

Dear (First Name),

Greetings from CIA's offices of Financial Aid and Student Accounts! As you may already know, on March 11, 2021, federal funds were appropriated for the Higher Education Emergency Relief Fund (HEERF) to serve students and ensure that learning continues during the COVID-19 pandemic.

CIA received HEERF funds to support the institution and students with financial need. **Grant amounts were determined based on your Estimated Family Contribution (EFC) as determined by information included in your Free Application for Federal Student Aid (FAFSA) if filed.** HEERF funding is provided directly to the student, and may be used at your discretion for any costs including your cost of attendance at CIA, the costs of daily living, or emergency costs that arise.

You do not have to take any action to receive the grant. If you have direct deposit information on file with the Business Affairs office, the grant payment will be deposited into your bank account. If you do not have direct deposit information on file, a check will be mailed to the permanent home address on record with CIA. Direct deposits should appear in your account by the end of the week; checks should be received within a few days thereafter.

In addition to this payment, all CIA students may request emergency financial assistance from the college. There are two ways to do this:

If you have an immediate emergency financial need, you are eligible to submit an Emergency Aid Request Form. This form is available on MyCIA, our student portal, at my.cia.edu/HEERF. These requests are reviewed weekly, and are intended to provide financial support for emergency situations.

If your financial circumstances have fundamentally changed, you may request a Professional Judgement Appeal through CIA's Office of Financial Aid. Professional Judgement appeals are intended to adjust student aid when financial circumstances are no longer accurately reflected on the FAFSA, such as a permanent loss of job and income. To submit a Professional Judgement Appeal, contact the Office of Financial Aid by email at financialaid@cia.edu.

If you have any questions or need assistance in the near future, please don't hesitate to reach out to either of our offices.

Sincerely,

Marlon Jones
Director of Financial Aid

Annette Szalay
Student Accounts Administrator