

GENE JUAREZ[®]

ACADEMY

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

August 8, 2020

Gene Juarez Academy (OPE ID: 022033) 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 Amy Robbins, Assistant Director of Financial Aid, at amyr@genejuarezacademy.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 \$210,200.
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 \$0.
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 242.
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 0.
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>

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CARES Act HEERF Policy – Student Portion

No less than fifty percent (\$210,200) of the CARES Act Higher Education Emergency Relief Fund (HEERF) is to be used to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and childcare. Gene Juarez Academy is not allowed to use funds from the student portion to reimburse itself.

Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 (HEA) may qualify for the Emergency Financial Aid Grant. If a student has successfully filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility. Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants. The criteria to participate include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or equivalent; not owe a refund on a federal student grant or be in default on a federal student loan; not have a conviction for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid. Our enrollment process requires students to submit their Social Security cards as well as proof of high school diploma, GED, or equivalent; copies are retained in the admissions file. Students that have not completed a FAFSA, will submit an attestation regarding their statuses of citizenship, selective service, and drug conviction. Also, for those who have not submitted a FAFSA, Grant and loan history will be checked via NSLDS.

The HEERF allocation will be divided into two portions: initial and supplemental. The initial application will be available to eligible students during a two-week timeframe after Gene Juarez Academy receives the Higher Education Emergency Relief Funds. A supplemental application will be available to eligible students at a later date (to be determined).

For the initial application, only enrolled/active students on 3/13/20, the date of the President's Declaration of National Emergency, will be considered for this grant. Applicants will self-certify on their application that they incurred expenses due to campus disruptions caused by the coronavirus pandemic and that they are financially responsible for at least one of the following categories:

- Food expenses
- Housing expenses
- Expenses associated with technologies for attending online classes
- Health care costs
- Childcare expenses

For the supplemental application, students must be enrolled/active at the time of the application. Applicants will self-certify the same information as the initial application. In addition, they will explain, in essay format, how their financial situation was impacted by the coronavirus pandemic and express their need for an emergency financial aid grant from the supplemental funds.

The amount of each individual emergency financial aid grant will be determined by Gene Juarez Academy (not to exceed \$6,195). There were 247 students enrolled on 3/13/20; 5 students are DACA or undocumented non-citizens therefore, not eligible. \$210,200 divided by the 242 eligible students results in the maximum award of \$868.59 per student.

The award amount for the initial application will be \$800.00. For the remaining HEERF allocation, a supplemental application will be opened to award remaining funds. The award amount for the supplemental application will be determined by Gene Juarez Academy at the time of the application, depending on available funds. If the cumulative student emergency financial aid grants exceed the \$210,200 student portion, funds from the institutional portion may be used.

Emergency financial aid grants will be issued to students via check and will not be kept by Gene Juarez Academy to pay outstanding or overdue tuition bills or over-contract fees.

HEERF is not considered federal financial aid under Title IV of the HEA.

Gene Juarez Academy will promptly and to the greatest extent practicable distribute all the HEERF student portion to students by one year from the date of signed certification and document efforts.

Gene Juarez Academy will report to the Secretary 30 days from signed certification and every 45 days after, how grants were distributed, the amount of each grant awarded, how the grant amounts were calculated, any instructions/directions given to the students, and document the Gene Juarez Academy continued to pay all of its 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.

Attachment B

Application Email sent from Gene Juarez Academy:

Subject: Emergency Financial Aid Grant Application

Dear Student Name,

The U.S. Department of Education has made emergency financial aid grants available to students of Gene Juarez Academy who need financial support for their expenses related to the disruption of campus operations due to coronavirus.

Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. If a student has successfully filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 of the HEA. *Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants and will be required to submit the Eligibility Attestation as well as the Application. (Instructions for the Eligibility Attestation will be sent to the applicable students.)*

The following is a list of expenses that can be considered for the CARES Act emergency financial aid grant if they were incurred in direct relation to the disruption of campus operations due to the coronavirus: food, housing, technology – expenses associated with attending online classes, health care, and childcare. The CARES Act stipulates that the emergency financial aid grants cannot be used to pay for student expenses that are not directly related to the disruption of campus operations due to the coronavirus pandemic.

Please see our FAQs (<https://genejuarezacademy.edu/student-resources/the-cares-act-emergency-relief-fund/>) for more information.

If you have incurred expenses due to disruptions caused by the coronavirus pandemic and would like to apply for the emergency financial aid grant, please do so by following this link:

<https://www.surveymonkey.com/r/JWX9QF2>

Applications must be submitted by September 14, 2020 to qualify for the emergency financial aid grant. Award notifications and disbursement instructions will be emailed within two weeks of the application due date.

Please stay healthy and safe,

Gene Juarez Academy Leadership Team

Application via Survey Monkey:

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Emergency Financial Aid Grant Application
Under the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act

The U.S. Department of Education has made emergency financial aid grants available to students of Gene Juarez Academy who are in need of financial support for their expenses related to the disruption of campus operations due to coronavirus.

Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. If a student has successfully filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 of the HEA. Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants and will be required to submit the Eligibility Attestation as well as the Application. *(Instructions for the Eligibility Attestation will be sent to the applicable students.)*

The following is a list of expenses that can be considered for the CARES Act emergency financial aid grant if they were incurred in direct relation to the disruption of campus operations due to the coronavirus: food, housing, technology – expenses associated with attending online classes, health care, and childcare. The CARES Act stipulates that the emergency financial aid grants cannot be used to pay for student expenses that are not directly related to the disruption of campus operations due to the coronavirus pandemic.

This application permits students to apply for this emergency financial aid grant. Academy leadership will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible.

*Which campus do you attend?

- Mountlake Terrace - North Campus
- Federal Way - South Campus

*Student's Legal Name:

First Name

Last Name

*Last Four Digits of Social Security Number:

*Mailing Address:

Address:

City:

State:

Zip Code:

*Phone Number:

*Email Address:

*Have you incurred expenses due to campus disruptions caused by the coronavirus pandemic?

- Yes
 No

*Check all situations that apply to you:

- I am financially responsible for my food expenses.
 I am financially responsible for my housing expenses.
 I am financially responsible for paying for technologies associated with attending online classes.
 I am financially responsible for my own health care costs.
 I have children and am financially responsible for childcare expenses.

*By checking, I agree to the statements below:

- I attest that all information within this application is true and accurate.
 I understand that I will be unable to revise this application after submitting it.
 I understand that the leadership of Gene Juarez Academy will determine my eligibility for grant monies based on my responses to the questions within this application.

Eligibility Attestation Email sent from Gene Juarez Academy:

Subject: Emergency Financial Aid Grant Eligibility Attestation

Dear Student Name,

We do not have a valid FAFSA (Free Application for Federal Student Aid) on file for you therefore, we cannot confirm your eligibility. You are not required to file a FAFSA however, we must confirm you meet the requirements to be eligible to participate in programs under Section 484 of the HEA. In addition to your application for the Emergency Financial Aid Grant, please complete the eligibility attestation by following this link:

<https://www.surveymonkey.com/r/WGDW3H9>

Eligibility Attestations must be submitted by September 14, 2020 to qualify for the emergency financial aid grant. Award notifications and disbursement instructions will be emailed within two weeks of the application due date.

Please stay healthy and safe,

Gene Juarez Academy Leadership Team

Eligibility Attestation via Survey Monkey:

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Emergency Financial Aid Grant Eligibility Attestation

Under the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act

The U.S. Department of Education has made emergency financial aid grants available to students of Gene Juarez Academy who need financial support for their expenses related to the disruption of campus operations due to coronavirus.

Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. If a student has successfully filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 of the HEA. Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants and will be required to submit the Eligibility Attestation as well as the Application.

The following is a list of expenses that can be considered for the CARES Act emergency financial aid grant if they were incurred in direct relation to the disruption of campus operations due to the coronavirus: food, housing, technology – expenses associated with attending online classes, health care, and childcare. The CARES Act stipulates that the emergency financial aid grants cannot be used to pay for student expenses that are not directly related to the disruption of campus operations due to the coronavirus pandemic.

This attestation allows you to confirm your eligibility to participate in programs under Section 484 the HEA as you have not successfully filed a Free Application for Federal Student Aid (FAFSA). Academy leadership will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible.

*Which campus do you attend?

- Mountlake Terrace - North Campus
- Federal Way - South Campus

*Student's Legal Name:

First Name

Last Name

*Last Four Digits of Social Security Number:

*Mailing Address:

Address:

City:

State:

Zip Code:

*Phone Number:

*Email Address:

*Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans)?

- Yes
 No

*Are you male?

- Yes
 No

*If male, have you registered with Selective Service? You can call Selective Service toll-free at 1-888-655-1825 for general information about registering or register online at sss.gov.

- Yes
 No

*Are you a U.S. Citizen?

- Yes
 No

*If you are not a U.S. Citizen, please check your applicable status:

- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with a Form I-551, I-151, or I-551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card), also known as a "green card."
- I am a citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.
- I have an Arrival-Departure Record (I-94) from U.S. Citizen and Immigration Services (USCIS).
**My Arrival-Departure Record (I-94) from U.S. Citizen and Immigration Services (USCIS) shows:*
- Refugee
- Asylum Granted
- Cuban-Haitian Entrant
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parolee (you must be paroled for at least one year, and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose with the intention of becoming a U.S. citizen or permanent resident)
- I hold a T nonimmigrant status ("T-visa") (for victims of human trafficking) or my parent holds a T-1 nonimmigrant status.

I am a “battered immigrant-qualified alien” who is a victim of abuse by my citizen or permanent resident spouse, or I am the child of a person designated as such under the Violence Against Women Act (VAWA).

None of the above

*By checking, I agree to the statements below:

I attest that all information within this attestation is true and accurate.

I understand that I will be unable to revise this attestation after submitting it.

I understand that the leadership of Gene Juarez Academy will determine my eligibility for grant monies based on my responses to the questions within this attestation.

Award Email sent from Gene Juarez Academy:

Subject: Emergency Financial Aid Grant Award Notification

Dear Student Name,

Thank you for your application for the Emergency Financial Aid Grant. The following is a list of expenses that can be considered for the CARES Act emergency financial aid grant if they were incurred in direct relation to the disruption of campus operations due to the coronavirus: food, housing, technology – expenses associated with attending online classes, health care, and childcare. The CARES Act stipulates that the emergency financial aid grants cannot be used to pay for student expenses that are not directly related to the disruption of campus operations due to the coronavirus pandemic.

You have been awarded \$800.00.

When your check is available for pick-up (estimated 1-2 weeks), a Financial Services Representative will reach out to you with instructions. You will be required to sign the Emergency Financial Aid Grant Award and Acknowledgement form; which explains how the grant amount was determined and what the funds are intended to be used for. Due to social distancing guidelines, we are required to regulate the number of students visiting the office at once however, it is our priority to give you the funds as soon as possible.

If you are unable to visit the campus to pick up your check, please reply to this email and we will make alternate distribution plans.

Please stay healthy and safe,

Gene Juarez Academy Leadership Team

Award and Acknowledgement form completed with check distribution:

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**Emergency Financial Aid Grant
Award and Acknowledgement**

Under the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act

Student Name: _____

Last Four Digits of SSN: _____ Campus: _____

The U.S. Department of Education has made emergency financial aid grants available to students of Gene Juarez Academy who are in need of financial support for their expenses related to the disruption of campus operations due to coronavirus.

Thank you for your application for an Emergency Financial Aid Grant.

You have been awarded: \$ 800.00

The following is a list of expenses that can be considered for the CARES Act emergency financial aid grant if they were incurred in direct relation to the disruption of campus operations due to the coronavirus: food, housing, technology – expenses associated with attending online classes, health care, and childcare. The CARES Act stipulates that the emergency financial aid grants cannot be used to pay for student expenses that are not directly related to the disruption of campus operations due to the coronavirus pandemic.

Emergency Financial Aid Grants of \$800.00 were awarded to those who stated on their application that they have incurred expenses due to disruptions of campus operations caused by the coronavirus pandemic and are financially responsible for at least one of the following expenses: food, housing, technology – expenses associated with attending online classes, health care, or childcare.

By signing below, I acknowledge the following:

- Receipt of Emergency Financial Aid Grant, check # _____
- Purpose of the Emergency Financial Aid Grant is to help cover the cost of expenses incurred due to the coronavirus pandemic as stated above.
- I understand that I will be charged \$25.00 to replace a check that is lost or stolen.

Student Signature _____ Date _____

Awarded by: _____
GJA Employee Signature _____ Date _____