



**AVEDA INSTITUTE
DES MOINES**
COSMETOLOGY - ESTHIOLOGY - MASSAGE

AVEDA INSTITUTE DES MOINES POLICY & PROCEDURE

CARES ACT – Higher Education Emergency Relief Fund Policy

As a result of the recent pandemic, the United States government has made emergency funds available to students. The Aveda Institute Des Moines will administer those funds to students based on their written response on our COVID-19: Higher Education Emergency Relief Fund Student Form as well verifying student's eligibility to participate in Title IV funding.

The Aveda Institute Des Moines will send each student in attendance as of 3/18/20, a certification form to ask if the student experienced a disruption in their financial situation as a result of the coronavirus (COVID-19). If a student answers yes, the student will be required to certify that any funding received will be used for food, housing, course material, technology, health care and/or child care. If a student answers no, the student will not qualify for grant payment.

In addition to the form, students will be required to have a valid FAFSA (Free Application for Federal Student Aid) on file to prove eligibility to participate in Title IV programs. Students using other methods to pay tuition and fees will be offered an opportunity to complete a FAFSA to qualify for grant payment.

Once all forms are returned, the total student portion of funding valued at \$115,692 will be divided equally between students indicating financial need. Students on approved Leave of Absence (LOA) as of 3/18/20 will have funds allocated toward them, although we await additional guidance from the Department of Education prior to disbursing. Any unused funds from LOA allocation will be redistributed to students indicating financial need. Students that have a valid FAFSA on file will be issued checks as soon as possible thereafter. For students needing to prove Title IV eligibility, the Office of Financial Aid will work with the student to obtain a valid FAFSA. Should a student fail to pursue or achieve a valid FAFSA proving eligibility for Title IV programs, the student will become ineligible for grant funding. Any resulting unused funds will be redistributed to students indicating financial need that have proven Title IV eligibility.

The Aveda Institute Des Moines will issue checks to students for their grant payment. Checks will be delivered on campus if possible, and otherwise mailed to the address the student will be providing on their certification form.