

Alexander Paul

INSTITUTE OF HAIR DESIGN

May 15, 2020

Dear Students,

Although you may not have been aware until now, we have worked diligently over the past month to obtain as quickly as possible funds granted to our school under the Coronavirus Aid, Relief, and Economic Security (CARES) Act that will be **DISTRUBUTED DIRECTLY TO STUDENTS**.

In the interest of providing students and institutions with stability and the ability to continue education in response to Coronavirus, the CARES Act established a "Higher Education Emergency Relief Fund (HEERF)" as a part of a larger "Education Stabilization Fund".

Through this fund, our school received \$43,451 in Emergency Financial Aid Grants to distribute directly 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)."

When utilizing the funds, students should also take into consideration that distance learning may continue to be a method used in our education in the future during their program, and there may be future waves of coronavirus that necessitate the return to distance learning in whole or in part. So, students should consider using the funds to invest in things such as stable or higher speed internet connections, better technology, etc if applicable.

These funds are for you for the above purposes and are not to be given back to the school for tuition, kit fees, and other school fees.

The first half of these funds is going to be distributed immediately starting next week, so please take time over the weekend to review the documents and submit your forms accurately. There is **action required** of all students to be able to get these funds.

Make sure to **USE YOUR PERSONAL EMAIL AND NOT YOUR SCHOOL EMAIL** to sign these documents.

1. **Sign "Emergency Financial Aid Grant Certification"** acknowledging that you have need and that you understand the purpose and allowable uses of the funds. This form is available at www.alexanderpaul.edu/heerf. Use your personal email address and **NOT** your school email address.
2. **Notify the School of How You Wish To Receive Funds** by either filling out the "Title IV Credit Balance & Refund EFT Consent" to receive funds by Zelle (www.zellepay.com) available at www.alexanderpaul.edu/heerf using your personal email address and **NOT** your school email address OR email financialaid@alexanderpaul.edu (from your personal email address and NOT YOUR STUDENT EMAIL) indicating which address you would like to have a paper check delivered to including apartment/unit numbers and Zip code. In absence of this, the school will send a paper check to your permanent address on file with the institution. If you want to receive these emergency grant funds via EFT, but not your regular Title IV credit balances from financial aid disbursements, please attest to that in an email to financialaid@alexanderpaul.edu after filling out the EFT consent form.
3. **Students Not Using Financial Aid: File a FAFSA Immediately** at <https://www.fafsa.gov>. The school will determine your eligibility to submit a FAFSA by reviewing a submitted FAFSA (even if you don't intend on using it to seek other aid) and reviewing other factors stated in this document. Please contact the school's financial aid staff if you have questions regarding the FAFSA.
4. **Deposit Funds Immediately** - If you receive a paper check, please deposit your funds immediately.

If you do not have financial need and would like to opt out of receiving all or a portion of the funds in favor of having the funds distributed to other students who may have more need, please notify financialaid@alexanderpaul.edu.

If you would like to understand more about the Higher Education Emergency Relief Fund, you can visit:
<https://www2.ed.gov/about/offices/list/ope/caresact.html>.

For transparency, we have made our full policy document relating to this available at www.alexanderpaul.edu/emergencyfinancialaidgrantspolicy. To understand how amounts were calculated, allocated, how we intend to distribute these funds, and other important information about these funds, please carefully read the policy document.

In addition, we created a centralized hub regarding these grants at www.alexanderpaul.edu/heerf. This page will be updated periodically to include all publicly released information regarding this topic including important disclosures, periodic updates to the status of the fund, documents related to the fund, forms, etc.

Please take care to carefully review all the information about this topic and submit your information/forms timely and accurately.

We have worked extremely hard to try to make these funds available to students as soon as possible, and your effort in doing your part so we can distribute them efficiently is extremely important.

Sincerely,

A handwritten signature in cursive script that reads "Alexander Naoum".

Alex Naoum

Co-Founder

Alexander Paul Institute of Hair Design