

**North Georgia College and State University
ROTC Grant Program**

REGULATIONS

2008 - 2009 Award Year



Effective Date - July 1, 2008



**Georgia Student Finance Commission
2082 East Exchange Place
Tucker, Georgia 30084**

2008 - 2009 AWARD YEAR
NORTH GEORGIA COLLEGE & STATE UNIVERSITY
ROTC GRANT REGULATIONS

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Program Overview.	3
I Definitions.	4
II Student Eligibility Requirements.	6
III Application Process.	8
IV Payment of ROTC Grants by the Commission.	9
V Refund of ROTC Grants to the Commission.	9
VI Records Retention.	10

NORTH GEORGIA COLLEGE & STATE UNIVERSITY ROTC GRANT

PROGRAM OVERVIEW

The North Georgia College & State University ROTC Grant Program (hereinafter referred to as "ROTC Grant") was initiated in the 1977 - 1978 academic year (State Fiscal Year 1978), as authorized by the Georgia General Assembly. The program is governed by the Official Code of Georgia § 20-3-430 and these regulations, which are approved by the Board of Commissioners of the Georgia Student Finance Commission. Official Code of Georgia § 20-3-433 authorizes the Georgia Student Finance Commission to define terms and prescribe such rules, regulations, and procedures as may be necessary to administer this program.

The award amount received by the students each academic year, and the total amount of funds appropriated for the program, are established each year by the Georgia General Assembly during the preceding legislative session and is subject to change during the award year. The ROTC Grant award for the 2008 - 2009 award year is an amount up to \$750 per semester.

(The remainder of this page is intentionally blank.)

I. DEFINITIONS

As used in these regulations, and unless the context requires a different meaning:

“Academic Year” means a period of time, usually eight or nine months, during which a Full-Time student would normally be expected to complete the equivalent of two semesters, three quarters of instruction.

“Application Deadline Date” means the last date on which a student can file an application for an ROTC Grant.

“Audit” means when a student who enrolls in a course for personal development and who does not earn college credit or a grade for the course.

“Award Year” means four consecutive quarters or three consecutive semesters, beginning with the summer term and ending with the spring term.

“Commission” means Georgia Student Finance Commission, the agency responsible for administering certain postsecondary educational student financial aid programs offered by the State of Georgia, and other programs for which funds may be appropriated or assigned to it by the State Legislature, or from other sources, from time to time.

“Degree” means a two-year associate degree or four-year bachelor’s degree conferred on students by a postsecondary educational institution upon completion of an organized program of study at the Undergraduate level.

“Eligible Non-Citizen” means a person who, in accordance with the Federal Title IV Regulations, is a United States permanent resident with a Permanent Resident Alien Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee”, “Asylum Granted”, “Parolee” (I-94 confirms paroled for a minimum of one year and status has not expired); or “Cuban-Haitian Entrant”. Victims of human trafficking, in accordance with the Victims of Trafficking and Violence Protection Act, may also be considered Eligible Non-Citizens. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa are not Eligible Non-Citizens.

“Eligible Postsecondary Institution” means North Georgia College & State University.

“Eligible Student” means a Georgia Resident who is enrolled in the Army Reserve Officers’ Training Corps program at North Georgia College & State University for a minimum of 12 semester hours for a school term, and who meets all of the other eligibility requirements of these regulations.

“Federal Title IV Programs” means student financial aid programs administered by the United States Department of Education that are authorized by Title IV of the Higher Education Act of 1965.

“Full-Time” means a Matriculated student attending North Georgia College & State University who is enrolled for the equivalent of at least 12 semester hours per term.

“Georgia Resident” means a United States citizen or an Eligible Non-Citizen who meets all of the requirements of *Section 1* of these regulations and all other requirements of the *Georgia Residency Requirements for State Programs*.

“Home Institution” means the institution in which the student is normally enrolled and is in a Matriculated status working toward a Degree.

“Matriculated” means the student is a recognized candidate for an appropriate Degree at North Georgia College & State University.

“ROTC Grant” means a State grant program payable to students who are enrolled in the ROTC program at North Georgia College & State University.

“Satisfactory Academic Progress” means the academic standards required of students by their postsecondary institutions in order to be eligible to receive payment from Federal Title IV Programs, in accordance with Federal Title IV Regulations. The standards must include a qualitative component, such as grades, and a quantitative component with a maximum time frame for completion of a student’s program of study (no longer than 150% of the length of the program).

“Transient” means when a visiting student is enrolled in another institution and is granted temporary admission for the purpose of completing work to transfer back to the Home Institution; one who expects to return to the institution in which he or she was previously enrolled.

“Undergraduate” means a student who is in attendance at North Georgia College & State University and who is in the process of obtaining an associate Degree or a bachelor’s Degree.

“Withdrawal Date” means the date the student withdraws, as determined by the institution. The institution must determine the withdrawal date in accordance with the procedures set forth for determining withdrawal date under the Higher Education Act of 1965, as amended.

II. STUDENT ELIGIBILITY REQUIREMENTS

CITIZENSHIP

A student must be a United States citizen or an Eligible Non-Citizen, according to Federal Title IV requirements, for a minimum of 12 consecutive months immediately preceding the first day of classes of the school term for which the ROTC Grant is sought.

RESIDENCY

A student must be a Georgia Resident, in accordance with the *Georgia Residency Requirements for State Programs Regulations*, for a minimum of 12 consecutive months immediately preceding the first day of classes of the school term for which the ROTC Grant is sought.

FULL-TIME STUDENT ELIGIBILITY CRITERIA

The student must be fully admitted, classified and enrolled as a Full-Time Undergraduate student at North Georgia College & State University. A student in Full-Time attendance as specified in these regulations may be enrolled in courses that are remedial in nature or undertaken to remove entrance conditions. If such remedial and/or non-credit study is required or recommended by the educational institution as part of the regular instructional program for that student, he or she may be considered eligible. However, non-credit courses taken entirely on a personal or voluntary basis by the student shall not be included in determining Full-Time status of the student.

Full-Time enrollment is required during the final school term in the same manner as any other school term, even if the student needs less than a full program in order to complete graduation requirements. In certifying to Full-Time attendance, the educational institution bears a responsibility for wise discretion to assure conformity with the intent of the law.

MATRICULATED STATUS OF ELIGIBLE STUDENTS

To be eligible, a student must be in a Matriculated status in an organized program of study leading to an associate or baccalaureate Degree. The student is considered Matriculated when he or she is fully accepted by the institution and enrolled in courses fully recognized at that time as contributing toward requirements for completion of the program. The student, who may be required to complete certain courses to make up for deficiencies in background or training and yet is recognized by the institution as a Degree candidate, is not considered to be fully Matriculated by the Commission and would ineligible for an ROTC Grant if credit toward the Degree is conditional upon satisfactory completion of certain special requirements.

SATISFACTORY ACADEMIC PROGRESS

The student must maintain Satisfactory Academic Progress in a course of study in accordance with the standards and practices of North Georgia College & State University. To determine student eligibility for state grant programs, the institution must apply the same Satisfactory Academic Progress policy as used for Federal Title IV Programs.

AUDIT AND TRANSIENT STUDENTS

The “special” or “irregular” student is ineligible for assistance. Examples of the special student include the Audit student, the Transient student, and any student deemed by North Georgia College & State University not to be in a Matriculated status.

SELECTIVE SERVICE REGISTRATION

A student must meet federal Selective Service registration requirements.

DEFAULT AND REFUND

A student must not be in default on a Federal Title IV or State of Georgia educational loan, nor owe a refund on a Federal Title IV or State of Georgia student financial aid program, nor in any other way be in violation of Federal Title IV Regulations or State of Georgia student financial aid program regulations. If such student has repaid the defaulted loan or refund due in full, or resolved the default status, then he or she may be eligible to receive HOPE Scholarship funds beginning with the school term in which repayment was made in full, but not retroactively for previous school terms. A student’s default status can be resolved by one of three ways: 1) complete an acceptable rehabilitation plan, 2) having the loan repurchased by the original lender and the default status reversed, or 3) by consolidating the loan out of a default status.

DRUG-FREE ACT

A student is ineligible if, in accordance with the Drug-Free Postsecondary Education Act of 1990, he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. A student is ineligible to receive an ROTC Grant from the date of conviction to the completion of the next academic term.

PARTICIPATION IN ARMY RESERVE OFFICERS’ TRAINING CORPS

A student must be enrolled in or plans to enroll in the Army Reserves Officer’s Training Corps at North Georgia College and State University.

ELIGIBLE POSTSECONDARY INSTITUTION

North Georgia College & State University is the only Eligible Postsecondary Institution for participation in the ROTC Grant program.

III. APPLICATION PROCESS

1. The student shall file the North Georgia College & State University ROTC Grant Application in accordance with the instructions contained on the application.
2. The student may submit the application to the authorized school official as early as North Georgia College & State University will permit, but the student must file the application online or in the institution's financial aid office on or before the last day of the academic term or the student's withdrawal date, whichever occurs first, in order to be paid for that academic term. The last day of the academic term is the last day of classes or exams for the institution, whichever occurs later. Supplemental documentation required by the institution or the Commission to support or verify a student's application information may be submitted after the deadline without jeopardizing the student's eligibility.
3. An authorized school official shall review each student's application and institutional records, consult with applicants as may be necessary, and otherwise make any necessary inquiries in order to correctly determine eligibility of each applicant.
4. Before payment by the Commission, a student must be certified by the authorized school official as meeting all of the eligibility requirements of these regulations.
5. The original copy of the certified application shall be mailed to the Commission by the authorized school official as early as possible. Awards shall be submitted and funds disbursed prior to June 15 of the current fiscal year.
6. The authorized school official shall furnish an appropriate notice to any student applicant who is determined to be ineligible.
7. To renew the ROTC Grant each year, the student must file the renewal application by the deadline date established by the financial aid office at North Georgia College & State University, but no later than the last day of the academic term or the student's withdrawal date, whichever occurs first, in order to be paid for that academic term.

IV. PAYMENT OF ROTC GRANTS BY THE COMMISSION

1. The ROTC Grant award amount shall be no greater than \$750 for Fall semester and \$750 for Spring semester, for a total of no more than \$1,500 per Academic Year. North Georgia College & State University does not offer the ROTC program of study for the Summer term.
2. Funds will be issued each school term for and on behalf of students eligible to receive the ROTC Grant on the basis of an official request for payment from the institution in the format and method authorized by the Commission.
3. No earlier than the last day of the drop-add period each school term, the institution may request payment from the Commission for that term.
4. When requesting payment, the institution is certifying that each student so designated as eligible meets all of the requirements of these regulations.
5. Upon receipt of grant payments from the Commission, the school shall credit the amount of each grant on behalf of an eligible student to the account of the student, if the student owes a balance to school. Otherwise, the school shall pay over the same or any remaining surplus amount to the student, or the school may receive a check for each recipient, which are to be issued to each student.
6. Payments of grants for those students approved as eligible by the authorized school official are subject to sufficient funds being made available to the Commission by the State of Georgia under the Act and these regulations.

V. REFUND OF ROTC GRANTS TO THE COMMISSION

BY REASON OF WRONGFUL OR ERRONEOUS PAYMENTS

In the event it is determined at any time that North Georgia College & State University has knowingly or through error certified an ineligible student to be eligible for a grant under this program, or that the Commission has knowingly or through error made payments that were not lawfully due and payable to the institution, such amount shall be immediately refunded to the Commission by North Georgia College & State University. In the event the amount of any refund due and payable to the Commission by the institution is not, upon request, immediately repaid by the institution, no subsequent Commission funds representing grants payable to students attending North Georgia College & State University will be disbursed until the refund due the Commission has been repaid.

BY REASON OF REFUND POLICY

If all or a portion of the charges paid to North Georgia & State University by, for, or on behalf of an eligible student for a particular school term becomes refundable to the student pursuant to a policy, rule, or regulation of the institution, the amount of such refund (not to exceed the amount of the grant paid for and on behalf of the student for the particular school term) shall be paid to the Commission by North Georgia College & State University.

BY REASON OF WITHDRAWAL FROM THE ROTC GRANT PROGRAM

If a student who was initially certified as being eligible withdraws from the ROTC Grant program before midterm, the full amount of the grant paid for and on behalf of the student for that particular school term must be refunded to the Commission by North Georgia College & State University. The institution must have a procedure in place to ensure that ROTC Grant funds do not go to an unintended third party (i.e. State, institution).

VI. RECORD RETENTION

- a. An Eligible Postsecondary Institution shall maintain accurate records, books, documents and other evidence concerning the ROTC Grant Program, including, but not limited to individual student files for the later of three years after the Award Year in which the aid was awarded; or for such other period as required by an applicable statute, rule, or regulation; or such other time as requested in writing by the Commission.
- b. Documentation contained within an individual student file or record, which supports the original determination of a student's eligibility must be retained by the institution and available for review by the Commission on the institution's campus, located within the State of Georgia, for at least three calendar years after the most recent Award Year for which the student received ROTC funds. Institutions are permitted to maintain these documents in an imaged media format. The imaged media format must be capable of reproducing an accurate, legible, and complete copy of the original document.
- c. Such documentation may include, but is not limited to, copies of Permanent Resident Alien Cards, Georgia State Income Tax Returns, student financial aid applications and academic transcripts from previous institutions. Documentation regarding a student's eligibility is not limited to files, records, and other information received and maintained by the institution's Student Financial Aid Office. Documentation supporting a student's eligibility that is received and maintained by the institution's admissions office, registrars office, business office, and other administrative operations of the institution must be available to the Commission for review. It is the institution's responsibility to resolve any inconsistencies or conflicting information within a student's records, prior to awarding or disbursing ROTC funds to the student.

- d. An institution may be required to retain student records involved in a program review, audit, or investigation for more than the three-year retention period described above. If the three-year retention period expires before the issue in question is resolved, the institution must continue to retain all associated records until resolution is reached.

(The remainder of this page is intentionally blank.)