

1. November 4, via Populi, AIAM notified all Fall 2020 active and LOA AIAM students without FAFSAs that they have until November 6 to complete their FAFSA so that they can prove eligibility to apply for an emergency grant. The FAFSA must have a resulting EFC determined by the US Department of Education for the application to be considered. All interested students completed their FAFSAs. The USDE has indicated that these funds are limited to students who are Title IV eligible or could be Title IV eligible. Per ED's guidance "If a student has filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 the HEA."
2. November 9, 2020 AIAM notified via Populi all Fall 2020 active and LOA students with FAFSAs of their eligibility for the emergency grant program and the following steps:
 - a. A Right Signature document called AIAM CARES Act Emergency Student Grant Application was prepared for each eligible student and emailed to their primary email in Populi.
 - i. Students must complete their AIAM CARES Act Emergency Student Grant Application by November 20, 2020. The application has 4 steps, all of which are completed electronically.
 1. The interested student applies electronically;
 2. AIAM allocates and electronically notifies each student of their allocated amount;
 3. Student e-signs to accept the amount;
 4. AIAM writes the check, records the check number, and the student is notified of this electronically.
3. Between November and November 16, students who did not apply were reminded through RightSignature three different times to apply and they were also sent an additional notification of eligibility through Populi to each of their known emails.
4. AIAM used an auditor supplied spreadsheet to summarize student grant requests received and provide a draft allocation for each request. Student applications were reviewed. Updated addresses were updated in Populi and QuickBooks. The answers were recorded in an auditor supplied excel worksheet. All applicants were set up as payees with the bank.
5. November 17, the CFO, Controller, Campus President and Director of Financial Aid reviewed, suggested changes, and then approved final allocations. AIAM was allocated \$409,311 by the US Department of Education for the Institutional grant and \$188,888.70 was allocated amongst 293 students based on their answers to the six questions, each yes answer was allocated \$170.01. Each student received between \$170.94 and \$1,025.64. Twenty-eight eligible students did not apply.
 - a. No allocations were given to students who answered "No" to "have you incurred expenses due to disruptions caused by the Coronavirus pandemic?"
 - b. If a student answered "No" they had not incurred expenses yet subsequently answered yes to any of the 6 questions about how they were affected, each was given another application and the opportunity to submit updated answers. They were notified of this through Populi email. They received reminders through RightSignature if they did not complete their application.
 - c. No allocations were given to students on LOA not due to COVID.

- d. No applications were accepted after 12 PM on 11/16/2020. All outstanding applications that were not completed were voided in RightSignature to ensure that the application was no longer viable.