



Coronavirus Response and Relief Supplemental Appropriations Act, 2021  
Higher Education Emergency Relief Fund II (HEERF II)  
Distribution Protocol

The Higher Education Emergency Relief Fund II (HEERF II) is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law 116-260 (December 27, 2020) to provide monetary support for education. Brown Aveda Institute (the “School”) was allocated \$231,686.00 in financial aid grants under CRRSAA. The School will make these emergency financial aid grants available to students with exceptional need for expenses related to any component of a student’s cost of attendance or emergency costs that arise due to the coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

The School will determine the amount of each individual emergency financial aid grant allocated to students according to the disbursement methodology below and consistent with all applicable laws including non-discrimination laws.

**Student Eligibility Requirements**

Student eligibility is based on the following factors:

- Be actively enrolled (including students on a Leave of Absence) at the time the grant funds are disbursed
- Have exceptional need as demonstrated by Pell-grant eligibility or by approval of the School’s Grant Application form.
- Completion of a valid 2020-21 or 2021-22 FAFSA on file (for First Disbursement only)

**Disbursement Methodology**

The School will distribute grant funds in two disbursements. In the First Disbursement, the School will distribute grant funds to all currently enrolled students who are receiving a Pell grant or are eligible to receive a Pell grant. In the Second Disbursement, currently enrolled students, including students that are not Pell eligible, may apply for grant funds if exceptional need can be demonstrated. An application with supporting documentation must be completed to demonstrate exceptional need.



### I. First Disbursement

70% of the total grant funds allocated to the School will be distributed equally to all currently enrolled students who are receiving a Pell grant or are eligible for a Pell grant. This formula will be \$162,180.20 / # of eligible students.

Students receiving grant funds will receive a “HEERF II Grant Funds Student Certification” to read and acknowledge (“Student Certification”) prior to receipt of grant funds.

Campus	Total Grant Amount	First Disbursement	# of Pell Eligible Students	Grant Amount Per Student
Mentor	See Total	See Total	61	See Total
Strongsville	See Total	See Total	47	See Total
Total	\$231,686.00	\$162,180.20	108	\$1501.67

### II. Second Disbursement

The remaining 30% of the total grant funds allocated to the School—\$69505.80—will be reserved for students to apply for and document exceptional need. Students will need to apply for these funds using the School’s Grant Application form, including a written statement. The School’s HEERF Need Panel assess all submitted Grant Application forms.

The Panel will consist of Ed Brown (owner), Barb Bader (Corporate Director of Student Services) and Juliet Pellin (Corporate Director of Financial Aid).

Grant Application forms will be accepted starting June 2, 2021 through June 19, 2021. The Grant Application is available on the School’s website: <https://static1.squarespace.com/static/512d6dcfe4b04a7e71ad3871/t/60b6383202da6a6452816cc0/1622554674817/Brown+Aveda+HEERF+II+Application.pdf> and in the financial aid office. By June 29, 2021, the Panel will review all submitted Grant Applications. The Panel will decide and document whether or not the student applicant will receive a grant and the reasons for this decision. For each applicant, the Panel will retain an approval or denial form. The remaining 30% of the total grant funds will be equally divided amongst the approved Grant Applications.

Students receiving grant funds will receive a “HEERF II Grant Funds Student Certification” to read and acknowledge (“Student Certification”) prior to receipt of grant funds.



Campus	Total Grant Amount	Second Disbursement	# of Applications Approved	Grant Amount Per Student
Mentor	See Total	See Total	33	See Total
Strongsville	See Total	See Total	61	See Total
Total	\$231,686.00	\$69505.80	94	739.43

### **Reporting**

Documentation for detailed disbursements will be submitted to the Department of Education within 30 days of receipt of the funds and subsequently 45 days thereafter.

### **Student Use of Grant Funds**

- Student grant funds may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.
- Each student must sign the Student Certification acknowledging that the student has accepted and received the grant funds and that it will use the funds for an intended purpose.
- Student's receipt of the grant funds is not conditioned on a student's continued or future enrollment at the School.

### **Distribution Schedule**

Grant funds will be available by check distributed in-person at the student's campus. If a student is unable to receive their check in-person, the student must electronically sign the Student Certification and then the School will mail the check to the student's addresses listed in our student information system.

Checks not cashed by 120 days from the issue date will be voided and grant will be forfeited.