

**Webber International University and  
its branch campus St. Andrews University (“the institution”)  
30 Day Report as required by US Department of Education (“the Department”)  
Date of Report Submission: June 16<sup>th</sup>, 2020**

Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act” or the “Act”), Pub. L. No. 116-136, 134 Stat. 281 (March 27, 2020), directs institutions receiving funds under Section 18004 of the Act to submit (in a time and manner required by the Secretary) a report to the Secretary describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”). Pursuant to guidance received by the Office of Postsecondary Education on May 6, 2020 as of June 16<sup>th</sup>, 2020 we report as follows:

1. We acknowledge that we have signed and returned to the Department the Certification and Agreement and provide assurance that we have used, or intend to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.
2. We have received, on May 18<sup>th</sup>, 2020, \$735,270.00 from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students.
3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of submission is \$62,751.51.
4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act: 917.
5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act: 77.
6. The method(s) 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.

Distribution Round 1

Distribution Class 1.1 Graduates: The institution has 160 Title IV eligible domestic undergraduate students who completed or were scheduled to complete their degree in May of 2020 (Distribution Class 1.1). We have allocated \$300 for each student in this class, for a total of \$48,000. To receive this payment students must complete a simple on-line form providing their current contact information and certifying that they had more than \$300 in COVID-19 related additional cost of attendance expenses. Students will have until 5:00pm EDT Friday, June 26<sup>th</sup>, 2020 to complete this form. We anticipate all eligible funds will be distributed via check by 5:00pm EDT Friday, July 17<sup>th</sup>, 2020. Any funds allocated under this class which are not distributed will be returned to the general pool.

Distribution Class 1.2 Students Who Have Not Graduated: The institution has 567 Title IV eligible domestic undergraduate students who were registered full time in face-to-face classes for the spring 2020 semester and are registered for fall 2020 classes (Distribution Class 1.2). We have allocated 85% of the funds not allocated to Distribution Class 1.1 for a total of \$584,179.50. We have allocated \$500 to each student in this class as a base grant (1.2.a). We have allocated an additional \$500 to each student in this class who resided on campus (1.2.b). We have allocated the remaining funds for this distribution class based on each Distribution Class 1.2 student's spring 2020 PELL Grant award / the total spring 2020 awards for all PELL Grants for all Distribution Class 1.2 eligible students on his or her campus, for an additional award (1.2.c) ranging from \$0 to \$969.41. These three awards combine for a total award ranging from a low of \$500 to a high of \$1,969.41. To receive this payment, students must complete a simple on-line form providing their current contact information and indicating the economic injuries they suffered as a result of COVID-19 related additional cost of attendance expenses. Students will have until 5:00pm EDT Friday, June 26<sup>th</sup>, 2020 to complete this form. We anticipate all eligible funds will be distributed via check by 5:00pm EDT Friday, July 17<sup>th</sup>, 2020. Any funds allocated under this class which are not distributed will be returned to the general pool.

We are developing a plan to rapidly and equitably, within the scope of all available guidance, distribute all funds, by need and upon application, remaining after Distribution Round 1.

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

--- Begin Email to Distribution Group 1.1 ---

Dear <Redacted: Student Name>:

First, on behalf of the entire University, congratulations upon graduating. This is truly one of life's biggest accomplishments, and we couldn't be prouder. As the first in my family to graduate from college, nobody needs to tell me how much a college degree transforms your life!

Second, please watch your emails for information regarding the actual graduation ceremony. As you probably don't know, my mother died one month after watching me graduate from college – and a bunch of years later I am still glad I did not succumb to the temptation of not going but rather gave her the satisfaction of seeing her child graduate from college – so I know personally what a big deal graduation is. We heard you loudly and clearly – even amongst those of you who know what a “virtual graduation” is, you wanted the real thing.

Third, as you might have heard, the federal government gave us a small amount of money to distribute to students to help them with some of their COVID-19 related additional costs of attendance. Recognizing that in addition to the other unbudgeted costs you may have incurred dealing with this virus is the cost of returning for graduation, we have allocated \$300 per domestic, Title IV eligible undergraduate graduate.

BUT, we are fiduciaries for this money. In order to send you a check we need you to verify your address and certify your need. Fortunately, this is a quick and easy process. Just click

<Redacted: Distribution Form URL> or scan the QR code at the bottom of this email to get to a very quick Survey Monkey form.

Again, congratulations on the achievement, and we look forward to seeing you in person at graduation!

**So important it's in red bold italics: 5pm EDT Friday, June 26, 2020. That's when your form has to be in.** Our mandate is to distribute the money quickly, and when it's gone, it's gone, and if you didn't get your form completed on time there's nothing we can do.

Best regards,

Keith Wade, President & CEO

<Redacted: Distribution form QR Code>

--- End Email to Distribution Group 1.1 ---

--- Begin Email to Distribution Group 1.2 ---

Dear <Redacted: Student Name>:

First, I want to let you know we're proud of you. 95% of students – regardless of where they were attending school (from the Ivy League to the local community college, the results were the same) hated on-line education. But you made it through. And we can't wait to see you in person to share a good laugh about it.

As you might have heard, the federal government gave us a small amount of money to distribute to students to help them with some of their COVID-19 related additional costs of attendance. Based on our analysis, it appears that you are eligible for some of this.

BUT, we are fiduciaries for this money. In order to send you a check we need you to verify your address and certify your need. Fortunately, this is a quick and easy process. Just click <Redacted: Form URL> or scan the QR code at the bottom of this email get to a very quick Survey Monkey form.

Again, congratulations on being another year closer to your goal, and we look forward to seeing you in person very, very soon.

**So important it's in red bold italics: 5pm EDT Friday, June 26, 2020. That's when your form has to be in.** Our mandate is to distribute the money quickly, and when it's gone, it's gone, and if you didn't get your form completed on time there's nothing we can do.

Best regards,

Keith Wade, President & CEO

<Redacted: Application Form QR Code>

--- End Email to Distribution Group 1.2 ---