

Information on this Policy is current as of September 1, 2020.

## Emergency Relief Fund Reporting – Emergency Financial Aid Grants to Students

1. On May 22, 2020, Paul Mitchell The School Pasadena signed and returned to the Department the Certification and Agreement and the assurance that 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. Paul Mitchell The School Pasadena received \$177,448 from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Student.
3. Paul Mitchell The School Pasadena distributed the following amount of Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act;
  - May 22, 2020 \$88,724 was distributed to approximately **159** students as Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act.
  - June 22, 2020 \$88,724 was distributed to approximately **146** students as Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act. 4.
4. **299** students have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act.

***\*Footnote: For the purposes of this report, institutions may determine the number of eligible students based on the number of students for whom the institution has received an Institutional Student Information Record (ISIR) plus the number of students who completed an alternative application form developed by the institution for this purpose. The institution may then apply this number to its own methodological framework for disbursement of funds to produce a final total of eligible students at the institution. The institution is not asked to make assumptions about the potential eligibility of students for whom the institution has not received an ISIR or an alternative application.\****

### Subject: Policy on distribution of CARES Grant funds to students

To address the pressing financial need of higher education schools and students due to the disruption of campus operations from coronavirus, Paul Mitchell The School Pasadena received a grant in the amount of \$177,448 from the U.S. Department of Education. The funds must be used to cover expenses related to the disruption of campus operations due to coronavirus

(including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare). Students attending campus at Paul Mitchell The School Pasadena must meet the following criteria to receive funds from this grant:

1. Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. If a student has filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 the HEA. Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.
2. Must be currently enrolled in a Title IV eligible program as of March 13, 2020.
  - a. Students who took a "Leave of Absence" on or after March 13, 2020 are eligible, if the reason for the leave of absence was related to COVID-19. The school must document the specific reason for the leave of absence to show that it was COVID-19 related.
  - b. Students who started in a Title IV eligible program after March 13, 2020 are eligible, if they can show that they were directly impacted by the COVID-19 pandemic. For example, a student enrolled prior to the COVID-19 outbreak, but started after the school had gone to providing only distance education. In this case, the student would have unexpected expenses related to now attending school via distance education, such as having to buy a laptop or having to purchase internet service, etc.
3. Must be 18 years or over, or if younger, currently receiving Title IV assistance.
4. Must have a graduation date after March 13, 2020.
5. Students who start school after June 1, 2020 or later are not be eligible for the funds.

The school will distribute the funds in 2 different separate disbursements thirty days apart and will divide the funds available equally among the students who meet the criteria listed above based on the date of disbursement. If the student does not cash the check within 90 days, the funds will then be disbursed to other eligible students.

**Disbursement 1 (does not include new starts who started school after the date of disbursement 1)**

Date of Disbursement: May 22, 2020

Total Amount of Disbursement: \$88,724.00

Disbursement Amount Per Student: \$558.01

Total Number of Students Receiving a Disbursement: 159

**Disbursement 2 (does not include graduates whose graduation date was prior to the date of disbursement 1)**

Date of Disbursement: June 22, 2020

Total Amount of Disbursement: \$88,724.00

Disbursement Amount Per Student: \$607.70

Total Number of Students Receiving a Disbursement: 146

Each student will need to sign the Student Agreement for CARES Act document to acknowledge acceptance of the terms of the grant before the funds will be disbursed. The accounting of the funds will be tracked by the school and reported to the U.S. Department of Education.



Alee Cao, CEO  
September 1, 2020