



# CARES HEERF Policy & Disclosures

UPDATED August 17, 2020

Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Pub. L. No. 116-136 (March 27, 2020), authorizes the Secretary of Education to allocate grant funds from the Higher Education Emergency Relief Fund (HEERF) to schools participating in Federal Financial Aid.

## HEERF Student Grant Funds

Section 18004(c) of the CARES Act requires no less than fifty percent of the HEERF funds received be used to provide emergency financial aid grants to students for 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 child care).

- 1) Pittsburgh Career Institute (PCI) acknowledges that it signed and returned to ED the certification agreement for HEERF funding and the assurance that it will use no less than 50% of the total HEERF funding to provide emergency student grants.
- 2) The total amount of funds PCI received on August 17, 2020 for emergency student grants is \$182,047.
- 3) No funding has been distributed to students as of August 17, 2020.
- 4) The estimated total number of students eligible for student grants is 167.
- 5) The institution's (Pittsburgh Career Institute) methodology for determining which students received grants and how much each would receive is:
  - A) Each eligible student was sent an email with an attachment of the school's request for grant funds form. If the student did not have COVID related expenses they can choose to "Opt Out" or if they do have qualifying expenses, they enter yes indicating they do have qualifying expenses and understand that the grant is to be used for only these expenses. If the student had COVID related expenses, they would fill out the form attesting to the qualifying expenses, provide documentation of the expenses and submit the signed form. Once the school receives a qualifying response, a check is mailed or given to the student.
  - B) All funds will be disbursed by December 31, 2020.



- 6) The School emailed each eligible student announcing the availability of the Grant program and provided an attachment of the Grant Request Form.

A Copy of this form is shown on the following pages.

### **HEERF Institutional Grant Funds**

Section 18004(c) of the CARES Act allows the recipient to use up to 50 percent of the funds received to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship (collectively referred to as “Recipient’s Institutional Costs”).

The recipient may, but is not required to, use funds designated for Recipient’s Institutional Costs to provide additional emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

The total amount of funds the school received for Institutional costs is \$182,048.

The school has not determined the use for these funds as of August 17, 2020.



### Emergency Financial Support to Students Under the Coronavirus AID, Relief and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants available to students of our institution who need financial support for their expenses related to the disruption of campus operations due to Coronavirus. Only active students or students who were active during the disruption of training, or who are/were participating in courses actively and who are in good standing will be eligible to receive a grant. In order to receive these funds you MUST be FAFSA eligible. Pittsburgh Career Institute has been awarded \$ 182,048 for our students. This application permits students to apply for these need-based funds. Campus administration will use the information you provide below to determine your eligibility and the amount for which you will be awarded. Please fill this application out completely with accurate information based on your personal circumstances. Only on-ground students enrolled at PCI on March 13, 2020 or after are eligible to receive this aid.

To confirm eligibility you must attest to all of the following items:

- United States citizen or be an eligible noncitizen
- Have a valid U.S. social security number
- Registered with Selective Service (for male students)
- Not in default on a federal student loan
- Have a high school diploma or GED

Student Name \*

Email Address\*

Postal Address \*

City \*

State \*

Zip Code \*

Phone Number \*

Last 4 Digits of SSN \*

Have you incurred expenses due to disruptions caused by the Coronavirus

Yes

No

Please check all that apply to you and return form along with supporting documentation to Jane Zacchero in Student Accounts.

I incurred a reduction in personal or family house hold income due to job loss, reduced work hours, or temporary furlough from work

I incurred travel or moving expenses from housing in the Pittsburgh area due to the pandemic

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

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421 Seventh Avenue | Pittsburgh PA 15219

Phone: 412.281.2600 | Fax: 412.227.0419 | Toll Free: 1.88.333.6307 | [www.pci.edu](http://www.pci.edu)



- I am financially responsible for my own health care costs
- I have children and am financially responsible for childcare expenses
- I have a current FAFSA on file to determine my general financial need
- I was a PCI enrolled student on March 13, 2020 or after

### Option to waive receipt of any grants under CARES ACT

If you wish to waive your participation in this grant please enter below that you are choosing to waive these grants

I am opting to refuse any receipt of CARES related aid. I understand that I may not be eligible for future grant monies if I opt out of participation.

Enter "OPT OUT" if you wish to waive any grant aid.

I understand that by cashing any checks by the school for this grant I will use these grant funds for the intended expenses incurred due to the Coronavirus. I am requesting an Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic.

Enter "YES" here to indicate understanding

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date