

**Policies and Procedures Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSAA), signed into law on December 27, 2020**

Updated August 18, 2021

*On March 27, 2020, Congress authorized the US Department of Education to provide Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funds provided to students through CARES and subsequent CRRSAA acts are for the disruption of campus operations due to coronavirus, such as food, housing, course materials, for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care.*

*Merkaz Bnos will be disbursing funds to enrolled students, prioritizes the **neediest of students**, based on the following criteria:*

- You must be eligible to receive Title IV Aid and/or New York State Tuition Assistance Program:  
This means you must be eligible to receive such as one or more of the following federal aid programs: Pell Grant, FSEOG, Direct Loan, Federal Work Study or a student may prove financial hardship via proof of receiving any Public Assistance such as Food stamps, Medicaid or unemployment benefits for a student or for a parent if the student is dependent.
- You must be actively enrolled in a Diploma or Certificate program at Merkaz Bnos at the time when you receive the grant.
- You must be a student at good standing as defined at the Merkaz Bnos catalog.
- Effective August 18, 2021 and thereafter the maximum award for the attending Full-time eligible students will be \$4,000. Eligible students, attending Merkaz Bnos on August 18, 2021, who received a lesser amount of only \$1,800, may be eligible to receive an additional award of \$2,200 (total of \$4,000). Or the amount requested by the student, on the special grant request form, whichever is less. This method of fund distribution will be used equally for all eligible students.
- These funds are a grant. They are not a loan and do not require to be paid back. These funds are also nontaxable for federal purposes.
- According to the US Department of Education, the funds shall not be used for any purpose other than the direct payment of grants to students for their expenses related to the disruption of regular campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care or as indicated on their request form. Therefore, students must inform Merkaz Bnos in writing to what purpose(s) the funds shall be used.
- Funds will be provided to students in the form of a check, and may be picked up by student or mailed out to the student via US Postal Service.
- Eligible students will be required to complete a special form requesting the funds and confirm the receipt of the grant.
  - o Confirmation on the special form includes that the student has been negatively impacted by COVID-19.
  - o Which of the allowable uses the student intends to use the funds for including (Food, Housing, Course materials, Technology and for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care.
  - o Correct spelling of the student's name.
  - o Mailing address - any errors in mailing address that result in a lost check may result in a bank related fee and/or delay on replacement funds.
- Up to a maximum of \$742,349 of the funds received may be available to be distributed to the eligible enrolled students affected by COVID-19.
- Student disbursements will be tracked using the CARES/HEERF Grant template and posted on the school website [www.mbs-career.org](http://www.mbs-career.org)
- A copy of the request for Emergency Financial Aid Grants Fund form will be maintained in the student file.

**The students will be informed about the policies concerning the CARES and CRRSAA Acts funds and receive the proper form through the college website [www.mbs-career.org](http://www.mbs-career.org) and/or via email. Once the necessary form is completed and received by the school, the funds will be distributed within 10 days.**



2115 Benson Avenue  
 Brooklyn, NY 11214  
 Tel. (718) 234-4000  
 Fax. (718) 234-4475

## REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS

**Under the CARES Act, Pub. L. No. 116-136 and the  
 Coronavirus Response and Relief Supplemental  
 Appropriation Act, 2021 (CRRSAA), signed into law on  
 December 27, 2020.**

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Street Address** at which I am sure to receive my Grant check: \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing course materials, technology, for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care \_\_\_\_\_ YES \_\_\_\_\_ NO

<u>CATEGORY OF EXPENSE</u>	<u>AMOUNT I HAVE PAID OUT</u>
FOOD	\$ _____
HOUSING	\$ _____
COURSE MATERIALS List Materials: _____	\$ _____
TECHNOLOGY List Technology: _____	\$ _____
HEALTH CARE	\$ _____
CHILD CARE	\$ _____
OTHER (SPECIFY) _____	\$ _____

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students.

I have received a copy of Policies and Procedures for Emergency Financial Aid Grants to Students.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ \_\_\_\_\_

CHECK#: \_\_\_\_\_

Signature and Title of School Representative: \_\_\_\_\_

I certify that I received an emergency financial aid grant from Merkaz Bnos in the amount of \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



2115 Benson Avenue  
Brooklyn, NY 11214  
Tel. (718) 234-4000  
Fax. (718) 234-4475  
www.mbs-career.org

## CARES/HEERF GRANT FUNDS ACKNOWLEDGMENT & CONSENT FORM

The CARES/HEERF Grant funds may be applied to the student account upon consent. It is acknowledged that it is an option to have the funds applied to the student account and that it is not required to do so. A student may elect to have the CARES/HEERF funds disbursement directly to him or her.

**NOTE:** Any funds that exceed the balance on the student account will be refunded directly to the student.

Student Name (Printed): \_\_\_\_\_

Student SSN: XXX-XX-\_\_\_\_\_

I \_\_\_\_\_ hereby give my consent to Merkaz Bnos and hereby request to apply my CARES/HEERF grant disbursement directly to my student tuition account.

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

I acknowledge that having the grant funds disbursed/credited to my student tuition account is an option and I am not required to have the funds disbursed to my student account. I may receive the grant paid directly to me by check.

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