

Seattle Campus:

October 8, 2021

**1. The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs.**

2019-2020 school year: 172

2020-2021 school year: 105

2021-2022 school year: 127

**2. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CRRSAA and ARP (a)(1) and (a)(4) programs.**

Eligible students were sent a survey composed by the Head of School asking several questions related to the impact of COVID-19 on their lives and education. The surveys were collected, compiled, and analyzed. Head of School met with each student to ensure proper documentation and clarifications were obtained. On completion of the data collection and analysis process, awards of available funds were determined for each student. The survey results and any clarification results are available for review by request.

**3. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.**

The following instructions and guidelines were given to students from the institution regarding Emergency Financial Aid Grant applications:

AIE has been given an additional grant through the US Department of Education's American Rescue Plan ([HEERF III](#)). You are eligible to apply for funding through this grant. If you choose to use grant funds to pay down your tuition balance in lieu of receiving funds directly, you must instruct us to do so in writing.

The following examples are considered appropriate supporting documentation for this grant application:

1. Letter or memo from your employer stating you were laid off due to COVID-19 circumstances.
2. Letter or memo from your employer stating your varied/limited work schedule is related to COVID-19 circumstances.
3. Letter or memo from you or your family member's health care provider documenting the high-risk health conditions preventing you from working outside the home.
4. Letter or memo from you or your family member's health care provider documenting the hospitalization or illness from COVID-19.

5. Letter or memo from your landlord stating you are required to continue to pay your rent on time and in full during COVID-19.