

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

December 31, 2020

Laurel Business Institute (OPE ID: 25-1499439) 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 **Nancy M. Decker, President & CEO**, at **ndecker@laurel.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 **\$180,185**.
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 **\$152,640**.
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 **254**.
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 **167**.
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>

Attachment A

The following method was used to determine which students receive the emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act.

Who is Eligible?

The funds are only available to students who are currently enrolled in Title IV eligible programs.

How are Funds Being Allocated?

Funds are being distributed in the categories below. Students in each category at LBI and LTI will receive the same amount based on the total allocation from the USDE for that campus.

- May Graduates – Classified as Independent per FAFSA
- May Graduates – Classified as Dependent per FAFSA
- Currently enrolled students not graduating - Classified as Independent per FAFSA
- Currently enrolled students not graduating - Classified as Dependent per FAFSA
- May Starts - Classified as Independent per FAFSA
- May Starts - Classified as Dependent per FAFSA

Attachment B

The following instructions were provided to all eligible students on May 8, 2020 via email as a PowerPoint with a video message from the president along with an attached attestation statement.

What is the Higher Education Emergency Relief Act?

- On April 9, 2020, Education Secretary Betsy DeVos announced the U.S. Department of Education was making available to postsecondary institutions funds for emergency grants for students impacted by the Coronavirus.
- The funds are to be used by students for expenses related to the disruption of the campus operations due to coronavirus such as food, housing, course materials, technology, health care, and childcare.

Who is Eligible?

- The funds are only available to students who are currently enrolled in Title IV eligible programs.

How are Funds Being Allocated?

- Funds are being distributed in the categories below. Students in each category at LBI and LTI will receive the same amount based on the total allocation from the USDE for that campus.
 - May Graduates – Classified as Independent per FAFSA
 - May Graduates – Classified as Dependent per FAFSA
 - Currently enrolled students not graduating - Classified as Independent per FAFSA
 - Currently enrolled students not graduating - Classified as Dependent per FAFSA
 - May Starts - Classified as Independent per FAFSA
 - May Starts - Classified as Dependent per FAFSA

When will the Funds be Disbursed to Me?

- Students will receive an email from the VP of Financial Aid that includes an Attestation Statement.
- The attestation statement must be accurately completed, signed, and dated by the student and returned to Stephanie Migyanko via email smigyanko@laurel.edu, fax (724-439-3607), or regular mail to 11 E Penn Street, PO Box 877, Uniontown, PA 15401. Students have 30 days to complete and return this statement.
- Once you are **certified as eligible** by Ms. Migyanko, the funds will be disbursed to you.
 - Currently enrolled in a Title IV eligible program
 - Incurred expenses as a result of change in campus operations due to the Coronavirus

Where Will the Funds be Disbursed To?

- The funds will be drawn down from LBI or LTI's G 5 USDE government account and credited to your student account.
- A check will be issued and mailed on Friday for any attestations received and approved by Tuesday of that week. **For example:** Attestation statement received and approved by Tuesday, May 12th will be issued checks on Friday, May 15th.
- Students will have 60 days to cash the check. Any checks not cashed within that time period will be voided, and the funds reallocated to students who demonstrate additional need.

Is This a One-Time Disbursement?

- Graduating students will only receive one disbursement. They will no longer be currently enrolled students.
- Currently enrolled students who are approved as eligible will receive a second check on July 17th and a third check on September 11th.

**Student Attestation Emergency Financial Aid Grants to Students Under the
Coronavirus AID, Relief, and Economic Security (CARES) Act**

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses related to the disruption of campus operations due to Coronavirus.

Emergency Financial Aid Grants can only be given to currently enrolled Title IV eligible students. The grants are only to be used for students for expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care.

Grant amounts are based on the student's dependent or independent status with the same amount being awarded to each student in those categories. Only students who are currently enrolled in Title IV programs would be eligible to receive these funds.

Please complete the information below and email it to smigyanko@laurel.edu.

(Once this form is received and you are approved as eligible, your disbursement check will be mailed to you.)

Student Name _____ Email _____ Campus _____

Address _____ City _____ State _____ Zip _____

Last Four Digits of SSN _____ Phone Number _____ Program _____

Have you incurred expenses due to 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 expenses related to my course materials to attend school
- _____ 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
- _____ I have had a loss of income in my household related to COVID 19

I attest that all information is true and accurate, and I am requesting an Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic such as food, housing, course materials, technology, health care, and child-care.

Signature _____ Date _____

For Administration Use Only (Please do not write below this line)

Administrator Name: Stephanie Migyanko Administrator Position: VP of Financial Aid

Student Status: _____ Dependent _____ Independent

Student Estimated Eligibility Amount: _____

Only students who are currently enrolled in Title IV programs would be eligible to receive these funds.

Distribution Date 1 _____ Amount _____

Distribution Date 2 _____ Estimated Amount _____

Distribution Date 3 _____ Estimated Amount _____