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

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) 2021

April 7, 2022

Unitech Training Academy (OPE ID: 03789300) received education stabilization funds under Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund II 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 CRRSAA 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.[1] For questions or concerns regarding this Fund Report, please contact **Brooks Powell, Chief Financial Officer, bpowell@unitechta.edu.**

1. Unitech Training Academy signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. Unitech Training Academy has used, or intends to use, the funds received under the CRRSAA 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 under the CRRSAA [for] Emergency Financial Aid Grants to Students is **$2,017,301.00**.
3. The total amount of emergency financial aid grants distributed to students under the CRRSAA as of the date of this Fund Report is **$2,017,301.00**.
4. The estimated total number of students at the institution eligible to participate in programs under CRRSAA as of the date of this Fund Report is **1705**.
5. The total number of students who have received an emergency financial aid grant under the CRSSAA as of the date of this Fund Report is **1705**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under the CRSSAA 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.

[1] *See*: https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg

Higher Education Emergency Relief Fund (HEERF) II 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 Director of Financial Aid will upload to FTP each campuses HEERF II Final spreadsheet to include the students eligible for the HEERF II Grant and the amount they are eligible for.
4) The FAO/Director will contact each eligible active, graduate, and drop student and meet with them to have the student sign for their check.
5) The FAO will want to keep track of the students who have picked up their checks on their spreadsheet and each day upload the signed copy, in alphabetical order, of the checks to their HEERF II folder on FTP.
6) Accounts Payable will begin printing checks this week and we will send the checks to the campus next week via FedEx Express Saver (3day).
7) HEERF II refund checks can only be picked up by the student in person. (This will be slightly modified for Lake Charles and Online students)

Approved:	Modified: 6/30/21

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 second grant program Unitech will be administering on behalf of the federal government. We are happy to help administer funds to our students in order to ease any burdens brought on by COVID19. I am writing you today in an effort to ensure communication for this process. It is important you know what is going on in case questions should arise. Many of our students will qualify for the grant in some amount, and if you should field any questions, feel free to advise them to reach out to your campus Financial Aid Officer or your 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 as we transition into our new schedules.

- Noah Brandon

Exhibit B

Dear Unitech Students,

First and foremost, I would like to extend some hearty congratulations on working diligently towards your educational goals while the world has been going through a global pandemic. Your health and safety, as well as our staff's, have been our top priority. I am proud of the job everyone under the Unitech umbrella has done to change the way we work moving forward. Although impressive, I know it has also been challenging to adjust to the new normal, and that can result in some financial difficulty.

With that being said, Unitech is qualified as an institution able to distribute a second disbursement of grant funds to our students in order to help ease some of the financial burden brought on by covid-19. These funds come as part of the Higher Education Emergency Relief Fund II (HEERF II).

The qualifications for the HEERF II grant is less restrictive so more students are eligible for the grant. Below are the qualifications:

- Active Student during the dates of 03/01/2021 – 05/31/2021; including those who dropped & graduated
- U.S. Citizen or Eligible Non-Citizen
- Has need in relation to any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.
- Does not have to be Pell eligible
- FAFSA completion is not required

There will be three levels of grant award amounts based on the student's Expected Family Contribution (EFC) score on their 2020-2021 Student Aid Report (FAFSA). Below are the three levels:

- **$1,200.00** awarded to Pell Grant eligible Full Time students.
- **$1,075.00** awarded to Full Time students that have an Expected Family Contribution (EFC) outside the Pell Grant parameters
- **$700.00** awarded to Full Time students that were eligible but did not file a FAFSA.

Each student will be contacted by their campus administration to receive and sign for their grant check. (Lake Charles and Online students will be contacted by phone or email).

Checks will begin being mailed to the campuses next week. Unitech will make every effort to have your checks mailed to your campus within 14 business days.

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.

Thank you,

Noah Brandon
Chief Executive Officer
Unitech Training Academy

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