

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

May 29, 2020

Gurnick Academy of Medical Arts, LLC (OPE ID: 04169800) 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 **Jason Ho, Compliance Director**, at **jho@gurnick.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 **\$1,738,687.00**.
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 **\$1,316,700.00**.
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 **1,463**.
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 **1,386**.
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>

Attachment A

EMERGENCY FINANCIAL AID GRANTS POLICY

Policy:

This policy is to ensure that the above mentioned funds are distributed as widely as possible.

Gurnick Academy is awarding the **CARES Grant equally to every eligible student***. **The Academy is following the guidance provided by the Secretary of Education in the April 9th, 2020 letter (see attached):**

“The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. This means that each institution may develop its own system and process for determining how to allocate these funds, which may include distributing the funds to all students...”

In addition, the letter states the acceptable student uses of CARE Grant Funds by students:

“expenses related to disruption of campus operations due to coronavirus, including for food, housing, course materials, technology, health care, and child care.”

* Eligible students include all ACTIVE students in core programs as of April 10th, 2020 and had their method of delivery changed to a distance education modality due to the Coronavirus pandemic.

Procedure Steps:

- This is to be considered a Non–Title IV award and will not be included on the 1098-T or included as Title IV funds in the 90/10 calculations.
- The disbursement will be treated as a pass-through award and will be issued in the form of a check made payable directly to the student.
- GEGI will send out automatic email to all Active students (as of April 10) with the attachment of CARES Student Fund Certification via Right Signature.
- If we receive notification from a student that they do not have significant financial need, they will not be included in the program distribution.
- If a grant check is not cashed within 90 days of issue date, the check is to be cancelled and the funds will be reallocated back into the Academy’s Student Relief Fund and disbursed to other students at the sole discretion of the Director of Financial Aid after a needs based review. Alternatively, the Academy may choose to return undistributed funds back to the government.
- Individual CARES Grant Award disbursements are to be kept and tracked by accounting for reporting every 30 and 45 days as required.

- Each student requesting a grant will be required to execute a certification form as to allowable uses of the funds.

The amount of the distribution will be \$950. All student certifications will be processed, starting on **May 8th, 2020** which coincides with the due date for return of all Student Certification Forms (see attached). Accounting will then begin with the appropriate general ledger entries and check production to send to the certified students. Any funds remaining after all 'certified' student applications have been paid, will be available for the Financial Aid Department to distribute to financially impacted students based on a needs analysis.

Best efforts will be made to send these grant checks by **May 22nd, 2020** assuming there are no issues with availability of federal funds or the certification return process including the need to update student information such as address changes and name changes.

CALCULATION FORMULA FOR GRANT DISTRIBUTION EXAMPLE:

{Available Student Relief Fund} less {# of Students Certified for the Program} * \$1,200 = Financial Aid Discretionary Fund for High Need Students

For Example: if the fund is \$2,000,000 and 1,500 students sign certifications of need as defined by the secretary, each certified would receive \$1,200. That would leave a \$200,000 discretionary fund for Financial Aid to disburse to high need students (based on a needs based analysis).

The Academy agrees that we have and will continue to pay all of our employees and contractors during the period of any disruptions or closures to the greatest extent practicable, explaining in detail all specific actions and decisions related thereto, in compliance with Section 18006 of the CARES Act.

Attachment B

Dear Gurnick Students,

These are difficult times for everyone, and having financial concerns makes it even harder. A number of you have reached out letting us know about your financial challenges. Others are concerned with the disruption of campus operations and the change in our mode of delivery away from the campus. We want to assure you that we care and we are here to help. It truly pays to read and respond to this communication.

Here is the good news! Because you are a student at Gurnick Academy of Medical Arts, you may qualify for CARES Act Student Fund. We are just in the final stages of applying for and receiving these funds for distribution to students impacted by the coronavirus pandemic. What is best about this funding is that it comes in the form of a grant. This means you do not have to pay it back.

The CARES Act provides Gurnick Academy with discretion on how to award this emergency assistance to our students. We have decided to distribute this grant to all eligible students*. The only statutory requirement is that the funds be used to cover expenses related to the disruption of the 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 childcare.

Receiving this grant is not automatic however. To qualify, you must be an active student (again, it will not be available to pre-requisite students, students on LOA, or students enrolled in continuing education programs) as of April 10, 2020 and you must certify that you are eligible by completing the Gurnick CARES Act Student Fund Certification form attesting that you meet the qualifications. You will also need to confirm your mailing address as any checks issued will go to the confirmed address on file. Finally, you must certify the attached electronic form by e-signing it. You must e-sign this document no later than **6pm on Friday, May 8th, 2020** or we will assume you did not qualify or did not want to participate in this grant program.

The amount of the grant will be **\$950.00**. Any additional discretionary funds remaining will be disbursed by Financial Aid on a needs based analysis. Those students will be contacted directly by Financial Aid. Checks will be processed after the May 8th, 2020 return deadline and mailed as quickly as possible. Please note that any check issued must be cashed within 90 days of the check issue date or the issued funds will go back into Gurnick Student Fund for further allocation by Financial Aid or returned to the government.

Please make sure you have not opted out of receiving GEGI emails. If you have any questions, please contact your Campus Director.

Hope this good news gives you additional energy to study hard and work toward achieving your goal to graduate from your programs of study. Stay safe and healthy. We cannot wait to have you back at the campus. We truly miss you!

* Eligible students include those students who were active as of **April 10th, 2020** and had their method of delivery changed to a distance education modality due to the Coronavirus pandemic.

CARES Student Fund Certification

Gurnick Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act

STUDENT NAME

STUDENT ID:

CURRENT STUDENT ADDRESS:

Gurnick Academy has established the **Gurnick Student Fund** to make emergency grants* immediately available to eligible** students.

*Section 18004(a)(1) of the CARES Act, Pub. L. No. 116-136 (March 27, 2020), authorized the U.S. Secretary of Education ("Secretary") to provide Gurnick Academy of Medical Arts] ("the Academy") with Higher Education Emergency Relief Fund ("HEERF") funds. Section 18004(c) of the CARES Act requires the College to use at least fifty percent of the funds received to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

** Eligible students include those students who were active as of **April 10th, 2020** and had their method of delivery changed to a distance education modality due to the Coronavirus pandemic. (online programs and continuing education programs do not qualify for this grant)

The Academy has determined that each Student who certifies that they are eligible for the emergency grant funds will receive **\$950.00**. Certification forms must be received by Gurnick via email by **Friday, May 8th, 2020**. Certification forms will be processed at that time and checks will be issued and mailed as quickly as possible (assuming the government has released the funds to Gurnick to distribute .

All checks sent must be cashed within 90 days (no exceptions) of date of issue or the checks will be canceled, and funds will revert back to the Gurnick Student Fund for further student allocation or be returned to the government at the Academy's discretion.

By signing this certification:

1. I acknowledge that *I have incurred expenses related to the disruption of campus operations due to coronavirus.*
2. I acknowledge that the HEERF grant funds provided by the Academy to me *are for use by me for expenses related to the disruption of campus operations due to coronavirus*, including any eligible expenses under my cost of attendance, such as food, housing, course materials, technology, health care, and child care and other expenses.
3. I acknowledge that the Academy is required by Section 18004(e) of the CARES Act to report to the Secretary regarding how grants were distributed to students, the amount of each grant awarded to each student and how the amount of each grant was calculated.
4. By **not responding/signing** this form by **May 8th, 2020 at 6pm PST**, I acknowledge that I am declining participation in this grant program.

STUDENT SIGNATURE:

DATE: