

**Higher Education Emergency Relief Fund
Emergency Financial Aid Grants to Students
Fund Report - July 20, 2020**

Attachment B – Application Procedure

- In order to receive funding under the Coronavirus AID, Relief and Economic Security (CARES) Act, each student must be Title IV eligible and certify as to 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). Disclosures related to student eligibility and Quest College's funding distribution policies are available from the College's Student Financial Aid office, as are all forms required to qualify and receive HEERF finds.
- Each current student will receive a packet containing all HEERF related disclosures and all forms necessary to apply for and receive HEERF funding. In the event funds are still available following the first distribution of HEERF funding, in conjunction with the College's SFA processes, each new student will receive a packet containing all HEERF related disclosures and all forms necessary to apply for and receive HEERF funding during their SFA .
- Once the student has applies for funding and been notified of his/her eligibility, the student must complete an acceptance form and the recipient must sign an Award Certification.
- An award notifications should be provided to a student by the Institution within 10 days from the date the Institution receives the student's application for funding.
- Disbursements will be made on the 15th day of the month and last day of the month. If the 15th day or the last day of the month occurs on a weekend, disbursements will be made the following Monday.
- All disbursement for a month must be approved no later than 10 days prior to the disbursement date.
- Disbursements will be made by check. Checks will be mailed to students' addresses noted on the students' application forms.