



Higher Education Emergency Relief Fund (“HEERF”) Procedures

- The D.O.E. made available to all Title IV eligible students, attending a Title IV postsecondary institution under the Coronavirus Aid, Relief, and Economic Security Act (“CARES”), student and institutional funding. The Fab School was allocated a total of \$166,487.00 in funds.
- The leadership and methods of the institution is significantly left up to the discretion of the institution to develop its own system and process for determining how to allocate student emergency financial aid grants.
- The 1st portion of funding, which represents 50 percent of an institution’s total allocation under the HEERF, must be used EXCLUSIVELY for student emergency financial aid grants.
- The 1st portion of the funding is strictly for the Title IV eligible student for the Higher Education Emergency Relief Fund (“HEERF”).
- The 2nd portion of the funding is strictly for the institution from the Higher Education Emergency Relief Fund (“HEERF”).
- The management staff of The Fab School has elected a method of the “student” grant funds to be made in equal amounts to the total number of Title IV eligible students. This process of determination and distribution method was deemed fair and equitable for each eligible student alike. Thereby avoiding any possible argument or disagreement between students that one was eligible for more funds versus that of another student.

The Fab School believes that this is a well-reasoned policy and procedure determined that was with the best interest of the school and the student, and would be easily explained should any family member, policymaker, the press, or others request such an explanation. It is recommended that should there be any questions about the HEERF grand funds and its disbursement amounts and/or methods, the Executive Director.

- The Fab School has made and will retain a detailed accounting record of every emergency financial aid grant made to every student. This is to include the eligible student’s name, the date and the amount of the disbursement, the form of disbursement, the intended use of such funds, along with any instructions or directions the school provided to the eligible student about the grant.
- The Fab School has opened two separate interest-bearing depository accounts at its bank for the “federal emergency grant funds, one for student’s funds as well as an account for institutional funds. (Any earned interest will be repurposed as emergency financial aid grant(s) to students.)
- The Fab School has requested that each Title IV eligible student complete an application for this Higher Education Emergency Relief Fund (“HEERF”) grant.
- At the time of the disbursement, each student will receive a check and sign an acknowledgement document of having received a check in the amount of \$714.91 of dollars for the Higher Education Emergency Relief Fund (“HEERF”), and acknowledge their intended and commitment, as indicated on their application, for the use of these awarded funds.