

- The Salon Professional Academy signed and returned to the Department of Education the Certification and Agreement as well as the assurance that it 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.
- The total amount of funds that The Academy has received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students is \$354774.70
- 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 submission is \$ 354774.70 .
- 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 to students under Section 18004(a)(1) of the CARES Act is 404 .
- The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is 402 .
- The method(s) 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 is described as:

Policy in effect during the initial HEERF grant in 2020

- The Higher Education Emergency Grant Funding to be disbursed to students who are Title IV eligible during the Covid-19 crisis shall be disbursed following the guidelines outlined below:
- All eligible Cosmetology students who were active on 3/13/2020 shall receive a disbursement of \$500. All eligible Cosmetology students who were active on 3/13/2020 and actively attending on 4/12/2020 shall receive a second disbursement of \$500.
- All eligible Esthetics students who were active on 3/13/2020 shall receive a disbursement of \$350. All eligible Esthetics students who were active on 3/13/2020 and actively attending on 4/12/2020 shall receive a second disbursement of \$350.
- Students who are, or were, on leave of absence between 3/14/2020 and 6/1/2020 shall receive a disbursement of \$200 in lieu of the regularly calculated second disbursement for their program, if not previously received disbursed.
- In the event that on 6/1/2020, a student has been absent for less than fourteen consecutive calendar days, continues to be absent for up to fourteen consecutive calendar days, and subsequently is approved for a leave of absence that includes 6/1/2020 within the dates of the leave of absence, that student shall receive a disbursement of \$200 in lieu of the regularly calculated second disbursement for their program, if not previously received disbursed.
- Should a student have a last date of attendance prior to 6/1/2020 and subsequently begin a leave of absence that includes 6/1/2020 within the dates of the leave of absence, that student

shall receive a disbursement of \$200 in lieu of the regularly calculated second disbursement for their program, if not previously received disbursed.

- A student who has a last date of attendance prior to 6/1/2020, has not received a second disbursement, and subsequently withdraws from the program prior to attending on or after 6/1/2020 shall not receive a second disbursement.
- All students that begin or re-enter the Cosmetology program after 3/13/2020 and before 6/1/2020 that are eligible to receive funds and are not affected by the leave of absence conditions listed above shall receive an initial disbursement of \$500 after being an active student for more than seven calendar days, and a second disbursement of \$500 after thirty calendar days if the student is still active at that time.
- All students that begin or re-enter the Esthetics program after 3/13/2020 and before 6/1/2020 that are eligible to receive funds and are not affected by the leave of absence conditions listed above shall receive an initial disbursement of \$350 after being an active student for more than seven calendar days, and a second disbursement of \$350 after thirty calendar days if the student is still active at that time.
- All students that begin or re-enter the Cosmetology program on or after 6/1/2020 shall be eligible for a single disbursement of \$500 thirty days after beginning attendance in their program, provided they did not previously receive a disbursement of HEERF at the institution.
- All students that begin or re-enter the Esthetics program on or after 6/1/2020 shall be eligible for a single disbursement of \$350 thirty days after beginning attendance in their program, provided they did not previously receive a disbursement of HEERF at the institution.
- In the event that planned disbursements for one class start date will cause funding to run out entirely, the amount of funding disbursed to each eligible student shall be calculated by dividing the regular amount that the applicable student would be eligible for, using the above guidelines, by the aggregate amount of regular eligibility for all students who share that start week, using the above guidelines, multiplied by the amount of funding remaining so as to pro rate the award for each student.

Policy in effect for the HEERF/CRRSAA Grants awarded between 3/24/2021 and 4/14/2021

- To qualify for disbursement, you must be an active student on the date that the institution receives funds. \$5000 of the \$129786 available will be allocated for additional \$500 disbursements for a maximum of ten (10) students who submit an application for additional disbursement that indicates why they have exceptional financial need that may not be otherwise indicated in their financial records. The applications will be reviewed by the CEO, who will determine and record application approval or denial.
- The due date for the application for additional disbursement shall be 3/28/2021. Applications shall be considered valid only if delivered by email to magdalena@tspanjose.com. Late applications will not be considered. Applications must be submitted in the format described on the application.

- All applications will be reviewed and either approved or denied no later than 4/1/2021. Disbursement checks for the successful applicants shall be created and printed no more than three (3) calendar days from the last date of application approval. Successful applicants shall be notified via email.
- If not all of the \$5000 additional disbursement allocation is awarded due to lack of timely applications or lack of approved applications, whatever unawarded portion of the additional disbursement funding is remaining shall be reallocated to the general disbursement fund.
- Students who are on leave of absence on the day funding is received (3/24/2021,) or who began their program on or after 3/1/2021, shall receive a base award of \$200. Students who fall into this category of award shall be excluded from the Cosmetology/Esthetics student base awards.
- Pell grant recipients shall have \$100 added to their base award.
- Cosmetology students shall receive disbursements that are two times the amount of the Esthetics student disbursements. The Cosmetology student base award shall be calculated as follows:
 - $$\frac{(\text{Total General disbursement fund allocation} - \text{Additional Pell grant recipient allocation} - \$200 \times \text{number of students on leave of absence on the date funds are received} - \$200 \times \text{number of students who began their program on or after 3/8/2021})}{(2 \times \text{Number of Cosmetology students starting before 3/8/2021} + \text{Number of Esthetics students starting before 3/8/2021})} \times 2 = \text{Cosmetology Student Base Award}$$
- The Esthetics student base award shall be half of the Cosmetology student base award. Calculations shall be rounded to the nearest cent. If additional funds are needed to cover all of the awards (due to rounding,) The Salon Professional Academy shall transfer the requisite funds to cover the excess award from its operating account.
- Students will be expected to physically appear on site to pick up their disbursement check. In the event that a student is unable to physically appear on site to pick up their disbursement check, they may contact the school to authorize a proxy who will physically pick up the check on their behalf. If utilizing a proxy, the proxy will need to present valid identification at the time of receipt of the check, and sign a statement indicating that they have received the check on behalf of the student that authorized the proxy.

Policy in effect for the HEERF Grants awarded after 6/1/2021

- Any student who began their program in the start date immediately prior to the date grant funds are deposited into the account will get \$200 x the percentage of total grant drawn for the quarter base (\$100/\$60/\$40 respectively.) Anyone on leave of absence as of the date funds are deposited into the account will get \$200 x the percentage of total grant drawn for the quarter base (\$100/\$60/\$40 respectively.)
- Any student who is not on leave of absence on the date that funds are deposited and began their program before the start date immediately prior to the date grant funds are deposited into the account (Group B) shall have base grant amounts calculated as follows:

- Remaining unallocated funds for the quarter / (# Group B Esthetics students + 2x # Group B Cosmetology students) = Group B Esthetician student base amount.
- Remaining unallocated funds for the quarter / (# Group B Esthetics students + 2x # Group B Cosmetology students) x 2 = Group B Cosmetology student base amount.
- The Group B Esthetician student base amount or the Group B Cosmetology student base amount may be adjusted by \$.01 or \$.02 so as to minimize the amount disbursed that is in excess of the grant funding for the quarter.
- Any student who received Pell grant will get an additional \$100 x the percentage of total grant drawn for the quarter above the base calculated for them (\$50/\$30/\$20 respectively.) If a student appears to be Pell eligible, but has not yet had a Pell grant disbursement (such as a student who has an EFC of 0 on a subsequent ISIR, but has not completed enough hours for the crossover disbursement,) shall not be counted as having received Pell grant for this calculation. Students who received Pell grant and subsequently had to have the entirety of the Pell grant previously received returned shall also not be counted as having received Pell grant for this calculation.