availability of additional grants. The email will include an application form to be completed by students seeking to be considered for an additional emergency need-based grant.

A committee consisting of the Academy's President, Director, and Financial Aid Director will decide which students shall receive an additional emergency need-based grant and the amount of such grant. The maximum amount of any additional emergency need-based grant shall not exceed \$1,000.00, and there is no minimum dollar amount. The committee will consider the information to be provided on the student's grant application as well as information already on record with the Academy such as the student's dependency status, family size, expected family contribution, unmet financial need, program length, satisfactory academic progress, and expected completion date.

EXHIBIT A  
CRSSAA INFORMATION EMAIL AND  
DEMONSTRATED HARDSHIP FORM

Subject: Student Emergency Relief Grant

Dear Student,

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

Every student enrolled at the Academy and in good standing on March 1, 2021 is eligible to receive a financial aid grant from the Grant Funds. The amount of each student’s grant award is based on a formula that considers the student’s dependence status, number of dependent children, expected family contribution, program of study, the student’s adjusted gross income, and the parents’ adjusted gross income of a dependent student. This formula is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need.

The Academy will use information on record from your Free Application for Federal Student Aid (FAFSA) to allocate financial aid awards to students. If you did not previously file a FAFSA and wish to have the information reported on the FAFSA considered as part of your grant award allocation, then you should file a FAFSA as soon as possible. The Academy will begin the process of allocating grant awards to students on March 16, 2021. Any information from your FAFSA reported to the Academy after March 15, 2021 will not be considered in the grant allocation process. In order for the Academy to receive your FAFSA information by this date, we encourage you to file a FAFSA as soon as possible but no later than March 10, 2021. Please see the Financial Aid Administrator if you have any questions or would like additional information about filing a FAFSA.

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

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

If you believe that you have experienced a demonstrated hardship since the beginning of the COVID-19 pandemic, we encourage you to submit the attached Demonstrated Hardship Form

and supporting documentation. The Academy will review your request and inform you of whether your circumstances have been determined to meet the criteria of demonstrated hardship. Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before March 15, 2021. Students who do not submit the applicable form and supporting documentation by March 15, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

The Academy expects to provide students with grant award notices during the week of March 22, 2021. In the meantime, please do not hesitate to contact the Financial Aid Administrator if you have any questions regarding the Academy's plan for the allocation and distribution of these emergency student financial aid grants.

Very truly yours,

Susan Harding, Director  
Summit Salon Academy Kokomo

**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**

**Demonstrated Hardship Form**

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

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

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

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

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

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

As part of the Academy’s student grant allocation formula, students who have recently experienced demonstrated hardship will be allocated an additional share of grant funds. **Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before March 15, 2021.** Students who do not submit the applicable form and supporting documentation by March 15, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

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

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

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

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

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





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

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

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

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

**DO NOT WRITE BELOW THIS LINE**

FOR OFFICE USE ONLY

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

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

**EXHIBIT B**  
**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**  
**Grant Notification & Attestation Statement**

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

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

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

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

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

**GRANT AWARD AMOUNT:**

**OUTSTANDING BALANCE DUE TO ACADEMY:**

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

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

I certify the following:

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

I understand that I have the option, but that I am not required, to apply some or all of the Grant Award Amount toward my outstanding balance due to the Academy. Whether I choose to apply some or all of my Grant Award Amount toward my outstanding balance due to the Academy will not change my Grant Award Amount.

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

\_\_\_\_\_ I give my consent for the Academy to use my Grant Award Amount as payment toward my  
initials outstanding balance with the Academy. If the Grant Award Amount is greater than my outstanding balance, then the Academy will give me a check for the difference. If the Grant Award Amount is less than my outstanding balance, then I shall be responsible for any remaining balance due. I understand that my Grant Award Amount is not conditioned upon my consenting to the use of my Grant Award Amount as payment toward my outstanding balance due to the Academy.

\_\_\_\_\_ I choose to receive a check from the Academy for my Grant Award Amount. I would like to receive  
initials my grant check (choose one): \_\_\_\_\_ Pick Up at Academy \_\_\_\_\_ Mail to my Current Address

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

\_\_\_\_\_  
Date

**EXHIBIT C**

March \_\_\_\_, 2021

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,

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

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

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

Very truly yours,

Susan Harding, Director  
Summit Salon Academy Kokomo

EXHIBIT A  
CRSSAA INFORMATION EMAIL AND  
DEMONSTRATED HARDSHIP FORM

Subject: Student Emergency Relief Grant

Dear Student,

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

Every student enrolled at the Academy and in good standing on March 1, 2021 is eligible to receive a financial aid grant from the Grant Funds. The amount of each student’s grant award is based on a formula that considers the student’s dependence status, number of dependent children, expected family contribution, program of study, the student’s adjusted gross income, and the parents’ adjusted gross income of a dependent student. This formula is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need.

The Academy will use information on record from your Free Application for Federal Student Aid (FAFSA) to allocate financial aid awards to students. If you did not previously file a FAFSA and wish to have the information reported on the FAFSA considered as part of your grant award allocation, then you should file a FAFSA as soon as possible. The Academy will begin the process of allocating grant awards to students on March 16, 2021. Any information from your FAFSA reported to the Academy after March 15, 2021 will not be considered in the grant allocation process. In order for the Academy to receive your FAFSA information by this date, we encourage you to file a FAFSA as soon as possible but no later than March 10, 2021. Please see the Financial Aid Administrator if you have any questions or would like additional information about filing a FAFSA.

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

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

If you believe that you have experienced a demonstrated hardship since the beginning of the COVID-19 pandemic, we encourage you to submit the attached Demonstrated Hardship Form

and supporting documentation. The Academy will review your request and inform you of whether your circumstances have been determined to meet the criteria of demonstrated hardship. Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before March 15, 2021. Students who do not submit the applicable form and supporting documentation by March 15, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

The Academy expects to provide students with grant award notices during the week of March 22, 2021. In the meantime, please do not hesitate to contact the Financial Aid Administrator if you have any questions regarding the Academy's plan for the allocation and distribution of these emergency student financial aid grants.

Very truly yours,

Susan Harding, Director  
Summit Salon Academy Kokomo

**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**

**Demonstrated Hardship Form**

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

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

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

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

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

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

As part of the Academy’s student grant allocation formula, students who have recently experienced demonstrated hardship will be allocated an additional share of grant funds. **Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before March 15, 2021.** Students who do not submit the applicable form and supporting documentation by March 15, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

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

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

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

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

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



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

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

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

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

**DO NOT WRITE BELOW THIS LINE**

FOR OFFICE USE ONLY

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

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



**EXHIBIT B**  
**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**  
**Grant Notification & Attestation Statement**

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

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

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

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

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

**GRANT AWARD AMOUNT:**

**OUTSTANDING BALANCE DUE TO ACADEMY:**

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

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

I certify the following:

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

I understand that I have the option, but that I am not required, to apply some or all of the Grant Award Amount toward my outstanding balance due to the Academy. Whether I choose to apply some or all of my Grant Award Amount toward my outstanding balance due to the Academy will not change my Grant Award Amount.

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

\_\_\_\_\_ I give my consent for the Academy to use my Grant Award Amount as payment toward my  
initials outstanding balance with the Academy. If the Grant Award Amount is greater than my outstanding  
balance, then the Academy will give me a check for the difference. If the Grant Award Amount is  
less than my outstanding balance, then I shall be responsible for any remaining balance due. I  
understand that my Grant Award Amount is not conditioned upon my consenting to the use of my  
Grant Award Amount as payment toward my outstanding balance due to the Academy.

\_\_\_\_\_ I choose to receive a check from the Academy for my Grant Award Amount. I would like to receive  
initials my grant check (choose one): \_\_\_\_\_ Pick Up at Academy \_\_\_\_\_ Mail to my Current Address

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

\_\_\_\_\_  
Date

**Summit Salon Academy Kokomo**  
**Distribution of Student Grants under the**  
**Higher Education Emergency Relief Fund (HEERF III)**  
**Policy and Procedures**

**Preamble**

On December 27, 2020, the President signed into law the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA). This new law makes available approximately \$22.7 billion for institutions of higher education under the Higher Education Emergency Relief Fund (HEERF).

Proprietary institutions of higher education such as Summit Salon Academy Kokomo (the “Academy”) may apply for HEERF grant funds under the new CRRSAA section 314(a)(4) program, Proprietary Institution Grant Funds for Students. Awards from the Proprietary Institution Grant Funds for Students program may only be used to provide financial aid grants to students, which may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare. In making such financial aid grants to students, grantee institutions must prioritize grants to students with exceptional need, such as students who receive Pell Grants. However, student grant recipients do not need to be only Pell recipients or students who are eligible for Pell Grants.

As announced by the Secretary, Summit Salon Academy Kokomo (the “Academy”) is to receive \$51,165.00 (the “Grant Fund”) for the purposes of making emergency financial aid grants to its students. This document sets forth the Academy’s plan for allocating, disbursing and accounting for the Grant Fund.

**Allocation of Grant Funds Formula**

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

Every student actively enrolled at the Academy on July 1, 2021 is eligible to receive a financial aid grant from the Grant Funds. The amount of each student’s grant award will be based on the following formula, which is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need:

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

| <b>Evaluation Factor</b>   | <b>Points</b>   |
|--|---|
| Dependence Status  | Independent Student – 4 Points<br>Dependent Student – 2 Points  |
| Dependent Children   | Each Independent Student shall be allocated 1 Point for each of her/his dependent children  |
| Expected Family Contribution (EFC)   | EFC = 0 – 5 Points<br>EFC 1 – 5000 – 3 Points<br>EFC 5001 – 10000 – 2 Points<br>EFC > 10000 – 0 Points  |
| Program of Study   | Cosmetology, Instructor & Barbering - 2 Points<br>Esthetics, Manicurist, & Transfer Students whose contract program length is less than one academic year – 1 Point |
| Student’s Adjusted Gross Income (AGI) plus Parents’ AGI of a Dependent Student | Total AGI less than \$10,000 – 5 Points<br>Total AGI \$10,001 - \$20,000 – 2 Points<br>Total AGI > \$20,000 – 0 Points  |
| Demonstrated Hardship  | 5 Points  |

The Institution will use information from the student’s most recent Institutional Student Information Record (ISIR) on file to determine the Student’s Dependence Status, Number of Dependent Children, EFC, AGI, and Parents’ AGI. Students who do not have an ISIR on file will be presumed to be Dependent Students for purposes of this point system.

Students enrolled as of July 1, 2021 who did not previously file a Free Application for Federal Student Aid (FAFSA) may choose to file a FAFSA for purposes of grant award calculations to be made pursuant to this plan. The successful completion of the FAFSA will generate an Institutional Student Information Record (ISIR) for the student, and the Academy will use the information from that ISIR for purposes of making grant allocations under this plan. In order for a student’s ISIR to be considered for grant allocation purposes it must be received no later than August 6, 2021 because the Academy will begin allocating grant funds to students on August 16, 2021.

The Academy recognizes that student financial records previously submitted to the Academy are dated and may not reflect a student’s current circumstances. All students, regardless of their Pell status, EFC, or AGI may submit evidence of Demonstrated Hardship by utilizing the form attached to this plan. The Academy will review the form and supporting documentation provided by the student. The determination of whether a student has made a sufficient showing of Demonstrated Hardship will be in the Academy’s sole discretion, and the Academy’s determination is be final. Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before August 6, 2021. Students who do not submit the applicable form and

supporting documentation by August 6, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

The Academy will begin contacting students about the financial aid grants on or about July 28, 2021. This initial email notice will include a brief description of this plan, including information about how students may apply for additional grant award consideration due to Demonstrated Hardship. The form of this initial email notice Demonstrated Hardship Form is included with this plan as Exhibit A.

### **Awarding Policy & Procedures**

The Academy's Director and Financial Aid Director will oversee the awarding and eligible student census.

On or about August 9, 2021, the Academy will prepare a roster of eligible actively enrolled students and determine the number of points for each eligible student per the schedule describe above. The Academy will determine the value for 1 Point by dividing (i) the Grant Fund by (ii) the cumulative number of Points allocated to all eligible students. Each eligible student's grant award amount will then be determined by multiplying (i) the calculated value of 1 Point by (ii) the number of Points determined for that student.

The Academy plans to notify students of their grant award amounts during the week of August 9, 2021. Each student grant recipient will receive a grant notification, the form of which is included in the plan as Exhibit B.

### **Disbursement Procedures**

The Academy will make every reasonable effort to contact all eligible students to notify them of the emergency financial aid grant to which they are entitled. Included with the grant notification will be an attestation statement (Exhibit B) to be signed by the student wherein the student shall acknowledge that the emergency grant funds will be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare. This grant notice and acknowledgment statement will be sent to the student's email address on record with the Academy. Students will complete the acknowledgment statement via DocuSign or return a signed copy of the statement to the Academy.

The grant notification form will include the amount of grant awarded to the student as well as information about any balance due from the student to the Academy as of the grant notification date. Student grant recipients shall have the option to apply some or all of the grant award to the student's outstanding balance with the Academy. A student's grant award amount under this plan shall not be conditioned upon the student's future enrollment with the Academy, nor is a student's consent to the application of the financial aid grant to the student's outstanding account balance with Academy a condition of receipt of or eligibility for the financial aid grant.

The financial aid grants, less any amount applied to the student's outstanding balance with the Academy, will be distributed by checks made payable to the students. No grant checks will be

disbursed to any otherwise eligible student who fails to or refuses to sign the acknowledgment statement. Otherwise eligible students who have not returned the acknowledgment statement to the Academy on or before August 13, 2021 will not be eligible to receive a grant award under this plan.

Eligible students who elect to receive all or part of their grant award rather than applying the grant award to their outstanding balance with the Academy will have the option on how to receive their grant award checks. Students may request to pick up their checks at the Academy, otherwise the Academy will mail the check to the address listed on the student's attestation statement. Students will indicate their choice for receiving the grant checks on their acknowledgement statements. The Academy will provide instructions for those students choosing to pick up their checks at the Academy which will include available pick-up times as well as safe social distancing requirements. In addition to the emergency grant fund checks, the students will receive an instruction letter from the Academy in the form attached as Exhibit C.

### **Accounting & Recordkeeping**

The Academy's Director and Financial Aid Director will be responsible for the administration of the emergency financial aid grants. All disbursements will be overseen by the Director and Financial Aid Director.

The Academy will deposit the Grant Fund in a separate dedicated checking account to be used for the sole purposes of administering the emergency student financial aid grants in accordance with Federal law, published guidance from the U.S. Department of Education, and this plan. The Academy will minimize the time between drawing down funds from G5 and paying the student grants to eligible students. In accordance with published Federal guidance, the Academy will disburse the grant funds to students within 15 calendar days of drawing down the funds. The Academy will maintain drawn down grant funds in an interest-bearing account, and any interest earned on all Federal grant funds above \$500 (all Federal grants together) during the Academy's fiscal year will be returned to the Federal government.

The Academy's Director is responsible for all accounting and recordkeeping associated with the administration of the student emergency grants. The Director shall maintain an Excel spreadsheet to track all disbursements by student. The Director shall also be responsible for completing all reports that must be submitted to the U.S. Department of Education as required by CRSAA and any future guidance from the Department.

The Academy will not charge any indirect or administrative costs to the Grant Fund award as the Grant Fund represents an amount of funds that must be distributed to students.

### **Grants of Unclaimed Funds**

It is the Academy's intention that the entire Grant Fund will be disbursed to all eligible students in the manner described above. However, the Academy recognizes that there may be some amounts allocated to students that do not ultimately get disbursed as intended. For example, it is possible that an eligible student may decline the grant funds or refuse to sign the attestation statement.

In the event that there is any amount remaining from the Grant Fund as of September 30, 2021, the Academy will disburse such remaining funds via additional emergency need-based grants. The Academy will send an email to all eligible students informing them of the availability of additional grants. The email will include an application form to be completed by students seeking to be considered for an additional emergency need-based grant.

A committee consisting of the Academy's President, Director, and Financial Aid Director will decide which students shall receive an additional emergency need-based grant and the amount of such grant. The maximum amount of any additional emergency need-based grant shall not exceed \$1,000.00, and there is no minimum dollar amount. The committee will consider the information to be provided on the student's grant application as well as information already on record with the Academy such as the student's dependency status, family size, expected family contribution, unmet financial need, program length, satisfactory academic progress, and expected completion date.

EXHIBIT A  
CRSSAA INFORMATION EMAIL AND  
DEMONSTRATED HARDSHIP FORM

Subject: Student Emergency Relief Grant

Dear Student,

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

Every student enrolled at the Academy and in good standing on July 1, 2021 is eligible to receive a financial aid grant from the Grant Funds. The amount of each student’s grant award is based on a formula that considers the student’s dependence status, number of dependent children, expected family contribution, program of study, the student’s adjusted gross income, and the parents’ adjusted gross income of a dependent student. This formula is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need.

The Academy will use information on record from your Free Application for Federal Student Aid (FAFSA) to allocate financial aid awards to students. If you did not previously file a FAFSA and wish to have the information reported on the FAFSA considered as part of your grant award allocation, then you should file a FAFSA as soon as possible. The Academy will begin the process of allocating grant awards to students on August 9, 2021. Any information from your FAFSA reported to the Academy after August 6, 2021 will not be considered in the grant allocation process. In order for the Academy to receive your FAFSA information by this date, we encourage you to file a FAFSA as soon as possible but no later than August 6, 2021. Please see the Financial Aid Administrator if you have any questions or would like additional information about filing a FAFSA.

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

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

If you believe that you have experienced a demonstrated hardship since the beginning of the COVID-19 pandemic, we encourage you to submit the attached Demonstrated Hardship Form

and supporting documentation. The Academy will review your request and inform you of whether your circumstances have been determined to meet the criteria of demonstrated hardship. Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before August 6, 2021. Students who do not submit the applicable form and supporting documentation by August 6, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

The Academy expects to provide students with grant award notices during the week of August 9, 2021. In the meantime, please do not hesitate to contact the Financial Aid Administrator if you have any questions regarding the Academy's plan for the allocation and distribution of these emergency student financial aid grants.

Very truly yours,

Susan Harding, Director  
Summit Salon Academy Kokomo



**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**

**Demonstrated Hardship Form**

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

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

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

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

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

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

As part of the Academy’s student grant allocation formula, students who have recently experienced demonstrated hardship will be allocated an additional share of grant funds. **Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before August 6, 2021.** Students who do not submit the applicable form and supporting documentation by August 6, 2021 will not be considered for an additional grant allocation due to Demonstrated Hardship.

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

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

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

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

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



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

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

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

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

**DO NOT WRITE BELOW THIS LINE**

FOR OFFICE USE ONLY

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

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

**EXHIBIT B**  
**Summit Salon Academy Kokomo**  
**Student Emergency Financial Aid Grants**  
**Grant Notification & Attestation Statement**

Student Name: \_\_\_\_\_  
Current Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**GRANT AWARD AMOUNT:**

**OUTSTANDING BALANCE DUE TO ACADEMY:**

**Please return this Notification & Attestation Statement to the Academy as soon as possible but no later than August 13, 2021. Failure to return this attestation statement by this date may result in your grant award being forfeited and those funds being used to make additional grants to other students.**

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

I certify the following:

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

I understand that I have the option, but that I am not required, to apply some or all of the Grant Award Amount toward my outstanding balance due to the Academy. Whether I choose to apply some or all of my Grant Award Amount toward my outstanding balance due to the Academy will not change my Grant Award Amount.

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

\_\_\_\_\_ I give my consent for the Academy to use my Grant Award Amount as payment toward my  
initials outstanding balance with the Academy. If the Grant Award Amount is greater than my outstanding  
balance, then the Academy will give me a check for the difference. If the Grant Award Amount is  
less than my outstanding balance, then I shall be responsible for any remaining balance due. I  
understand that my Grant Award Amount is not conditioned upon my consenting to the use of my  
Grant Award Amount as payment toward my outstanding balance due to the Academy.

\_\_\_\_\_ I choose to receive a check from the Academy for my Grant Award Amount. I would like to receive  
initials my grant check (choose one): \_\_\_\_\_ Pick Up at Academy \_\_\_\_\_ Mail to my Current Address

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

\_\_\_\_\_  
Date

**EXHIBIT C**

August \_\_\_\_, 2021

Student Name:

Current Mailing Address:

Re: Student Emergency Relief Grant

Dear Student,

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

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

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

Very truly yours,

Susan Harding, Director  
Summit Salon Academy Kokomo

**CARES Act HEERF Grant Update - 10/01/2021**

|   |              |
|---|--------------|
| Estimated Number of Eligible Students                     | 76           |
| Number of students that accepted and received grant funds | 73           |
| Total amount of funds (grant & academy) awarded           | \$ 60,828.12 |

**CRRSAA Grant Update - 10/01/2021**

|   |              |
|---|--------------|
| Estimated Number of Eligible Students                     | 73           |
| Number of students that accepted and received grant funds | 73           |
| Total amount of funds (grant & academy) awarded           | \$ 85,228.64 |

**ARS Grant Update - 10/01/2021**

|   |              |
|---|--------------|
| Estimated Number of Eligible Students                     | 73           |
| Number of students that accepted and received grant funds | 73           |
| Total amount of funds (grant & academy) awarded           | \$ 51,160.84 |

