

Dear Career Quest Students:

To say that we are facing unprecedented times in relation to the COVID-19 pandemic would be grossly understated. I can't begin to understand the mental and financial hardships that have fallen onto so many of you as a result of these recent events. I want to reassure you that your instructors, administrative staff, campus presidents, and myself, are always here to help you in any way that we can so you may continue on your journey toward a more successful and fulfilling career.

Recently, the Department of Education made Emergency Financial Aid Grants available to students of our institution who need financial support related to the disruption of campus operations due to the COVID-19 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. This includes costs such as food, housing, course materials, technology, health care and child-care.

I am pleased to announce that Career Quest Learning Centers has just received these funds from the Department of Education, and our plan is to disperse checks to those eligible students as quickly as possible. To do this, each eligible student ("eligible" is defined in the attached FAQ) must complete and sign a **Student Attestation** document to determine the amount of funds that will be distributed to them. Since students will not be able to sign and complete these forms in person, our Financial Aid Department will be sending the **Student Attestation** document via DocuSign to student emails sometime within the next few days. Upon receipt, you will then have five business days to sign, complete, and return the form electronically. Rest assured, if you receive an email via DocuSign from the Career Quest Financial Aid Department the email is safe to open and complete. Make sure the information you submit is accurate and up to date.

I know you will have many questions. First, take a look at the attached Frequently Asked Questions (FAQ) document which will hopefully answer most of your questions. If there is anything additional, reach out to your respective Financial Aid Officers whose contact information is listed on the FAQ.

I hope that these additional funds provide relief to those who need it most. I do want to say that I am very proud of each and every one of you for the obstacles you have overcome thus far. But, I also can't say that I'm surprised. After all, our students are what makes Career Quest simply the best choice. Continue to stay home and keep your families and communities healthy and safe. We can't wait to see you back on campus as soon as we can return to our normal campus-based instruction.

Sincerely,

Dr. Jim Hutton

CEO, Career Quest Learning Centers