

Higher Education Emergency Relief Fund Report – Emergency Financial Aid Grants to Students

May 26, 2020

Sylvain Melloul International Hair Academy (OPE ID: 011596-00) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

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

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s (“Department”) Electronic Announcement of May 6, 2020.¹ For questions or concerns regarding this Fund Report, please contact Jonathan Melloul, Chief Operating Officer, at jonathan@smiha.edu.

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.
2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$124,394**.
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$116,549**.
4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **111**.
5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **104**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A**.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.

¹ See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

**Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act
Record of internal processes**

Overview: The government passed the CARES Act in response to the COVID19 pandemic, part of which provides funds to students in approved institutions. This document details the steps taken by Sylvain Melloul International Hair Academy (SMIHA) to administer the emergency financial aid grants to students of the school, as approved in the CARES Act and as required by the certification & agreement to receiving said funds.

This document will cover:

1. How grants are distributed to students
2. How the amount of each grant was calculated
3. The amount of each grant awarded to each student; and
4. Any instructions or directions given to students about the grants;
 - a. Include memo/communication to students
 - b. Form for students to complete

Amount of Student Emergency Financial Aid Grants: \$124,394

Date of Grant Application: 4/15/2020

1. How grants are distributed to students

SMIHA will send students their emergency financial aid grant funds in the form of paper checks via online banking with the institution's bank, Wells Fargo.

Need to determine: dates for students, i.e. esthetics students already graduated, esthetics students who are starting? Who is included? What about LOA students?

2. How the amount of each grant was calculated

SMIHA has determined that it cannot measure the true impact COVID19 has had on each individual student's circumstances and how it has affected their financial standings; thus making it difficult to prioritize students with the greatest need. SMIHA has determined to prioritize every student equally.

In an effort to be fair and equitable to its students, SMIHA has determined to allocate an even distribution of grants funds to all eligible students, as defined below:

Eligible Student Determinations:

- a. Students who are actively enrolled (or an approved LOA) in SMIHA as of 05/05/2020 are eligible for emergency financial aid grant funds

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- b. Students on an approved Leave of Absence (LOA) due to COVID19 are eligible to receive emergency financial aid grant funds

Amount of Student Emergency Financial Aid Grants: \$124,394

Student Population as of 05/05/2020: 111 students

- 3. **Amount of each Emergency Financial Aid Grant Per Student:** \$1120.67 amount per student
Each student at SMIHA will receive a grant awarded in the amount of \$1120.67

4. Instructions or directions given to students about the grants

SMIHA has attached all directions given to students to this document.

- a. **E-memo to students:** "Notice of CARES ACT Student Emergency Financial Aid Grants"
 - i. **Date:** 5/5/2020
 - ii. Attach e-memo to this doc

- b. **Funding Acknowledgement Form:** Students are to complete this form and return in order to receive funds

Attachment B

E-Memo – CARES Act Student Emergency Financial Aid Grants

To: All Students at SMIHA

From: SMIHA Management

Date: 5/5/20

Re: Student Emergency Financial Aid Grants from the CARES Act

Dear SMIHA Student Body;

It is with great pleasure that we announce that the **student emergency financial aid grants** made available by the **Coronavirus Aid, Relief, and Economic Security (CARES) Act** will soon be provided to students.

Please read the important information below and complete the required processes in order to receive your grant funds.

Purpose of Program: To address the pressing financial need of students due to the disruption of campus operations from coronavirus, and pursuant to the authority duly delegated to the Secretary under the CARES Act and associated with the coronavirus emergency, as stated in Proclamation 9994 of March 13, 2020, “Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak,” *Federal Register* Vol. 85, No. 53 at 15337-38.

Use of Funds: The sole and exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses. Please use these funds wisely.

How funds will be distributed: Students will receive a paper check in the mail to the address they indicate in the required form completion.

Amount of Grant Funds: All Students will receive an equal amount of the available funds. The amount will be **\$1,120.67** per student.

Required Process to Complete: Students **MUST COMPLETE & SIGN** the “Funding Acknowledgement Form” by [following this link](#).

It is vital that students input an accurate mailing address to this form and acknowledge the source & use of the funds. Students who do not complete this form will have their funds withheld until this form is completed.

Payback of Grant Funds: The grant funds you will receive are grants and **DO NOT** need to be paid back to the school or the government.

If you have any questions or concerns, please contact your Campus Director, Beth Hall, via phone at 434-499-0366 or by email at beth@smiha.edu . Thank you.

Funding From Coronavirus Aid, Relief, and Economic Security (CARES) Act

Funding Acknowledgement Form

Purpose of Program: To address the pressing financial need of students due to the disruption of campus operations from coronavirus, and pursuant to the authority duly delegated to the Secretary under the CARES Act and associated with the coronavirus emergency, as stated in Proclamation 9994 of March 13, 2020, "Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak," *Federal Register* Vol. 85, No. 53 at 15337-38, the Secretary and Recipient agree as follows:

Use of Funds: Sylvain Melloul International Hair Academy agrees to promptly make available emergency financial aid grants from the advanced funds directly to student for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.

Source of Funds & Funds Acknowledgement: By signing below, student agrees that they understand the source of the emergency financial aid grants is from the CARES Act due to the COVID19 campus disruption, that the funds DO NOT have to be paid back to the school, government, or other person/entity, and that the student will use the funds for the indirect costs of attending school (as detailed above in use of funds).

Student Full Legal Name: _____

Last four of SS#: _____ **Best Contact Phone Number:** (____) ____ - _____

Address to Mail Check: _____

City: _____ **State:** _____ **Zip Code:** _____

Student Signature: _____ **Date:** ____/____/____

For Institution Use Only

Check Amount: _____ **Date check written** _____ **Check Number** _____

Signature of Institution: _____ **Date:** ____/____/____