

**Emergency Financial Aid Grants to Students**  
**Under the Coronavirus AID, Relief, and Economic Security (CARES) Act**  
**Frequently Asked Questions (FAQ)**

- **What is the Emergency Relief Grant?**
  - The U.S. Department of Education has made Emergency Financial Aid Grants available to students of Career Quest who need financial support for their expenses related to the disruption of campus operations due to the Coronavirus pandemic. These funds permit students to apply for need-based grants for Coronavirus related expenses that you have incurred or will incur in completing your education such as food, housing, course materials, technology, health care and child-care.
  
- **Who is eligible for this grant?**
  - This grant is payable to active students who are in good standing, Title IV eligible, not in default on any student loans and making Satisfactory Academic Progress (SAP) as defined by our School Catalog and was affected by the COVID-19 Pandemic. An active student is defined as those students who are currently attending classes or on an approved COVID-19 Leave of Absence (LOA). This grant is not payable to graduates, withdrawn students or students on a Period of Non-Enrollment (PNE).
  
- **How do I apply for the grant?**
  - In order to receive these grant dollars a student attestation application form will need to be returned to Career Quest Via DocuSign within five business days of receiving the form. Career Quest will send you the student attestation application form via your email address that we have on file. You will complete, sign, return the form also via DocuSign.
  
- **What is the maximum grant amount?**
  - The maximum grant amounts eligible are determined by the total grant dollars we receive from the U.S. Department of Education and the information provided on the student attestation. Once the grant dollar amounts have been determined for each active student (as defined above) an initial payment will be calculated and processed for each eligible student. Three other important considerations: 1). Not

every student will receive the maximum grant dollars due to the information provided on the student attestation application.

2). Students will need to be in good standing, making SAP, Title IV eligible, not currently in default on any student loans and be in active status to receive grant payments. 3). Once Career Quest's Campus Administration has determined your initial share of the grant dollars and the first payment is made, subsequent payments, if any, may be more or less than the initial payment based on available funding and your student status.

- **What type of supporting documentation do I need?**

- You will simply need to complete the student attestation application form and return it to Career Quest Via DocuSign within five business days of receiving the form.

- **Who can I contact if I have questions?**

- You can contact your respective Financial Aid Officer listed below:
  - Jackson Campus Students: Theresa Coats @ [TCoats@careerquest.edu](mailto:TCoats@careerquest.edu) or 517-853-7239
  - Lansing Campus Students: Kathy Connors @ [KConnors@careerquest.edu](mailto:KConnors@careerquest.edu) or 517-853-7261
  - Mt. Pleasant and Bay City Campus Students: Melissa Smith @ [msmith@careerquest.edu](mailto:msmith@careerquest.edu) or 989-817-4748

- **When will the funds be available?**

- Upon receipt of the student attestation form, Career Quest's Campus Administration will issue the grant checks to active and eligible students at the next payment cycle which will be week 4 of each campus module.

- **How will these funds be disbursed?**

- Checks will be sent directly to your current mailing address via the United States Postal Service (USPS).

**Signature:** \_\_\_\_\_

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

