

Total Amount of Student Funds: **\$91,766**

Total Amount Awarded (as of December 1, 2020): **\$70,500**

Estimated Total Number of Eligible Title-IV students: **40**

Total number of students, to date, that have received payment from the Emergency Financial Aid Grant under section 18004(a)(1) of the CARES ACT: **39**

**Created: June 4, 2020**

**Quarter 2 October 1, 2020 – December 31, 2020**

1. Taylor Business Institute received funding from the federal government for a grant under the CARES ACT as part of the Higher Education Emergency Relief Fund (HEERF). The school signed and returned the Certification and Agreement as of May 5, 2020 as required under the CARES Act with its assurance that the school will use no less than 50% of the CARES Act funds for Emergency Financial Aid Grants to students.
2. The total amount received from the HEERF as part of the CARES Act Emergency Financial Aid Grants to Students was \$91,766. This funding will be disbursed as emergency checks to eligible students in need who were enrolled, as of March 13, 2020, are currently enrolled or may enroll during this time of disruption.
3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of May 5, 2020, the date of submission (i.e., as of the 30-day report and every 45 days thereafter).
  - \$0 as of the 30-day report, June 4, 2020
  - \$36,000 as of the date of distribution June 17, 2020.
  - \$57,000 as of the date of distribution August 31, 2020
  - \$60,000 as of the end of Quarter 1 September 30, 2020
  - 70,500 as of the end of Quarter 2 December 31, 2020
4. The estimated total number of students at the institutions who are or could be eligible to participate in the Federal student financial aid programs under Section 484 of the Higher Education Act of 1965 as amended, and thus are eligible to receive Emergency Financial Aid Grants to students under Section 1804(a)(1) of the CARES Act.
  - 40 students
5. The total number of students that have received an Emergency Financial Aid Grant under Section 18004(a)(1) of the CARES Act.
  - 39 students as of December 15, 2020
6. The method 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:

- The Department of Education has given colleges and universities discretion to determine how this emergency assistance will be disbursed to eligible students. Understanding that many of TBI students have experienced financial hardships as a result of the pandemic, Taylor Business Institute's intention is to ensure that students with the most urgent needs are the first to receive the emergency grant funds. In accordance with the directive from Education Secretary Betsy DeVos, institutions are to prioritize funding for those students with the greatest needs, while distributing grants as widely as possible for maximum impact. The distribution of grants to eligible students is as follows:
  - The institute will base its grant distribution on Pell eligibility. Those students with an EFC of zero, will be the most in need, and will receive \$1500.
  - A Pell eligible student with an EFC greater than zero will be considered for grant funds after those with an EFC of zero
7. Instructions, directions, or guidance provided by the institution to students:

May 14, 2020: Initial Correspondence

**Hello Students,**

**GOOD NEWS For our students whose education has been interrupted by Covid19, Federal Funds are available to assist you.**

**Please contact me @ Financial Aid  
[elana.stokes@tbii.edu](mailto:elana.stokes@tbii.edu)  
312-658-5107**

May 15, 2020: Follow Up Correspondence

**[One-Time CARES Act Application](#)**

May 26, 2020 Email was sent from Dean of Academic Affairs to encourage students to complete their one-time CARES Act application

**Dear Student:**

**I hope you are receiving this message in good health and had a safe and joyous holiday weekend. The purpose of my message is to make you aware that the college has received a student emergency grant through the CARES Act. The grant funds are available for students who have been impacted by COVID-19 outbreak. We are encouraging all students currently attending Taylor Business Institute to complete the application to qualify**

for the grant. You can access the application by clicking on the link provided below:

[https://docs.google.com/forms/d/e/1FAIpQLScNYa35J-dCOR\\_tDPfWMWZD5jRw6c7EVW4--L51C1oSACiRFQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScNYa35J-dCOR_tDPfWMWZD5jRw6c7EVW4--L51C1oSACiRFQ/viewform)

The funding provides a great opportunity for students to receive the necessary help in time of their need. The funds are limited and the applications will be processed on first come first serve basis. Therefore, I strongly advise that you complete the application at your earliest to qualify and to receive funds. The college has already received some applications so if you have already submitted the application you don't have to submit it again. If you need assistance with the application or have questions, please do not hesitate to contact me at (312) 658-5113 or Elana Stokes at (312) 658-5107.

June 15, 2020: Updated Email to students from the Director of Financial Aid

**Dear Students:**

I thank you for your patience regarding the CARES ACT Funds. As it stands this is our process; checks will be written and will be in the mail tomorrow, Tuesday June 16<sup>th</sup>. Check pick up will be an option provided by contacting Financial Aid first.

June 16, 2020: Director of Financial Aid informed students of the method they may receive their checks [ update: continues to be sent out with coordinating dates]:

To abide by the rules of social distancing here at Taylor business Institute this is how the pickup will go.

**Pick up from 10 AM - 2PM, WEDNESDAY JUNE 17TH**

- 1. You must always be wearing a mask in the building MAXIMUM OF 3 PEOPLE IN THE ELEVATOR AT ONE TIME**
- 2. Arriving Please see Gabby at the front desk MAXIMUM 2 PEOPLE AT RECEPTION AT ONE TIME**
- 3. IF SOMEONE IS IN FRONT OF YOU STAND ON THE NEXT RED STICKER BEHIND THEM**

If you have old textbooks from the past quarters and would like to return them you may bring them with you to the FRONT DESK

**You may not wander the halls of the school in an effort to reduce contact with surfaces and with others.**

**MOST IMPORTANTLY: If you are having any symptoms of the flu or have a fever over 99 degrees please stay home, to ensure the safety of yourself and others.**