

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

**May 21st 2020**

**International College of Broadcasting (OPE ID: 01313200)** 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. For questions or concerns regarding this Fund Report, please contact **Rachelle Williams, Director of Financial Aid**, at **Rachelle.williams@icb.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 **\$74,853.00**.
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 **\$74,853.00**.
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 **69**.
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 **68**.
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**.

## **Attachment A**

The International College of Broadcasting's, Financial Aid Office, has determined that the allocation to be awarded to students will be equally distributed among our CURRECT/ACTIVE Title IV Eligible enrolled student population. The Financial Aid Office determined that it is in the best interest of the students to distribute the funds equally among the students due to maintaining compliance and regulations such as:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 C.F.R. Parts 100 and 101 (nondiscrimination based on race, color or national origin);
- Title IX of the Education Amendments of 1972 and the implementing regulations, 34 C.F.R. Part 106 (nondiscrimination based on sex);
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 C.F.R. Part 99;
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 C.F.R. Part 104 (nondiscrimination based on disability); and
- The Age Discrimination Act of 1975 and the implementing regulations, 34 C.F.R. Part 110.

The Financial Aid Office determined that it is best interest for all students to have a current FAFSA on file due to leaving no question as to whether they “could be Financial Aid eligible” in order to receive the funds. The graph below, outlines the number of students that are CURRENT/ACTIVE and have a current 19/20 FAFSA on file and amounts each student shall receive from the Emergency Fund.

Currently the institution has 69 CURRENT/ACTIVE students whose education has been disrupted by the COVID-19 Pandemic. Out of the 69 students, 53 students are Pell Grant Eligible which demonstrate that they have the needs for these funds, that is 77% of our student population that are in need of the Federal Pell Grant. 22% of the remaining student population are ineligible for the Federal Pell Grant, however, they are eligible to receive student loans to assist with the amount to cover the cost of tuition and fees.

The Financial Aid Office determined that it would be in the best interest to allocate an equal amount of HEERF funding to 68 of the students because we cannot determine which student had a greater need since the disruption of having to move to an online learning environment and the expenses incurred due to such cause. For all student's impacted by the disruption of the Coronavirus Pandemic, we cannot determine whose personal needs outweigh more than the other, along with their personal expenses that have been impacted to supplement their cost of education and living expenses. We have decided it's in the best interest of the student population and the institution to award an equal amount among all Title IV Eligible/CURRENT/ACTIVE students.

## Attachment B

### Email notification sent to students:

“Good Morning Students,

I hope this email finds you all well, safe, happy and healthy!

So, I have some exciting news for you regarding the disruption of your onsite courses and having to move them to online!

Recently, on April 9th 2020, Education Secretary Betsy DeVos announced the U.S. Department of Education (“Department”) was making immediately available to postsecondary institutions more than \$6.2 billion in emergency grants for students impacted by Coronavirus and authorized in the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The \$6.2 Billion accounts for the portion of the Higher Education Emergency Relief Fund that **MUST** be used to provide emergency financial aid grants directly to students. It is instructed as such:

“Institutions of higher education shall use no less than 50 percent of such funds 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.”

This is great news for our students!

### **How to be eligible for this grant:**

For students to receive these funds, they must be Title IV eligible (in order to be Title IV eligible, it is encouraged that you complete a 19-20 FAFSA to determine if you are), and a **CURRENT/ACTIVE** student. If you are currently **NOT** participating in your courses, you will not receive this grant. This is for **CURRENT/ACTIVE** students.

If you do not have a FAFSA on file, there is no way for the Financial Aid Office to determine if you “could be eligible for Financial Aid.” Also, you will need to complete a form regarding this grant, I will be sending that out to each of you electronically to confirm the need of these funds. This form **MUST** be completed for the grant to be disbursed to you.

### **How you will receive this grant:**

If you meet the requirements from the paragraph above, you will receive a paper check in the mail or if it’s more convenient for you, you can pick them up here. Please just let me know if you intend on coming to the campus, and I can meet you outside so you can pick up your check.

Please **DO NOT** hesitate to reach out to me if you have any questions or concerns about these funds.”

Guide for Distribution of Student Grants:

**International College of Broadcasting  
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. This application permits students to apply for these need-based grants. Campus administration will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Please fill out this information neatly and completely and provide it to your campus Financial Aid Officer, Bursar, or Campus Director. Only active students who are participating in courses actively and who are in good standing will be eligible to receive a grant.

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_ City: \_\_\_\_\_ State: OH Zip: \_\_\_\_\_

Last Four Digits of SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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 attest that all information is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that the administration of my school will determine my eligibility for grant monies based on my responses to the questions above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

For Administration Use Only

Administrator Name: Rachelle Williams

Administrator Position: Director of Financial Aid

Student Eligibility Amount: \$1,100.77