**Coronavirus Aid, Relief, and Economic Security (CARES) Act Emergency Funds**

**Policy and Procedures**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides money to colleges and universities for emergency student grants. The purpose of the funding is to award emergency financial aid grants to students for expenses related to the disruption of campus operations due to the coronavirus pandemic. The emergency grant funds cannot pay for student expenses that are not directly related to the disruption of campus operations due to the coronavirus pandemic. Expenses can be considered for grant assistance if they were incurred in “Direct relation to the disruption of campus operations due to the coronavirus” include:

* Food
* Housing
* Course Materials
* Health Care
* Childcare
* Technology-related expenses (such as having to purchase a computer when courses were moved online)

Students Eligibility Requirements include:

* Students must be working towards a certificate diploma from LaJames College.
* Students must be enrolled in one of the programs offered as of March 13,2020 and or starting college after the initial distribution of funds until the funds are exhausted. As long as they were affected by the covid pandemic
* Students must complete the CARES Act Student Acknowledgement document and return to LaJames College no later than 11.59p on June 27th, 2020. This document may be completed and submitted via email, USPS, or on site by appointment only in person. Any student that starts the college after this March 13th date and we have additional funds to disburse must complete the CARES Act Student Acknowledgement document and return to the college director.
* Students must have a recent FAFSA (2019-2020 or 2020-2021) on file with LaJames College or be eligible to file a FAFSA. Students who have not filed a FAFSA but are eligible will be required to file a FAFSA to determine eligibility. If students are chosen for verification, only information related to student’s identity and students’ statement of educational purpose must be verified.
* Students must be eligible to receive Federal Title IV funds (students must be meeting Satisfactory Academic Progress and cannot exceed aggregate loan limits or Pell limits).

Students process to request CARES Act Emergency Grants:

* Notifications of the emergency student grant are provided via email and/or text messages and/or other social media avenues (may include website, Facebook, etc.) and or by mail or handed to while in school.
* Students must complete the CARES Act Student Acknowledgement document and return to LaJames College no later than 11.59p on June 27th,, 2020. This document may be completed and submitted via email, USPS, or on site by appointment only. Any student that starts the college after this March 13th date and we have additional funds to disburse must complete the CARES Act Student Acknowledgement document and return to the college director
* Students may only submit one application for an emergency grant. However, if LaJames College receives additional funds from the CARES Act, students will be notified and may be able to reapply for additional grant assistance.
* The amount of money (checks) distributed to all students will be spread across the student body evenly to those affected by the COVID-19 up to a maximum award of $1,000. Any funds left after the initial disbursement will be awarded up to $1,000 to incoming students until the funds are exhausted as long as they are affected by covid-19 and sign the CARES Act Student Acknowledgement document. If the college is unable to award the full $1,000 to the last class that the funds are available for, the amount available will be divided by the students eligible and awarded evenly to that last class.