

Alexander Paul

INSTITUTE OF HAIR DESIGN

HEERF II and III Policy

About

As a response to the ongoing disruption caused by the COVID-19 global pandemic, recent laws created funding programs to help students.

Alexander Paul Institute of Hair Design has been allocated funds for Higher Education Emergency Relief Fund (HEERF) Emergency Financial Aid Grants to Students under the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and American Rescue Plan Act, 2021 (ARP) in the amounts of \$56,182 and \$32,964 respectively. Funds from the CRRSAA are known as HEERF II, and funds from the ARP are known as HEERF III. These funds will be distributed directly to students according to the policy outlined herein.

Uses of Grant Funds

Emergency financial aid grants may be used by students for any component of their cost of attendance, technology, course materials or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. Students determine how they may use their emergency financial aid grant within the allowable uses.

The US Department of Education believes that allowing students to consent to application of their grant to their student account to pay for tuition and fees would facilitate the use of funds, if desired by the student, while retaining the student's discretion to determine what costs should be covered with his or her financial aid grant funds. So, this option is included on the grant request. However, consenting to apply grant funds to a student account is neither required or encouraged. Students have complete discretion to determine how to use the grant within the allowable uses.

Prioritizing Exceptional Need

Institutions are directed to prioritize students with exceptional need in distributing these funds.

HEERF II and III Funds Are NOT Financial Aid

Although the funds are for "emergency financial aid grants", these funds are not considered financial aid. They do not go on your award offer, and they do not affect your financial aid award. They do not count as income for your FAFSA in determining your EFC (Expected Family Contribution).

HEERF II and III Funds Are Not Taxable

HEERF grants are not included in a student's gross income and therefore are not taxable. See the Internal Revenue Service (IRS) bulletin Emergency aid granted to students due to COVID is not taxable (March 30, 2021):

<https://www.irs.gov/newsroom/emergency-aid-granted-to-students-due-to-covid-is-not-taxable>

Eligibility

Students are eligible for HEERF II and HEERF III grants. Student is defined as any individual who is or was enrolled at Alexander Paul Institute of Hair Design on or after March 13, 2020, the date of declaration of the national emergency due to the coronavirus.

Put more plainly, students who are or were enrolled in an institution of higher education during the COVID-19 national emergency are eligible for emergency financial aid grants, regardless of whether they completed a Free Application for Federal Student Aid (FAFSA) or are eligible for Title IV. That includes citizens, permanent residents, refugees, asylum seekers, Deferred Action for Childhood Arrival (DACA) recipients, other DREAMers, and similar undocumented students. International students may also receive HEERF.

Alexander Paul Institute is directed to prioritize students with exceptional need.

Emergency financial aid grants are not distributed in a manner that discriminates against individuals on the basis of race, color, national origin, disability, or sex.

Grant Amounts

Grants are available on a First-Come, First-Serve basis determined by date/time of the complete and accurate submission of the grant request available at www.alexanderpaul.edu/heerf until the grant funds are depleted. Students may only receive one HEERF grant.*

The grant amount is based on *Exceptional Need* and *Need* as follows. Once a student applies for a grant, the grant amount is automatically assigned and disbursed based on information the school has on file in order to get funds in the hands of students quickly.

Exceptional Need

Students who are receiving Pell Grants or have Expected Family Contributions (EFCs) from their FAFSA of 0 - 5846 (or the maximum EFC for a Pell Grant) are considered to have exceptional need. Exceptional need also includes students with extraordinary financial circumstances. Other types of exceptional need could include students who may be eligible for other federal or state need-based aid or have faced significant unexpected expenses, such as the loss of employment (either for themselves or their families), reduced income, or food or housing insecurity.

Need

Students who are receiving other federal or state need-based aid (such as Federal Student Loans) and have EFCs of 5847 (or \$1 above the Pell Grant Maximum EFC) - 999999. Need also includes students with considerable (but not extraordinary) financial circumstances and unexpected expenses.

Need Determination	Emergency Financial Aid Grant Amount
Exceptional Need	\$2,000
Need	\$1,000

Grant requests will not be approved if students are not determined to have exceptional need or need as outlined herein. However, students have the opportunity to appeal as outlined below. Many VA Benefits are not need-based, and applicable students should review the appeal section.

How Students Receive Funds & Timeline

Students must complete an Emergency Financial Aid Grant Request. On the grant request, students elect to receive their grants either through electronic transfer (which may be quicker) or by check. After the grant is approved, the school will request to draw down the grant funds. Once funds are received by the school, they will be issued to the student within 15 days. Students using electronic transfer to receive funds will receive a link to their phone number or email they designate on their grant request. From the link, the student will enter bank account information to receive the grant funds.

Uncashed or Returned Checks

If checks are returned or uncashed for 60 days, Alexander Paul Institute will attempt to contact the student. If the check remains outstanding or uncashed after attempted contact, the check will be voided and funds returned to the appropriate agency or redistributed as appropriate.

Appeals

If a student disagrees with the determination to have *Need* rather than *Exceptional Need* or if a student is determined to have no need and believes they have *Need* or *Exceptional Need*, the student can submit an appeal form available at www.alexanderpaul.edu/heerf. In this appeal, students can demonstrate why or how they have either extraordinary financial circumstances for *Exceptional Need* or considerable financial circumstances for *Need*. Students may focus on having faced significant unexpected expenses, such as the loss of employment (either for themselves or their families), reduced income, food or housing insecurity, or other circumstances. Students may, but are not required to, submit supporting documentation. Supporting documentation may increase the chances of an appeal being approved, but is not a requirement of a successful appeal. Appeals may be submitted at any time including immediately after submitting the grant request.

If a student did not seek other types of aid at the school, such as a student who was using VA Benefits but did not explore their Pell eligibility, it is suggested to address the reasoning for this in an appeal since seeking available aid may be an indicator of need. In the most exceptional and rare circumstances, a student may appeal to receive up to an additional \$1,000 over their grant amount.

Appeals are considered on a case-by-case basis and may be approved or denied.

Reporting

Required public reporting for these funds is available at www.alexanderpaul.edu/heerf

Other Important Information

Students should review the following information:

- Alexander Paul Institute does not condition the receipt of a financial aid grant on continued or future enrollment with the institution.
- Alexander Paul Institute does not use these funds as an incentive for future or continued enrollment.
- Alexander Paul Institute does not use the financial aid grants to satisfy a student's outstanding account balance, unless it has obtained the student's written (or electronic), affirmative consent.
 - Alexander Paul Institute does not require such consent as a condition of receipt of or eligibility for the financial aid grant.
- Alexander Paul Institute does not establish preconditions for students to receive emergency financial aid grants e.g.
 - establishing a minimum GPA,
 - imposing other academic or athletic performance or good standing requirements,
 - requiring continued enrollment in the institution,
 - requiring the student to first pay any outstanding debt or balance

Questions and Official Contact

All questions or meeting requests (in person or phone) regarding this policy should be sent to financialaid@alexanderpaul.edu. The official contact for administering these funds is:

Alex Naoum

COO

Alexander Paul Institute of Hair Design

252-830-5536 ext 2

Alex@alexanderpaul.edu

*Alexander Paul Institute reserves the ability to open up the funds for future rounds of grant distributions.

This policy is subject to change and amendment in the future.