



## Policies and Procedures for the ARP Act

The US Government has once again expanded on the emergency relief funds available to students by passing the most recent American Rescue (ARP) Act 2021. The available funds are also known as HEERF III, or Higher Education Emergency Relief Fund III funds. As such, the ARP represented the third stream of funding appropriated for HEERF to prevent, prepare for, and respond to COVID-19. Taken together, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Pub. L. 116-136), the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (Pub. L. 116-260), and the ARP represent HEERF I, HEERF II, and HEERF III, respectively.

The institution has currently been authorized to disburse **\$29,877** to students for any component in the student's Cost of Attendance. This includes room, board, transportation and personal expenses or expenses due to COVID. In addition, the funds may be used for tuition and fees, but only with the express written consent of the student. The school will accept an email from a student if they want to designate the funds be applied to their tuition and fee account. Similar to the HEERF II, students do not have to be Title IV eligible to receive HEERF III. Student eligibility requirements under Section 484 in Title IV of the HEA of 1965 do not apply when awarding HEERF III. Additionally, HEERF III is also available to undocumented students, Deferred Action for Childhood Arrivals (DACA) students, dreamers and students studying abroad. It is the intent of this institution to administer HEERF III funds to students whom demonstrate exceptional financial need, such as students who receive Federal Pell Grants. Students who are not eligible to receive Federal Pell Grants may still be eligible for the HEERF III funds depending upon the student population, funds available and the schools policy below. Students not eligible to receive Federal Pell Grants must demonstrate exceptional need due to the COVID 19 pandemic.

The institution has only one program (Professional Culinary Program) with all enrolled students at full-time status. The institution will designate \$17,000 for Federal Pell Grant recipient students and \$12,877 for Federal Pell Grant non-recipient students. The designated amounts will be evenly divided among students in each category. The institution will not discriminate in the awarding of ARP grant funds and will evaluate students based on prioritizing Pell Eligible students and all students on their need to cover cost of attendance expenses. For non-recipient students for Federal Pell Grant, CSFTW defines exceptional need as those that experienced financial hardship directly impacting any component of Cost of Attendance and/or emergencies or hardship related to COVID-19. A certification form, signed by the student, will be used to determine exceptional need. The institution will apply the grant to the student by check.

The institution will not (1) condition the receipt of financial aid grants to students on continued or future enrollment in the institution, (2) 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, or (3) require such consent as a condition of receipt of or eligibility for the financial aid grant.

ARP Act emergency student funding is only available to students that are enrolled and attending classes as of **07-20-2021**. The institution will not discriminate in the awarding of ARP grant funds and will evaluate students based on prioritizing Pell Eligible students and all students on their demonstration of exceptional need. NOTE: HEERF grants are not Title IV funds, so Title IV awarding/packaging rules do not apply. It is understood based on released guidance from the USDE that HEERF III grants are not treated as estimated financial assistance (EFA) when packaging students. Likewise, HEERF III grants are not treated as taxable income or untaxed income for Title IV federal student aid purposes.



## Exceptional Need Certification for Non-Pell Students

The US Government has once again expanded on the emergency relief funds available to students by passing the most recent American Rescue (ARP) Act 2021. The available funds are also known as HEERF III, or Higher Education Emergency Relief Fund III funds.

The institution will not discriminate in the awarding of ARP grant funds and will evaluate students based on prioritizing Pell Eligible students and all students on their need to cover cost of attendance expenses. For non-recipient students for Federal Pell Grant, CSFTW defines exceptional need as those that experienced financial hardship directly impacting any component of Cost of Attendance and/or emergencies or hardship related to COVID-19.

### Certification

Have you experienced any financial hardship directly impacting any component of Cost of Attendance and/or emergencies or hardship related to COVID-19?

\_\_\_\_\_ Yes OR \_\_\_\_\_ No

If NO, please sign at the bottom

If YES, fill in the information below:

I, \_\_\_\_\_ (student first and last name), certify that I have experienced one or more of the following:

- ◇ Financial Hardship impacting any component of Cost of Attendance
- ◇ Emergency or Hardship directly related to COVID-19

The funds will be distributed to all students attending The Culinary School of Fort Worth that are Pell eligible or, for non-Pell eligible students, have certified they have been affected in any of the areas mentioned above.

Please provide your mailing address for the distribution check:

\_\_\_\_\_ (First and Last Name)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City, State Zip)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Signature

\_\_\_\_\_  
Date