

**Jones Technical Institute, Sunstate Academy Clearwater**  
**OPE ID #02524000,03**  
**Higher Education Emergency Relief Fund Reporting**  
**Emergency Financial Aid Grants to Students**

Date of Last Update: October 7, 2021

Section 314(e) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (Pub. L. 116-260) (“CRRSAA”), directs institutions receiving funds under Section 314 to submit a report to the Secretary describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”). The Department, under the authority of 2 CFR 200.328 and 2 CFR 200.329, has also directed that institutions receiving funds under the American Rescue Plan Act, 2021 (“ARP”) submit a report to the Secretary describing the use of funds distributed from HEERF.

The following information is being provided to comply with the CRRSAA and ARP reporting requirements for funds distributed from HEERF:

1. Jones Technical Institute (J-Tech) and Sunstate Academy acknowledges that it has signed and returned to the Department the Certification and Agreement and the assurance that the institution has used the applicable amount of funds designated under the CRRSAA and ARP (a)(4) programs 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 under the CRRSAA and ARP (a)(1) and (a)(4) programs is \$1,660,017.
3. The total amount of Emergency Financial Aid Grants distributed to students under the CRRSAA and ARP (a)(4) programs as of the date of this report is \$824,932.
4. The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs is 722.
5. The total number of students who have received an Emergency Financial Aid Grant to students under the CRRSAA and ARP (a)(1) and (a)(4) programs is 722.
6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CRRSAA and ARP (a)(1) and (a)(4) programs is as follows:

### **Allocation of HEERF Grant Fund Formula**

Just as COVID-19 does not discriminate on the basis of socioeconomic status, the Academy recognizes that a wide array of individuals and industries have been adversely impacted by COVID-19. The Academy recognizes that our students' lives have been severely disrupted by coronavirus. Many are facing financial challenges and struggling to make ends meet.

Students enrolled at the Academy on the applicable award date may be eligible to receive a financial aid grant in the manner described in this plan. The amount of each student's grant award will be based on the following formula, which is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need:

***Grants shall be determined based on a Share system. Each eligible student shall be allocated a number of Shares based on the following factors:***

<b>Evaluation Factor</b>	<b>Shares</b>
Tier 1 – Students with an Expected Family Contribution (EFC) equal to 0, <u>AND</u> Students with an EFC greater than 0 but less than 5712 and whose application for Demonstrated Hardship has been approved	4 Shares
Tier 2 – Students with an EFC greater than 0 but less than 5712, <u>AND</u> Students with an EFC greater than 5711 and whose application for Demonstrated Hardship has been approved	3 Shares
All other students	2 Shares

The Academy will use information from the student's most recent Institutional Student Information Record (ISIR) on file to determine the EFC.

Students who did not previously file a Free Application for Federal Student Aid (FAFSA) may choose to file a FAFSA for purposes of the grant award calculations to be made pursuant to this plan. The successful completion of the FAFSA will generate an ISIR for the student, and the Academy will use the information from that ISIR for purposes of making grant allocations under this plan. In order for a student's ISIR to be considered for grant allocation purposes it must be received no later than the applicable grant award date so that the Academy may timely allocate grant award funds to students.

The Academy recognizes that student financial records previously submitted to the Academy are dated and may not reflect a student's current circumstances. All students, regardless of their EFC, may submit evidence of Demonstrated Hardship by utilizing the form attached to this plan. The Academy will review the form and supporting documentation provided by the student. The determination of whether a student has made a sufficient showing of Demonstrated Hardship will be in the Academy's sole discretion, and the Academy's determination is final.

Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation. In order to be considered for an additional grant award a student's Demonstrated Hardship form must be received no later than the applicable grant award date. Students who do not submit the Demonstrated Hardship form and supporting documentation by the applicable grant award date will not be considered for an additional grant allocation due to Demonstrated Hardship.

The Academy will determine the number of Shares for each eligible student per the schedule described above. The Academy will determine the value for 1 Share by dividing (i) the total grant funds to be awarded on an applicable award date by (ii) the cumulative number of Shares allocated to all eligible students. Each eligible student's grant award amount will then be determined by multiplying (a) the calculated value of 1 Share by (b) the number of Shares determined for that student.

7. The institution will provide the following instructions, directions or guidance to its students concerning the Emergency Financial Aid Grants:

#### INFORMATION EMAIL AND DEMONSTRATED HARDSHIP FORM

Subject:        Student Emergency Relief Grant

Dear Student,

The Higher Education Emergency Relief Fund III (HEERF III) is authorized by the American Rescue Plan (ARP) to provide emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under ARP, Jones Technical Institute and Sunstate Academy has received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

Every student enrolled in one of Institution's approved Title IV programs on July 30, 2021, may be eligible to receive a financial aid grant from the grant funds. The amount of each student's grant award is based on a formula that considers the student's expected family contribution. This formula is intended to prioritize the distribution of student grants to those students who demonstrate exceptional need.

The institution will use information on record from your Free Application for Federal Student Aid (FAFSA) to allocate financial aid awards to students. If you did not previously file a FAFSA and wish to have the information reported on the FAFSA considered as part of your grant award allocation, then you should file a FAFSA as soon as possible. The institution will begin the

process of allocating grant awards to students on August 2, 2021. Any information from your FAFSA reported to the institution after August 1, 2021, will not be considered in the grant allocation process. In order for the institution to receive your FAFSA information by this date, we encourage you to file a FAFSA as soon as possible but no later than July 26, 2021. Please see the Financial Aid Administrator if you have any questions or would like additional information about filing a FAFSA.

As part of the institution's student grant allocation formula, students who have recently experienced demonstrated hardship may be allocated an additional share of grant funds. Demonstrated hardship may include:

- Loss of Employment
- Reduction of Income
- Divorce/Separation
- Unusual Medical/Dental Expenses
- Death of Parent or Spouse

If you believe that you have experienced a demonstrated hardship since the beginning of the COVID-19 pandemic, we encourage you to submit the attached Demonstrated Hardship Form and supporting documentation. The institution will review your request and inform you of whether your circumstances have been determined to meet the criteria of demonstrated hardship. *Any student seeking consideration for an additional grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before July 30, 2021.* Students who do not submit the applicable form and supporting documentation by July 30, 2021 will not be considered for a grant allocation due to Demonstrated Hardship.

The institution will soon provide students with grant award notices. In the meantime, please do not hesitate to contact the Financial Aid Administrator if you have any questions regarding the institution's plan for the allocation and distribution of these emergency student financial aid grants.

Very truly yours,

Lori Stowers, Director of Compliance

## **Student Emergency Financial Aid Grants Demonstrated Hardship Form**

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

Current Mailing

Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

The Higher Education Emergency Relief Fund III (HEERF III) authorized by the American Rescue Plan (ARP) provides emergency assistance for students who are in need of financial support for expenses related to the disruption of campus operations due to the coronavirus pandemic. Under ARP, J-Tech and Sunstate Academy have received grant funding from the U.S. Department of Education for the purpose of making emergency financial aid grants to its students.

As part of Sunstate's student grant allocation formula, students who have recently experienced demonstrated hardship may be allocated an additional share of grant funds. **Any student seeking consideration for a grant award due to Demonstrated Hardship must submit the Demonstrated Hardship form and supporting documentation on or before July 30, 2021.** Students who do not submit the applicable form and supporting documentation by July 30, 2021 will not be considered for a grant allocation due to Demonstrated Hardship.

Please indicate the special circumstances of demonstrated hardship that you wish for the institution to consider in its allocation of emergency financial aid grants to students (choose all that apply):

- ☐ Loss of Employment
- ☐ Reduction of Income
- ☐ Divorce/Separation
- ☐ Unusual Medical/Dental Expenses
- ☐ Death of Parent or Spouse

Circumstances that are NOT considered as extenuating include, but are not limited to:

- Standard living expenses (e.g., utilities, credit card payments, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

Any request for special consideration of demonstrated hardship must include a detailed written explanation from the student and supporting documentation. Any Demonstrated Hardship Forms submitted without either a detailed written description or supporting documentation will not be considered.

[illegible]

<b>Special Circumstances:</b>	<b>Documentation to be provided:</b>
Loss of Employment	<ul style="list-style-type: none"> <li>• Official documentation verifying date of job loss (e.g. severance letter, unemployment decision, etc.)</li> <li>• Final paycheck stub(s) received</li> <li>• Unemployment history summary reporting benefits received to date and balance remaining in 2021</li> <li>• If employed after job loss, please include most recent paycheck stubs of any and all employment</li> </ul>
Reduction of Income	<p><u>Reduction in Wages/Hours:</u> Current employer has reduced wages and/or hours for at least 12 consecutive weeks in 2020 or 2021 for you, your spouse, or your parent (if dependent). Documentation Needed:</p> <ul style="list-style-type: none"> <li>• Employer documentation verifying change in employment status (e.g. furlough)</li> <li>• Copy of paycheck stub(s) received before reduction and copy of most recent paycheck stub(s) since reduction in 2020 or 2021</li> </ul> <p><u>Reduction in Income/Benefits:</u> You, your spouse, or your parent(s), if dependent, lost income or benefits outside of employment (i.e. child support, unemployment, etc.). Documentation Needed:</p> <ul style="list-style-type: none"> <li>• Third-party official documentation reporting date income or benefit was terminated/exhausted</li> </ul>
Divorce/Separation	<p><u>For separation:</u> Signed statement indicating date of separation and two official documents (e.g., copy of lease, utility bill, driver's license, etc.) verifying the physical address of the absent spouse/parent (no P.O. boxes)</p> <p><u>For divorce:</u> A divorce decree</p>

Unusual Medical/Dental Expenses	<p>Medical and/or dental expenses for 2020 or 2021 that were paid out-of-pocket (i.e. not what insurance covered) for you, your spouse (if applicable) and/or your parent(s)/sibling(s), if dependent.</p> <p>Documentation Needed:</p> <ul style="list-style-type: none"> <li>• Copies of canceled checks for out-of-pocket payments and/or receipts of payments</li> <li>• A copy of your FSA or HSA account showing payments and/or a copy of your medical account listing payments and dates</li> </ul>
Death of Parent or Spouse	Copy of the death certificate or a published newspaper obituary with date of death

**This form will not be considered unless all of the required documentation is attached.**

**My signature certifies that the information provided for this request and all accompanying documentation is true and correct to the best of my knowledge.**

**Student**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

FOR OFFICE USE ONLY

Final Action: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature of School Official \_\_\_\_\_ Date \_\_\_\_\_

**Student Emergency Financial Aid Grants**  
**Grant Notification & Attestation Statement**

**STUDENT NAME:**

**STUDENT ID:**

**GRANT AWARD AMOUNT: \$**

I accept the grant award provided to me from funding made available to Jones Technical Institute/Sunstate Academy under The Higher Education Emergency Relief Fund III (HEERF III) is authorized by the American Rescue Plan (ARP).

I certify the following:

- All information provided in this Attestation Statement is true and correct to the best of my knowledge.
- I have experienced additional expenses due to the disruption caused by coronavirus.
- I understand that any money awarded from this grant is to be used for any component of my cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare.

I understand that I have the option, but that I am not required, to apply some or all of the Grant Award Amount toward my outstanding balance due to J-Tech/Sunstate Academy. Whether I choose to apply some or all of my Grant Award Amount toward my outstanding balance due to the Academy will not change my Grant Award Amount.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date