



POLICY AND PROCEDURES for the CRRSA Act

02/10/2021

The US government has expanded on the emergency funds available to students through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, also known as the CRRSA Act. The available funds are also known as HEERF II, or Higher Education Emergency Relief Fund II funds.

The institution has currently been authorized to disburse \$47,686 to students for any component in the students Cost of Attendance. This includes room, board, transportation and personal expenses or expenses due to COVID-19. 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.

Unlike the HEERF I from the CARES Act, 2020; students do not have to be Title IV-eligible to receive HEERF II. Therefore, student eligibility requirements under Section 484 in Title IV of the Higher Education Act of 1965, as amended, do not apply when awarding HEERF II.

Currently the USDE does not interpret undocumented students; Deferred Action for Childhood Arrivals (DACA) students; and international students to qualify as eligible students for CRRSA Act funding. If the student has **not** filed for a FAFSA to determine if the student meets citizenship/registered non-citizen status, the student must: Complete a FAFSA for determination **or** submit documentation to substantiate citizenship/registered non-citizen status.

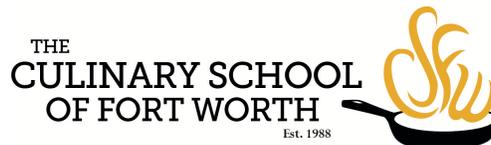
It is the intent of this institution to administer HEERF II funds to students who demonstrate exceptional financial need, such as students who receive Federal Pell Grants. Students who are not eligible to receive Federal Pell Grants may still be eligible for the HEERF II funds depending upon the student population, funds available, and the school's policy below.

The institution has only one program (Professional Culinary Program) with all enrolled students at full-time status. The institution will designate \$27,000 for Federal Pell Grant eligible students and \$20,686 for students ineligible for the Federal Pell Grant. The designated amounts will be evenly divided among students in each category. The institution will not discriminate in the awarding of CRRSAA 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-Pell Eligible students, 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 for non-Pell Eligible students.

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.

CRRSA Act emergency student funding is only available to current students that are enrolled and attending classes as of 03/03/2021. The institution will apply the grant to the student by check.

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 II grants are not treated as estimated financial assistance (EFA) when packaging students. Likewise, HEERF II grants are not treated as taxable income or untaxed income for Title IV federal student aid purposes.



Exceptional Need Certification for Non-Pell Eligible Students

The US government has expanded on the emergency funds available to students through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, also known as the CRRSA Act. The available funds are also known as HEERF II, or Higher Education Emergency Relief Fund II funds. In accordance with CRRSA Act regulations, the institution will not discriminate in the awarding of CRRSAA 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-Pell Eligible students, 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. This includes room, board, transportation and personal expenses or expenses due 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