



MEMORANDUM

Date: July 27, 2020
To: All Students
From: Carolyn Nutter
Subject: Higher Education Emergency Relief Funds (HEERF)

Dear Student,

Independent Training & Apprenticeship Program (I-TAP) has received funds as part of section 18004(a)(1) of the CARES Act. The institution has signed and returned to the Department of Education the Certification and Agreement to use not less than 50% of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.

The institution received a total of \$104,035, of which \$52,018 has been committed to students for their Emergency Financial Aid Grants. As of the date of this memo, all \$52,018 has been disbursed to applicable students.

Approximately 40 students received grant funding for amounts ranging from \$490.74 - \$2,453.68. Less than 5 students were not impacted by the Coronavirus, and therefore did not request grant funds. Approximately 40 students were eligible for funds.

Students completed an application, identifying the areas they were impacted by the Coronavirus. Based on the submissions, an amount per area was assigned, and then multiplied by the number of areas each student was impacted. Checks were issued to the students. Students signed receipt acknowledging appropriate use consistent with the requirements of the act.

Sincerely,

Carolyn Nutter



HIGHER EDUCATION EMERGENCY RELIEF FUNDS
CORONAVIRUS FINANCIAL AID GRANTS

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who are in need of financial support for their expenses related to the disruption of campus operations due to Coronavirus. This application permits students to apply for these need-based grants. Campus administration will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Please fill out this information neatly and completely and provide it to Carolyn Nutter. Only active students in good standing and who are eligible to participate in Title IV will be eligible for this grant.

Student Name: _____ Email: _____

Address: _____

Phone Number: _____ Last Four Digits of SSN: _____

Have you incurred expenses due to the disruptions caused by the Coronavirus pandemic?

- Yes No

Check all the situations that apply to you in relation to the disruption caused by the Coronavirus.

- I am financially responsible for my food expenses
- I am financially responsible for my housing expenses
- I am financially responsible for expenses related to my course materials to attend school
- I am financially responsible for my own health care costs
- I have children and am financial responsible for childcare and expenses

I attest that all information above is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that the administration of my school will determine my eligibility for grant monies based on my responses to the questions above.

Signature

Date

For Office Use Only:

Approving Authority Name: _____ Position: _____

Student Award Amount.: _____