

DAYTONA COLLEGE
Higher Education Emergency Relief Fund Report –
Emergency Financial Aid Grants to Students

May 27, 2020

Daytona College (OPE ID:3939600) 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.

The institution 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.

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, 2020.¹ For questions or concerns regarding this Fund Report, please contact **William Bradley, Director of Finance, at bbradley@daytonacollege.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 will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$150,667**.
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 **\$43,680**.
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 **110**.
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 **105**.
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 at **Attachment A**.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.

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

Attachment A

DAYTONA COLLEGE, 03939600 ATTACHMENT A METHODOLOGY FOR DISTRIBUTION OF STUDENT EMERGENCY FINANCIAL AID GRANTS UNDER Section 18004(a) (1) of the CARES Act

Daytona College is pleased to announce that our eligible students are able to participate in the CARES Act, HEERF Emergency Grant program. As a small institution, we are grateful for the opportunity to help our students with funds to assist them during the COVID-19 crisis. In order to determine the eligibility of each student, our Financial Aid Director and institutional leaders met to discuss and determine the criteria for disbursement methodology for the awards. Daytona College wanted to ensure that the emergency grant dollars were distributed to eligible students as quickly as possible, so based on a review of guidance by the USDOE and the Cares Act, the leadership team took the following steps:

1. All Title IV eligible students from residential programs were identified and their Pell eligibility was reviewed. In an effort to alert the students and to promote quick distribution of the funds, we emailed every one of these Title IV eligible students to announce the grant availability. We wanted to ensure that emails were current and if there were any initial questions, students could respond. We asked the students to watch for a follow up email that we sent two days later. Students who were ACTIVE with a start date of 4.20.20 or before were contacted
2. A follow up email included a simple attestation form completed by the student which indicates the interest in receiving the grant, and information regarding need to cover expenses related to the disruption of campus operations as they relate to the student's cost of attendance. These criteria include expenses such as food, child care, housing, course materials and technology. The student provided certification via DocuSign and the form was submitted by return email.
3. Of the 119 emails sent, to date, 110 students accepted the grant. Nearly all of the respondents stated they and their families have suffered a loss of income as a result of COVID-19 and thus were planning to use the funds to assist them with cost of attendance needs as they continue their education. Most of the students submitted their responses within 12-48 hours of receipt of the form, which indicated to us their sense of urgency and interest. A copy of the form is attached.
4. After reviewing the submissions, an initial award of \$416 was made to each of the respondents by check, which, when totaled, accounts for approximately 28 percent of the funds designated for students. Subsequent disbursement amounts are TBD. We will offer subsequent disbursements to eligible active students who meet the established criteria during the months of June and July, 2020.
5. We established a new checking account with our local bank for the purposes of distribution of the funds. We began disbursing individual checks on 05.14.20. As of 5.27.20, 105 students have received their first disbursement. Each student completed another form upon check receipt to certify that they understood the purpose of the emergency grant. This form is attached.

Attachment B follows



Section 18004 CARES Act - Student Application for Emergency Aid

Student Name: _____

Current Mailing Address: _____

Phone number(s): _____ Email Address: _____

By submitting this form, I am requesting an emergency student aid grant. I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and child care. I understand that The Secretary of Education does not consider these individual emergency financial aid grants to constitute Federal financial aid under Title IV of the HEA.

Student Circumstances – I am requesting emergency aid based on the following:

- ☐ Loss of Income
- ☐ Change in Housing
- ☐ Change in Child Care
- ☐ Need for Course materials / Technology for online participation
- ☐ Other (Please Describe):

I certify the following:

- I am eligible for Title IV Federal Financial Aid.
- I understand that any money received is intended to cover my expenses related to the disruption of campus operations.
- All information provided as part of this application is true and correct to the best of my knowledge.

I give my consent to **DAYTONA COLLEGE** to use the information provided herein for the purpose of calculating the award of emergency financial aid in accordance with the CARES Act.

Student Signature/E-signature: _____ Date Signed: _____



425 South Nova Road
Ormond Beach, FL 32174
P: (386) 267-0565
F: (386) 267-0567

Section 18004 CARES Act - Student Acceptance of Emergency Aid

Student Name: _____

Last 4 Digits of SSN: XXX-XX- _____

Current Mailing Address: _____

Amount of Award: _____

I accept the grant award provided to me from funding made available to my institution under the CARES Act.

I certify the following:

- All information provided as part of this application is true and correct to the best of my knowledge.
- I am eligible for Title IV Federal Financial Aid.
- I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and child care. The money I am receiving is intended to cover my expenses related to the disruption of campus operations.

Student Signature/E-signature: _____

Date: _____