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: Sylvain Melloul International Hair Academy **Date of Report**: 10/31/2020 **Covering Quarter Ending:** 09/30/2020

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: $ 124,394 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.[1]	$ 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.	$ 24,672	$ 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.	$ 11,752	$ 0	$ 0	
Campus safety and operations.[2]	$ 13,203	$ 0	$ 0	

[1] 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.

[2] 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.	$ 4,464	$ 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.).[3]		$ 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.	$ 886	$ 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.	$ 16,595	$ 0	$ 0	
Other Uses of (a)(1) Institutional Portion funds.[4]	$ 0			
Other Uses of (a)(2) or (a)(3) funds, if applicable.[5]		$ 0	$ 0	
Quarterly Expenditures for each Program	$ 71,571	$ 0	$ 0	
Total of Quarterly Expenditures	$ 71,571			

[3] 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.).

[4] 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."

[5] 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 CFDAs 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.

Explanatory notes for "Campus Safety and Operations" expenditures footnote.

Report as of Date:	**9/30/2020**
Purchases of personal protective equipment (PPE)	$1,917
Purchases of cleaning supplies	$993
Adding personnel to increase the frequency of cleaning	$7,200
The reconfiguration of facilities to promote social distancing, etc.	$3,092
Total	**$ 13,203**

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

July 30, 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 **$124,394**.
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 **111.**
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

SYLVAIN MELLOUL
INTERNATIONAL HAIR ACADEMY

Attachment A

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

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 compete 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.

SYLVAIN MELLOUL
INTERNATIONAL HAIR ACADEMY

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: ____/____/_____

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

SYLVAIN MELLOUL
INTERNATIONAL HAIR ACADEMY

Attachment A

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

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 compete 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.

SYLVAIN MELLOUL
INTERNATIONAL HAIR ACADEMY

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: ____/____/_____