

# CARES ACT HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) REPORTING - EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

This pdf is provided in an effort to comply with the 30- and 45-day reporting requirements issued by the Secretary of the United States Department of Education on May 6, 2020. *(Updated 09/18/2020)*

1. East-West Healing Arts Institute (EWHAI) acknowledges that is signed and filed with the U.S. Department of Education, the recipients Funding Certification and Agreement Emergency Financial Aid Grants to students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act on April 10, 2020 via grants.gov. EWHAI assures that the institution 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. On July 29, 2020, EWHAI received from the Department of Education the total amount of funds of \$6,997 pursuant to the Certification and Agreement for Emergency Financial Aid Grants to Students.
3. As of September 18, 2020 EWHAI, distributed \$6,997 to students under Section 18004(a)(1) of the CARES Act.
4. The total number of students at the institution eligible to participate in the in the programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a) (1) of the CARES act is 32.
5. As of September 18, 2020, the total number of students who have received an Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act is 19.
6. The method used by EWHAI School to determine which students receive Emergency Financial Aid Grants was the Following:

#### **Determine Eligible Students:**

- Must be enrolled in a EWHAI Program on 03/17/20 when Campus closed due to COVID-19.
- Must be eligible for Federal Student aid and have a FAFSA on file.
- Currently enrolled students must be making satisfactory Academic Progress.
- Must return the HEERF application sent to them.

#### **Determining How Much:**

- Created list of students that submitted Application requesting HEERF Emergency Financial Aid, with corresponding EFC.
  - Eighteen students with EFC equal to or less than \$36,620 received \$375, and one student with an EFC of \$927,928 received \$247.
7. EWHAI has provided the following instructions, direction, or guidance to the students via email:

*From: Terri Gomez <noreply@orbund.com>*

*Date: Fri, Aug 7, 2020 at 8:28 PM*

*Subject: TIME SENSITIVE- Higher Education Emergency Relief Fund for Eligible EW*

*Students Message: Dear EWHAI Student/Graduate:*

*I hope this email finds you all safe and well!*

*Attached please find:*

1. *A Letter from Dr Zhou regarding the Higher Education Emergency Relief Fund, and emergency financial aid that is available to eligible EWHAI Campus closure in March due to coronavirus.*

2. *Higher Education Emergency Relief Fund Application~ Application Deadline Monday, August 7, 2020. Let me know if you have any questions.*

*Best Regards,  
Terri Gomez  
School Administrator*

**Attached Letter:**

Dear EWHAI Student,

East West Healing Arts Institute has received a small grant allocation from the Higher Education Emergency Relief Fund (HEERF) under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Securities (CARES) Act. A portion of the HEERF funds received is to be used as emergency financial aid grants to eligible students for 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).

**Criteria for student eligibility to receive an HEERF emergency financial aid grant:**

- Enrolled in an EWHAI Asian Bodywork & Therapeutic Massage Program that was disrupted by campus closing due to COVID-19 on 3/17/20.
- If currently attending, maintaining Satisfactory Academic Progress
- Be eligible to receive Title IV Federal Student Aid and a have completed a 2019-2020 FAFSA (or otherwise demonstrate eligibility)
  - Be a U.S. citizen or non-eligible citizen
  - Not in default on a Title IV Federal Student Loans
  - Be registered with Selective Service, if male.

Eligible students that wish to receive a HEERF emergency financial aid grant must fill out and return the attached application as soon as possible to EWHAI Madison Main Campus School Administrator, Terri Gomez, at [terri@acupressureschool.com](mailto:terri@acupressureschool.com).

**Application Deadline is Monday, August 17th, 2020.**

EWHAI is committed to disburse the HEERF emergency financial aid grant monies to eligible students quickly, so time is of the essence. All applicants that have submitted an application by the August 17, 2020 deadline will receive an email within 10 days to inform of the application outcome, the amount of the HEERF emergency financial aid grant that has been awarded (if eligible), and when the checks will be disbursed through the financial aid office and available to be picked up or mailed out. The maximum HEERF emergency financial aid grant amount available to eligible students is \$250.

For questions, e-mail:

Madison Main Campus School Administrator Terri Gomez: [terri@acupressureschool.com](mailto:terri@acupressureschool.com) Milwaukee Campus Director Bruce Sun: [bruce.sun@acupressureschool.com](mailto:bruce.sun@acupressureschool.com)

Sincerely,



Dr. Xiping Zhou Founder and  
President



## Cares Act Emergency Disbursement Application

**Application Deadline 8/17/20.**

**Please fill in the required information below.**

Applicant Name:

Street Address:

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Email:

Phone Number:

Please explain how the COVID-19 pandemic and EWHAI Campus closure 3/17/20 has impacted your massage therapy education and progression towards graduation/ licensure or has resulted in unanticipated hardship in meeting living expenses such as food, housing, course materials, technology, health care, and child care:

I, \_\_\_\_\_, confirm that this above statement is true and accurately reflects my educational and financial situation during this pandemic. I understand that the HEERF emergency financial aid grant monies can only be used towards eligible expenses such as food, housing, course materials, technology, health care, and child care I understand that if I make a false statement, I could be denied any further assistance or be required to pay back funds made available from the Care Act Fund.

Xiping Zhou

Signature:

Date: 1/27/2021

**Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable**

Institution Name: East-West Healing Arts InstituteDate of Report: 1/10/2021Covering Quarter Ending: 12/31/2020Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$6,997.00 Section (a)(2): \$ 0Section (a)(3) : \$ 0

Final Report?

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. <sup>1</sup>	\$0	\$0	\$0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$0	\$0	\$0	
Providing tuition discounts.		\$0	\$0	
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$0	\$0	\$0	
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	\$0	\$0	\$0	
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.	\$0	\$0	\$0	
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	\$0	\$0	\$0	
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	\$0	\$0	\$0	
Campus safety and operations. <sup>2</sup>	\$1,931.00	\$0	\$0	

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#) <sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	\$ 0	\$0	\$0	
Replacing lost revenue due to reduced enrollment.		\$0	\$0	
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>		\$0	\$0	
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	\$0	\$0	\$0	
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	\$0	\$0	\$0	
Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>	\$146.33			Virtual Learning Platform
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>		\$0	\$0	
<b>Quarterly Expenditures for each Program</b>	\$2,078.24	\$ 0	\$ 0	
<b>Total of Quarterly Expenditures</b>	\$2,078.24			

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used "to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship."

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used "to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student's cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care."

**Form Instructions**

**Completing the Form:** On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a "final report." In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as "(a)(1) institutional" in the chart), Section 18004(a)(2) (referred to as "(a)(2)" in the chart), and Section 18004(a)(3) (referred to as "(a)(3)" in the chart) funds in the "Quarterly Expenditures for each Program" row, and the grand total of all three in the "Total of Quarterly Expenditures" row. Round expenditures to the nearest dollar.

**Posting the Form:** This form must be conspicuously posted on the institution's primary website on the same page the reports of the IHE's activities as to the emergency financial aid grants to students made with funds from the IHE's allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the "final report" box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE's website or in a PDF document linked directly from the IHE's CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the "Date of Report" line.

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.