



HEERF III Grant Disbursement Policy

EMERGENCY FINANCIAL AID GRANT FUNDS

AUTHORIZED by THE CORONAVIRUS RESPONSE and RELIEF SUPPLEMENTAL APPROPRIATIONS and the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2).

NEW YORK MEDICAL CAREER TRAINING CENTER has applied for Proprietary Institution Grant Funds for Students. The funds shall be disbursed in the following manner:

- 1) **The Grant Funds will be disbursed to each enrolled student as of January 24, 2022, including students who are on a Leave of Absence.**
- 2) **For future enrolled students, each must meet with Financial Aid to be notified of the of the Grant Funds whether they are going through Financial Aid or not.**
- 3) **Eligible students must have completed and returned the required Authorization Form for Grant Funds via hard copy or encrypted email to designate how they would like to receive their grant. Hard copies will be sent on a case-by-case basis.**
- 4) **The total amount of grant funds received is \$298,420.00. The funds received will be divided equally among all currently enrolled students as of January 24, 2022 in the amount of \$637.65 per student.**
- 5) **Once the school receives the Authorization Form for Grant Funds, the funds will be disbursed by check. The check will be directly given to the student.**
- 6) **Student disbursements will be tracked using the HEERF III Grant template.**
- 7) **A copy of the Authorization Form for Grant Funds will be maintained in the financial aid office in a specific HEERF III file. If the student is not currently receiving Title IV aid, but is eligible for the Grant Funds, a separate file will be created for the returned forms along with a copy of the student's SSN Card.**
- 8) **If the student decides to receive the Grant Funds via check, a copy of the check will be maintained in the student financial aid file.**
- 9) **Students who have not cashed/deposited the disbursement checks within 15 calendar days will be contacted by phone to ensure the disbursement has been received.**
- 10) **Upon a 30-calendar day lapse, uncashed disbursements will be subject to Stop Payment and a new disbursement will be issued once communication with the student reconfirming the mailing address has occurred.**

NEW YORK MEDICAL CAREER TRAINING CENTER