

## **Higher Education Emergency Relief Fund Report – Emergency Financial Aid Grants to Students - CRRSAA**

**June 30, 2021**

**The Refrigeration School Inc. (RSI) (OPE ID: 01168900)** received education stabilization funds under the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law No: 116-260. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund II 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 CRRSAA 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 13, 2021.<sup>1</sup> For questions or concerns regarding this Fund Report, please contact **Christina Andrews, VP Financial Aid**, at [Christina.andrews@stratatech.com](mailto:Christina.andrews@stratatech.com).

1. The institution signed and returned to the Department the Certification and Agreement [for] 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 **\$989,615**.
3. The total amount of emergency financial aid grants distributed to students under Section (a)(1) of the CRRSAA Act as of the date of this Fund Report is **\$2,856.02**
4. The estimated total number of students at the institution eligible to participate emergency financial aid grants under Section (a)(1) of the CRRSAA Act, as of the date of this Fund Report is **665**.
5. The total number of students who have received an emergency financial aid grant under Section (a)(1) of the CRRSAA Act as of the date of this Fund Report is **5**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section (a)(1) of the CRRSAA 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**.

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<sup>1</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

## Attachment A

### TWS/RSI CRRSAA Grant Policy

#### Overview

The President signed the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) on December 27, 2020. This act provides funding for institutions of higher education to further assist students with overcoming challenges due to the coronavirus pandemic through the Higher Education Emergency Relief Fund (HEERF). StrataTech Education Group is making this funding available to Tulsa Welding School (TWS) and The Refrigeration School (RSI) students that have experienced financial challenges in the following categories due to the coronavirus pandemic:

- Tuition;
- Transportation;
- Food;
- Housing;
- Health Care (including mental health care);
- Childcare; and/or
- Supplies and technology required for enrollment.

To remain compliant under section 314 of the CRRSAA, this policy outlines the expectation and process to:

- Define and Identify student eligibility and need
- Grant administration
  - Awarding
  - Award Confirmation
    - Amount acceptance
    - Purpose attestation
    - Account confirmation
  - Disbursement Procedures
    - Batching and Posting
    - Stipend Processing
    - G5 draw down
- Reporting

#### Define and Identify Student Eligibility

Student eligibility will be determined based on need as defined by their most current Free Application for Federal Student Aid (FAFSA) results, as provided to the school in the Institutional Student Information Record (ISIR). All students active for at least 30 days, will be reviewed based on the Expected Family Contribution (EFC) as reflected on their most recent ISIR. Awards will be created based on EFC range as reflected in Appendix A. This process will be repeated on the first of each month until all funding is exhausted.

Students who have not completed a FAFSA may choose to do so or apply by completing a paper CRRSAA application and submitting it to the Student Services Department at their campus. The application lists the previously outlined seven categories for each student to identify if they incurred additional costs and provides an opportunity to describe the additional costs as demonstrated in Appendix B.

## Grant Administration

### **Awarding**

Based on individual EFC and application information, each student is reviewed for CRRSAA Grant eligibility. All prior CARES Act funding is considered when determining award eligibility for each student. Students will be instructed not to list expenses that were covered by prior CARES Act funding if completing an application. The minimum total HEERF award (CRRSAA+CARES) for any awarded student is \$300 and maximum is \$6000. An award letter (Appendix C) is created for all eligible students. Eligible awards will equal the amount reported on the application by the applicant, up to defined institutional category caps as outlined on the Category Limit Table or based on EFC range (Appendix B) and set to disburse in three equal monthly disbursements on or about the 15<sup>th</sup> day of each month based on the date of award letter confirmation and campaign commencement.

### **Award Confirmation**

All awarded students are required to acknowledge receipt of their funding by signing an award letter. In addition to an attestation of eligibility and confirmation of mailing address, the award letter also gives each student the option of applying all, or part, of their award to their school account to be used toward tuition and fee costs assessed on or after 3/13/2020.

### **Disbursement Procedures**

To ensure students are receiving the CRRSAA Grant funding timely, all batching, posting and release of stipends will occur on the 1<sup>st</sup> and 15<sup>th</sup> day of each month for all approved CRRSAA awards. The process is as follows:

1. A Batcher will create a batch for each campus of all approved, scheduled CRRSAA Disbursements as the only fund source.
  - a. Once the review is complete, the batch will be approved and saved.
  - b. The batch report will be printed for record keeping purposes.
2. Once a batch has been created and saved for each campus, the Batcher will send an email (to include attaching the batch reports) with a record of the batch amount and number of students per campus to QC for posting.
3. QC will review batches and run the CRRSAA Grant posting job.
4. Once the Posting job has completed, QC will forward the original email to the appropriate Business Office personnel and copy the appropriate Accounting Department personnel to provide G5 Draw amounts.

5. Accounting will draw down funding from G5 and:
  - a. Ensure all Title IV transactions and G5 transfers have been completed prior to initiating CRRSAA Grant process;
  - b. Draw funding into Trust Accounts from G5; and
  - c. Move funding from Trust Accounts to CARES ACT Grant Account for the associated OPEID.
6. Once G5 Draw is received; The Business Office will run the Stipend Refund Check Register for the CRRSAA Grant fund source utilizing the Cares Act Grant Bank Account.
7. Once checks/disbursement are printed or sent to Bank Mobile, Business Office will:
  - a. **Reply all** to the email confirming amount processed;
  - b. Transmit the posi-pay file to the bank or BankMobile as necessary for those who utilize direct deposit;
  - c. Have appropriate signers sign the checks id applicable; and
  - d. Mail all checks.
8. Any unresolved, outstanding checks aging greater than 90 days will be void, with funding refunded and returned to G5.

*☑ The funding must be drawn and moved the same day and in the same amounts to ensure no comingling of funds can be perceived. Documentation of the draw and transfers will be recorded and filed for audit access.*

## Reporting

STEG will report to the Department of Education on the use of funds no later than 6 months after the date of its CRRSAA award, in a manner to be specified by the Department, and will comply with any other reporting and disclosure requirements the Department may specify. STEG will also provide a detailed accounting of the use of funds provided by this award in such manner and with such frequency as the Department may require. While awaiting the Department's specific disclosure and reporting guidance, STEG will document its administration of the CRRSAA grants, including how grants were distributed to students, how the amount of each grant was calculated, any instructions or directions that the institution gave to students about the grant, and how students with exceptional need are prioritized.

Also, the following reports are maintained to confirm consistent reconciliation of funds and G5 accounts:

1. Batch Report
2. Reconciliation email showing total batch and total stipend amounts processed
3. G5 Transaction reporting
4. Monthly Cash Receipts Detail
5. Instructions, directions, or guidance provided to students concerning the CRRSAA Grants
6. Signed award letters

# Appendix A

## CRRSAA Awards Based on EFC Range

OPEID	Institution Name	State	Award	EFC = 0	EFC = 1 - 5711	EFC = 5712 - 12,744	EFC > 12,744
961800	Tulsa Welding School	OK/FL/TX	\$ 3,515,758	\$ 1,200	\$ 1,000	\$ 800	\$ 600
1168900	Refrigeration School (The)	AZ	\$ 989,615	\$ 1,200	\$ 1,000	\$ 750	\$ 500

## CRRSAA Category Award Cap For Applications

Category	Min	Max (not all can be awarded)
Tuition	300	1000
Transportation	300	1000
Food	300	500
Housing	300	3000
Health Care	0	1000
Child Care	300	1000
<b>Total Award</b>	<b>\$300</b>	<b>\$6000</b>

### Attachment B

#### Application Steps and Communication

Award eligibility will be predetermined based on ISIR EFC and award letters created. The CRRSAA Task Force will reach out / speak to each student and discuss their specific situations, and will:

1. Walk each student through the process of filling out the Award Letter
2. Request the student to verbally cite the intended use affirmation and then have them sign.

To be awarded the Grant, students must:

- Be enrolled in one of our educational programs;
- Agree to use funding to pay for expenses related to COVID - 19;

- Grants are based on demonstrated need related to disruptions in campus operations caused by COVID-19.
- Grants are not transferable or renewable and cannot be used toward institutional costs.
- Only one award will be given per student. (except if provided award through Technology/Housing Group awarding)
- Grants will be distributed in three disbursements monthly beginning July 1<sup>st</sup>.
- Grants will be awarded on a first-come, first-served basis, at a minimum of \$300 and a maximum of \$6,000 for eligible applicants.