



30356 Old Dixie Highway  
Homestead, FL. 33033

305-245-2581

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## Higher Education Emergency Relief Fund (45 day) Report Emergency Financial Aid Grants to Students

July 1, 2020

Piberry Institute (OPE ID: 04246900) received education stabilization funds under Section 1800(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.

The institution appreciates that Congress and the President have made these critical funds available for eligible student 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.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education's ("Department") Electronic Announcement of May 6, 2020. For questions or concerns regarding this Fund report, please contact: Marion Carberry , President at [mcarberry@piberry.edu](mailto:mcarberry@piberry.edu).

1. The institution 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 has received from the Department pursuant to the institution's Certification and Agreement on May 21, 2020 [for] Emergency Financial Aid Grants to students is \$46,724.
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 \$46,724. All funds the institution received from the Department for Emergency Financial Aid Grants to students have been distributed.
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 to students under Section 18004(a)(1) of the CARES Act as of May 21, 2020 Fund Report is 70.
5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund report is 70.
6. The method(s) 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 at Attachment A.



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7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants are provided at Attachment B.



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### **Attachment A – Methods used by Institution**

The methodology used by the institution to determine which students received emergency financial aid grants and how much they would receive under Section 1800(a)(1) is as follows:

1. The institution developed its own system and process for determining how to allocate the emergency financial aid grant funds, which included distribution of funds to all students 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 to students under Section 18004(a)(1) of the CARES Act.
2. The institution complied with the statutory requirement that the funds be used to cover 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 childcare).
3. An Eligibility Form was sent to students to that the institution used to determine students' eligibility for the grant and the amount for which students were eligible, [*see Attachment B-Communication #2B*]
4. The institution prioritized the students with the greatest need and established a maximum funding threshold of \$800 to ensure that these funds were distributed as widely as possible.
5. The institution considered students with the lowest EFC of zero (0) for the current academic year first to determine which students received the maximum grant amount of \$800 and determined pro-rated grant amounts ranging from \$776 to \$200 for students with EFC's greater than 0 or that are Title IV eligible, but not Pell Eligible.



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## **Attachment B – Directions to Students regarding the Emergency Financial Grants**

The institution issued a series of three (3) communications to students which provided instructions and guidance provided to students concerning the Emergency Financial Aid Grants. Copies of the 3 communications are copied below.

### **Communication #1 -Emergency Grant Announcement to Students**

4/18/2020

Dear {STFNAME},

On behalf of the Executive Board, we are happy to inform you that Piberry Institute is working to obtain emergency cash grants for you from the US Department of Education.

Clearly, this is very unusual times and COVID-19 is affecting each of us differently. We understand that you are facing a level of uncertainty and anxiety like never. And through it all, you must still find ways to stay healthy, meet the demands of your personal finances, and keep a positive attitude for the children, your family, and friends. We continue to pray for everyone's safety and ask that you remain steadfast and know that it will soon past and we will get back to a new sense of normal.

Piberry Institute wants to help ease some of your ongoing concerns as you continue to reach for your educational goals. In the upcoming weeks, we will be securing emergency grant funds from the US Department of Education for you; this is a cash grant that you can use for expenses relating to food, housing, transportation, childcare, and school supplies. You can use this cash grant in whatever ways you want; for personal bills or for any outstanding tuition charges you may have that are not covered by your financial aid. Other great news is that Piberry Institute will be investing in its IT technology and Simulation capabilities to ensure that you are provided with adequate resources to enhance your learning experience during this unusual time.

**We do not yet have the date when these grant funds will be paid to you.** However, we will keep you updated and informed. By Thursday, April 23, 2020, we will send you a Request for Grant Funds COVID-19 form to complete and return to us. The form will detail the monetary amount each student will receive. This grant does not affect your financial aid benefits in any way. Each student in attendance at Piberry Institute is eligible for this grant.

**Please do not call us to ask about the grant. We will notify you by email and by telephone about our progress in obtaining these funds for you.**

Continue being positive and stay safe. We ask that you remain focused on your academic goals and dedicate the time needed for you to remain successful in your programs. Keep in mind that attendance requirements have not changed. You are still expected to be in class as scheduled from 8:30AM - 1:30PM or from 5:30PM - 10:30PM.



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We hope that this cash grant when received will help in some way, during this unprecedented time. We look forward to getting the funds to you as soon as possible. We will stay in touch!

Sincerely,  
PiBerry Institute, Office of the President



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**Communication #2A – Notice to Students to Complete Eligibility Form**

4/25/2020

Dear {STFNAME},

As we communicated last week, Piberry Institute has applied for the Student Emergency Grant on your behalf. We are still awaiting approval and have no further information to share as to a date any payments will be made. However, we are moving forward to make sure eligible students get the opportunity to apply for this grant.

As such, please see the attached form for you to complete and return to us. You can return it by mail, email, scan, fax, or you can drop it off to the campus.

Sincerely,

Piberry Institute



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**Communication #2B –Eligibility Form to Students**

**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 Financial Aid Officer, Bursar, or 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:

Postal Address:

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 childcare expenses
- Other

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.

Student Name \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Administration Use Only**

Administrator Name: \_\_\_\_\_ Administrator Position: \_\_\_\_\_

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



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**Communication #3 –Instructions for Students to Receive their Emergency Financial Aid Grant**

6/1/2020

Dear {STFNAME},

On behalf of the Executive Board, Administrators, Faculty and Staff, we are happy to inform you that Piberry Institute has received a grant in the amount of \$46,724 under the Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act from the US Department of Education on your behalf. The total amount of this grant is distributed to students in the form of cash.

Clearly, COVID-19 has affected us all differently. We hope that this grant will help you and your family in the areas of need that you have indicated on your Grant Student Request Forms that you submitted earlier this month.

As a token of our appreciation and concern for all of our students, Piberry Institute is giving CARE Packages that consists of groceries to make a wholesome and nutritious meal. You will get this CARE Package when you pick up your Grant check. We hope that the CARE Package will also help to ease some of the burdens you are enduring during this unprecedented time.

Your check and Grocery pick-up is at the Piberry Institute Campus located at 30356 Old Dixie Hwy, Homestead, FL. 33033 on Friday June 5th from 10:00AM to 2:00PM.

Upon your arrival to pick up your check and groceries, we will confirm receipt of your Student Grant Request form. If we do not have your form on file, we will request that you complete one prior to the check being issued to you. All pick-up will be done at reception. You must wear a mask and practice hand hygiene while at the building.

ALL Piberry Institute Students currently in attendance will receive the Care Package. If you are receiving a check, you will be notified by a separate email.

Please continue to stay positive and safe. We ask that you remain focused on your academic goals and dedicate the time needed to remain successful in your programs. Keep in mind that attendance requirements have not changed. You are still expected to be in class as scheduled from 8:30AM - 1:30PM or from 5:30PM - 10:30PM.

We look forward to seeing you call next week.

Sincerely,

Piberry Institute, Office of the President