



## Higher Education Emergency Relief Fund Report Emergency Financial Aid Grants to Students

October 9, 2020

**Unitech Training Academy (OPE ID: 03789300)** 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.

Unitech Training Academy 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.

Unitech Training Academy is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s Electronic Announcement of May 6, 2020.<sup>1</sup> For questions or concerns regarding this Fund Report, please contact **Brooks Powell, Chief Financial Officer**, [@unitechtrainingacademy](https://twitter.com/unitechtrainingacademy).

1. Unitech Training Academy 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 **\$1,226,970.00**.
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 **\$1,193,317.00**.
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 **1009**.
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 **740**.
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 in the **Higher Education Emergency Relief Fund (HEERF) Distribution Process** attached below.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided in the **Higher Education Emergency Relief Fund (HEERF) Distribution Process** attached below.

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



Higher Education Emergency Relief Fund (HEERF) Distribution Process

**Process:**

- 1) An explanatory email will be sent to all employees informing them of the process (Exhibit A)
- 2) An explanatory email will then be sent out to all students informing them of the process (Exhibit B)
- 3) The Corporate Associate Director of Financial Aid will email a HEERF Grant Request e-form (Exhibit C) to all eligible students to fill out, e-sign, and submit.
  - a. Once the form is submitted, it will automatically go to that specific student's Campus Director for review
- 4) Once a Campus Director receives a submitted form from a student in her email, she will do the following steps:
  - a. Review the document
  - b. Calculate the total amount qualified for by the student (using Exhibit D)
  - c. E-sign the document and submit
- 5) After the Campus Director submits the document, copies will be sent to the following recipients:
  - a. The applying student
  - b. The Campus Director
  - c. The Corporate Director of Financial Aid
  - d. The Corporate Associate Director of Financial Aid
  - e. The Financial Aid Processor corresponding to that specific campus
- 6) Once the completed form is received by the Financial Aid Processor, the student's information and amount to be received will be put into a master spreadsheet.
- 7) This spreadsheet will be reviewed by the Corporate Director of Financial Aid every Tuesday and Thursday to ensure the total to be requested from Unitech Training Academy's G-5 account is correct.
- 8) This spreadsheet will then be sent to the Controller for him to request the funds and the Payables Department in order to have the checks created in the Unitech Training Academy accounting system.
- 9) Checks will be mailed out to the address on file to qualified student applicants within 14 days of submitting of their HEERF Grant Request e-form.
- 10) Funds will be awarded on a first come fist serve basis as long as the allocated funds are available.
- 11) The Corporate Director of Financial Aid will update Unitech management weekly on the status of remaining funds until either all eligible students have been awarded or until the allocated funds have all been awarded.



**Exhibit A**

Good afternoon everyone,

I hope you are all having a great day. Attached to this email you will find a letter I have written to our students outlining a grant program Unitech will be administering on behalf of the federal government. We are happy to help administer funds to our students during this trying time. I am writing you today in an effort to ensure communication on this process. It is important you know what is going on. Not all of our students will qualify for funding, and if you should field any questions, feel free to advise them to reach out to your campus director. The attached letter spells the process out, but if you should have any questions, I will also advise you to reach out to your campus director. Thank you all for continuing to do great work throughout this unprecedented time.

- Noah Brandon



**Exhibit B**

Dear Unitech Students,

As we navigate these unprecedented times, I would like to thank you all for your strength and your capacity to adapt to this context of rapid change. The world needs resilient and highly skilled professionals like you who are ready to lead us into the future, and as you set out on this path, you can count on our full support.

We have been working non-stop since the beginning of the health emergency to protect your health while maintaining academic activity. As part of this process, we have been able to move rather seamlessly to online classes thanks to the hard work by our faculty and staff. After a month and a half of a state wide “stay at home” order, there are many difficulties (many financial) that can offer challenges for all of us.

With that being said, Unitech qualified as an institution able to distribute grant funds to our students in order help ease some of the financial burden brought on by covid-19. These funds come as part of the Higher Education Emergency Relief Fund (HEERF). As much as we would like to offer these grants to all students, there are certain criteria that must be met in order to apply for these funds. The criteria are as follows:

- Students must be a recipient of a pell grant or have qualified for a pell grant
- Qualifying students must have been an active Unitech student on or before 3/30/2020
- Students who entered a leave of absence prior to 3/17/2020 will not qualify
- Only current Unitech students qualify (graduates and students who dropped out of school do not)
- Students may only apply once

Students meeting these qualifications will be emailed an electronic application by the end of the business day on Wednesday, May 6, 2020. If you receive an application, please fill out your information and submit it as soon as possible so that your campus director can review your information. Once approved, you will receive an email with how much you have qualified for stemming from the information provided. Unitech will make every effort to have your checks mailed to you within 14 days.

It is our hope that we can return to our traditional classroom operation as soon as possible. Until then, we will continue to work with all stakeholders to ensure a good and quality educational process. We are all inspired by the hard work you are putting in and appreciate your drive to graduate despite any and all adversity. If you should have any questions about the process outlined above, please do not hesitate to contact your campus director. This is new for all of us, but together we can achieve our ultimate goals.

Thank you,

Noah Brandon  
Chief Operating Officer  
Unitech Training Academy

Approved: 5/4/20

Modified: N/A



**Exhibit C**

**Emergency Financial Aid Grants to Students**

**HEERF Grant Request**

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 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: \_\_\_\_ 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 child care 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

Campus Director Signature

Student Eligibility Amount: \_\_\_\_\_

Approved: 5/4/20	Modified: N/A
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**Exhibit D**

Table 1

<b>Category</b>	<b>Qualifying Amount</b>	<b>Percentage of Max Total</b>
Food Expenses	\$333.34	16.67%
Housing expenses	\$333.34	16.67%
Course materials to attend school	\$333.34	16.67%
Technologies associated with attending online classes	\$333.34	16.67%
Health care costs	\$333.34	16.67%
Child care expenses	\$333.34	16.67%
<b>Total</b>	<b>\$2,000.00*</b>	<b>100%</b>

Students have the ability to check off their areas of need based on the areas provided in Exhibit C. Each area will be assigned a qualifying amount of \$333.34 as shown in Table 1. The Campus Director will add up the total number of categories marked and the sum of those categories will be the awarded amount to the student.

\*Total will be rounded to the nearest dollar