

**North Georgia College and State University
ROTC Grant Program for Future Officers**

REGULATIONS - 1400.

2009 - 2010 Award Year



Effective Date – July 1, 2009



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

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1402. Program Overview.

The North Georgia College and State University ROTC Grant for Future Officers program (referred to in these regulations as the “Future Officers Grant”) was initiated beginning with the 2008-2009 Award Year, as authorized by the Georgia General Assembly. The Georgia Student Finance Commission (referred to in these regulations as the “Commission”) administers the Future Officers Grant program, in accordance with the Official Code of Georgia Annotated §20-3-440 et. seq., in its entirety. These regulations are in full compliance with the law and officially approved by the Board of Commissioners of the Georgia Student Finance Commission.

The Georgia General Assembly finds that it is essential for the national defense that persons are encouraged to consider military leadership positions as an honorable and rewarding career, and that North Georgia College and State University performs a significant role in preparing and training students for professional life in the military. The Future Officers Grant promotes this effort by providing eligible students, who accept military commissions, with financial assistance toward their educational costs at North Georgia College and State University.

Residents of Georgia seeking Undergraduate Degrees from, and only from, North Georgia College and State University (referred to in these regulations as “NGC&SU”) may benefit from this program. Recipients must be participating in the Reserve Officers’ Training Corps (referred to in these regulations as “ROTC”) and have signed a contract to accept a commission as an officer in the Army National Guard or any branch of the armed services of the United States. State revenues provide the funding for this program. The award amount received by the students each Award Year, and the total amount of funds appropriated for the program, is established by the Georgia General Assembly during the preceding legislative session and is subject to change during the Award Year.

1403. Definitions.

“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 or three quarters of instruction.

“Alternative Study” means postsecondary credit-earning coursework made available by NGC&SU to its students in locations outside of the State of Georgia, but within the United States.

“Appeal” means a formal written request from a student to the Commission for a review to determine if a rule, policy, or regulation was applied correctly in an individual’s specific case.

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

“Associate Degree” means a two-year Degree conferred on students by a postsecondary institution upon completion of a unified Undergraduate program of study in an academic discipline or major. Associate Degrees typically require a student to earn at least 60 semester or 90 quarter credit hours.

“Audit” means the act of a student attending a course for the purpose of personal development, with the understanding and agreement of his or her postsecondary institution that no credit hours or grade will be earned for that coursework.

“Award Year” means two consecutive semesters, beginning with the fall term and ending with the spring term, or the Non-Standard Term equivalent, or the Non-Term equivalent.

“Award-Year Reconciliation” means a final student-by-student reconciliation for an Award Year conducted by postsecondary institutions with the Commission, immediately following the completion of an Award Year.

“Baccalaureate Degree” means a four-year Degree conferred on students by a postsecondary institution upon completion of a unified Undergraduate program of study in an academic discipline or major. Baccalaureate (Bachelor’s) Degrees typically require a student to earn at least 120 semester or 180 quarter credit hours.

“Board of Regents” means the governing body overseeing the University System of Georgia.

“Commission” means the 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.

“Continuing Education” means postsecondary level courses designed for personal development or an extension of the traditional on-campus learning process, and does not lead to a postsecondary Certificate, Diploma, or Degree.

“Cost of Attendance” means the estimated expenses, both direct and indirect, which may be incurred by a student to finance the cost of receiving a postsecondary education. As determined by the postsecondary institution and defined by Federal Title IV Regulations, these expenses may include Tuition, fees, room, meals, books, supplies, transportation, and personal expenses.

“Degree” means a two-year Associate Degree or four-year Baccalaureate Degree conferred on students by a postsecondary institution upon completion of a unified Undergraduate program of study in an academic discipline or major.

“Distance Learning” means an educational process that is characterized by the separation, in time or place, between instructor and student. It may include courses offered principally through the use of television, audio, video cassettes/discs, correspondence, audio/computer conferencing, and transmission by computer, Internet, open broadcast, closed circuit, cable, microwave, or satellite.

“Dual Credit Enrollment” means Enrollment by a student in a postsecondary course in which an agreement has been established between his or her high school and a postsecondary institution wherein the student earns credits that count toward high school graduation requirements and also earns postsecondary credit hours for such coursework.

“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 I-151); 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.

“Enroll”, “Enrolled”, or “Enrollment” means a student has completed the registration requirements, as defined by the postsecondary institution, except for payment of Tuition and fees.

“Exception” means a formal approval by the Commission for payment on behalf of a specific student, despite not having fulfilled the regulatory eligibility requirements of the program, based upon the merits of the student’s extenuating circumstances.

“Federal Title IV Programs” means the student financial aid programs administered by the U.S. Department of Education that are authorized by Title IV of the Higher Education Act of 1965, as amended.

“Full-Time” means Enrollment for the equivalent of at least 12 semester hours per school term of postsecondary credit of a Matriculated student at NGC&SU.

“Future Officers Grant” means the North Georgia College and State University ROTC Grant for Future Officers program.

“GCollege411” means the Commission’s website that provides information on careers, Georgia’s postsecondary institutions, student financial aid, and accesses electronic college and financial aid applications.

“Georgia Resident” or “Georgia Residency” means an individual or the status of such individual who is a United States citizen or Eligible Non-Citizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of the Board of Regents of the University System of Georgia, as specified and limited by these regulations.

“Graduate” means a postsecondary program of study beyond the Baccalaureate Degree.

“GSFAPPS” means Georgia Student Financial Aid Application System, the Commission’s web-based electronic application system by which students can apply for the scholarship and grant programs administered by the Commission.

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

“Host Institution” means a postsecondary institution a student is temporarily attending as a Transient student.

“Joint Enrollment” means an arrangement whereby a high school student is Enrolled in postsecondary coursework with a postsecondary institution while continuing to pursue his or her high school diploma, but the student’s high school has not agreed to accept the postsecondary coursework as credit toward the student’s high school graduation requirements.

“Learning Support” means remedial coursework provided by a postsecondary institution to a student whose entrance or placement evaluation has identified deficiencies in the student’s academic preparation or readiness for specific core curriculum postsecondary level coursework.

“Matriculated” means a student is fully admitted and Enrolled at NGC&SU in a unified academic program of study leading to Degree.

“Military Personnel” means an active member of the Armed Forces of the United States, including members of the Army, Navy, Air Force, Marine Corps, and Coast Guard. Commissioned officers of the Public Health Service or the National Oceanic and Atmospheric Administration on active duty are also considered to be Military Personnel.

“Non-Standard Term” means a school term where all coursework is expected to begin and end within a set period of time, but is not a semester, trimester, or quarter term. Non-Standard terms may be of unequal length within an Award Year.

“Non-Term” means a program of study measuring progress in clock hours, or a program of study measuring progress in credit hours and has courses that do not begin and end within a set period of time, or has courses that overlap, or has sequential courses that do not begin and end within a term.

“North Georgia College and State University” or “NGC&SU” means a specific unit of the University System of Georgia with its main campus located in Dahlonega, Georgia. This public postsecondary institution offers four-year Undergraduate Degrees, as well as professional and graduate programs of study. It serves as a liberal arts university for all of its students and as a military college for its cadets. NGC&SU is one of only six senior military colleges in the United States.

“Program Review” means an assessment by the Commission of a postsecondary institution by evaluating the institution’s compliance with the regulations governing programs administered by the Commission, in accordance with the Commission’s *Program Review Process and Procedures* document.

“Reserve Officers’ Training Corps” or “ROTC” means a college-based military officer commissioning program of study designed to develop well-trained junior officers for the Army National Guard or any branch of the armed services of the United States.

“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.

“Study Abroad” means postsecondary credit-earning coursework made available to or approved by NGC&SU for its students in locations outside the United States.

“SURFER” means the Commission’s web-based system used by postsecondary institutions to electronically transmit and receive student data, award information, and conduct other administrative activities related to the Commission’s scholarship and grant programs.

“Term-Reconciliation” means an official acknowledgement by an authorized official of a postsecondary institution, at the end of each school term, that the

number of students submitted for payment and amount invoiced by the institution and the number of students awarded and amount issued by the Commission, according to the SURFER system, are accurate on the date of such acknowledgement.

“Transient” means a student is attending a Host Institution and is granted temporary admission for the purpose of completing coursework and earning postsecondary credit to transfer back to his or her Home Institution toward a Degree.

“Tuition” means the charges to a student for academic instruction without regard to other fees (technology, activity, athletic, health).

“Undergraduate” means coursework that is included in a postsecondary program of study leading to an Associate Degree or Baccalaureate Degree, and is not included in a Graduate program of study.

“University System of Georgia” or “USG” means the State of Georgia’s unified system of public colleges and universities, which are governed by the Board of Regents.

“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.

1404. General Eligibility Requirements.

1404.1. Citizenship.

A student must be a United States Citizen or an Eligible Non-Citizen for 12 consecutive months immediately preceding the first day of classes of the school term for which Future Officers Grant payment is sought.

1404.2. Georgia Residency.

- a. A student must meet the Board of Regents' Georgia Residency requirements for 12 consecutive months immediately prior to the first day of classes of the school term for which the Future Officers Grant was sought. If NGC&SU, according to the Board of Regents policy, grants a Military Personnel out-of-state Tuition waiver, then such student meets the Georgia Residency requirements of the Future Officers Grant. No out-of-state Tuition waiver, other than for Military Personnel and their dependents, qualifies a student for Future Officers Grant eligibility.
- b. A student, who was correctly determined to meet the Georgia Residency requirements and began receiving Future Officers Grant payment, will continue to meet the Georgia Residency requirements for purposes of Future Officers Grant eligibility, unless he or she has a break in Enrollment of two or more consecutive semesters or quarters and resides outside of Georgia for 12 or more consecutive months. If such student later returns to Georgia, he or she must re-establish Georgia Residency for 12 consecutive months, (Refer to *Section 1404.a.*), before regaining eligibility. A student who has a break in Enrollment of two or more consecutive semesters or quarters, and who resides outside Georgia for less than 12 consecutive months, and then later returns to Georgia and Enrolls in NCG&SU within 12 consecutive months from his or her most recent date of Enrollment at NGC&SU, will continue to meet the Georgia Residency requirements for purposes of Future Officers Grant eligibility.

1404.3. Enrollment Status.

- a. A student must be Enrolled at NGC&SU in a Matriculated status leading to an Undergraduate Degree.
- b. A student must be Enrolled as a Full-Time student for the school term, in order to be eligible to receive Future Officers Grant payment for the school term.

1404.4. Satisfactory Academic Progress.

A student must maintain Satisfactory Academic Progress, certified by NGC&SU.

1404.5. Selective Service Registration.

A student must be in compliance with the United States Selective Service System requirements, if such requirements are applicable, prior to the Future Officers Grant program application deadline in order to be eligible for payment for that school term.

1404.6. Defaulted Loan or Refund Due.

A student must not be in default on a Federal Title IV Program or State of Georgia educational loan, nor owe a refund on a Federal Title IV Program or State of Georgia student financial aid program, nor in any other way be in violation of Federal Title IV Program 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 Future Officers Grant payment 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 four ways: 1) complete an acceptable rehabilitation plan, 2) having the loan repurchased by the original lender and the default status reversed, 3) by consolidating the loan out of a default status, or 4) by receiving an approved Title IV Program debt settlement.

1404.7. Georgia Drug-Free Act.

A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, is ineligible for Future Officers Grant payment from the date of conviction to the completion of the following school term, in accordance with the Georgia Drug-Free Postsecondary Education Act of 1990, O.C.G.A. § 20-1-24.

1405. Program Specific Eligibility Requirements.

1405.1. ROTC Participation.

A student must be Enrolled in the Reserve Officers' Training Corps at NGC&SU in order to receive Future Officers Grant payment for a school term.

1405.2. Accepting a Commission.

By the end of a student's junior year at NGC&SU, he or she must sign a contract to accept a commission as an officer in the Army National Guard or any branch of the armed services of the United States, effective upon graduation from NGS&SU.

1405.3. Eligibility Limit.

- a. A student who meets all Future Officers Grant eligibility requirements is eligible for payment, regardless of the number of credit hours or school terms for which he or she has received Future Officers Grant payment.
- b. A student is eligible for Future Officers Grant payment regardless of whether he or she has earned a Baccalaureate Degree. An otherwise eligible student who has already obtained a Baccalaureate Degree, and who is in a Matriculated status working toward a second or additional Undergraduate Degree, is eligible for Future Officers Grant payment.

1406. Eligible Coursework.

1406.1. Joint Enrollment and Dual Credit Enrollment Coursework.

A student is ineligible for Future Officers Grant payment for coursework attempted while classified as a Joint Enrollment or Dual Credit Enrollment student.

1406.2. Learning Support Coursework.

A student seeking a Degree, who is Enrolled in Learning Support (remedial) coursework, is eligible for Future Officers Grant payment for such coursework.

1406.3. Coursework Exemptions.

A student is ineligible to receive Future Officers Grant payment for coursework that was exempted or given credit by examination, testing, training, or experience.

1406.4. Distance Learning Coursework.

A student participating in Distance Learning coursework is eligible to receive Future Officers Grant payment if all other eligibility criteria are met, including Enrollment as a Full-Time student at NGC&SU.

1406.5. Transient Coursework.

A Transient student is ineligible for Future Officers Grant payment, regardless of whether NGC&SU is the student's Home Institution or Host Institution.

1406.6. Study Abroad Coursework.

- a. A student Enrolled in a Matriculated status at NGC&SU, who meets all other Future Officers Grant eligibility requirements, may qualify for payment while participating in a Study Abroad program.
- b. NGC&SU must approve the Study Abroad program for credit toward the student's Degree program prior to the student's departure.
- c. The Future Officers Grant award must be the amount the student would normally receive at NGC&SU.
- d. The Future Officers Grant payment must take place through NGC&SU.

1406.7. Alternative Study Coursework.

- a. A student Enrolled in a Matriculated status at NGC&SU may qualify for Future Officers Grant payment while participating in an Alternative Study program.

- b. NGC&SU must approve the Alternative Study program for credit toward the student's Degree program prior to the student's departure.
- c. The Future Officers Grant award must be the amount the student would normally receive at NGC&SU.
- d. Future Officers Grant payment must take place through NGC&SU.

1406.8. Continuing Education and Audit Coursework.

A student is ineligible to receive Future Officers Grant payment for coursework classified by NGC&SU as Continuing Education coursework.

A student who Audits a course is ineligible to receive Future Officers Grant payment for the Audited course.

1406.9. Total Withdrawal from Coursework.

A student is ineligible for Future Officers Grant payment for coursework from which he or she totally withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "Withdrawal" or any other type of identification.

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1407. Student Application Requirements.

1407.1. Application Forms.

A student must apply for a Future Officers Grant by completing the NGC&SU ROTC Grant for Future Officers Application, which is printable from the GAcollege411 website. In addition, NGC&SU may require applicants to complete an institutional form for provide supplemental information for the purpose of determining Future Officers Grant eligibility.

1407.2. Application Deadline Date.

A student must complete and submit an application with the NGC&SU financial aid office on or before the last day of the school term or the student's Withdrawal Date, whichever occurs first, in order to be paid for that school term. The last day of the school 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.

1407.3. Application Renewal.

A NGC&SU ROTC Grant for Future Officers Application must be completed and submitted for each Award Year. An application on file from a student for a previous Award Year cannot be used to renew a Future Officers Grant award for subsequent Award Years.

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1408. Award Requirements.

1408.1. Award Amounts.

- a. The maximum Future Officers Grant award amount is set by the Georgia General Assembly each year, and is subject to change during the Award Year.
- b. The Future Officers Grant award amount for the 2009-2010 Award Year shall be no greater than \$1,500 for fall semester and \$1,500 for spring semester, for a total of no more than \$3,000 for the Award Year.

1408.2. Award Amount Reduction.

A student's Future Officers Grant award amount shall not be reduced or withheld because of other aid the student may be receiving, even if the student's total aid exceeds the student's Cost of Attendance. (Refer to *Section 1409.3.*) However, a student is ineligible to receive Future Officers Grant payment for a school term in which he or she is receiving payment from the NGC&SU ROTC Grant program or the NGC&SU Military Scholarship program.

1408.3. Awards Per School Term.

Future Officers Grant payment is available to students for the standard school terms of fall semester and spring semester. NGC&SU does not currently offer the ROTC program of study for the Summer term. NGC&SU may combine mini-terms or modules to form the equivalent of a standard semester. NGC&SU may offer Non-Standard Terms or Non-Terms, in which courses or modules are taken consecutively to form the equivalent of a standard semester. Regardless of the structure of the school terms, a student may only receive Future Officers Grant funds for a maximum of two semesters per Award Year.

1408.4. Student Notification of Award.

NGC&SU should notify each Future Officers Grant recipient of the amount of funds he or she is awarded for the Award Year, and identify such funds as a NGC&SU ROTC Grant for Future Officers award.

1409. Invoicing Requirements.

1409.1. Submission of Invoices.

NGC&SU may submit invoices to the Commission as early as 15 days prior to the first day of classes for the school term.

1409.2. Payment of Invoices.

Future Officers Grant funds are paid to NGC&SU by check or electronic transfer of funds, on behalf of eligible students each school term, upon submission to the Commission of a Future Officers Grant invoice.

1409.3. Payment to Students.

Future Officers Grant funds may be applied to any of NGC&SU's direct charges, such as Tuition, fees, room and meals. If a student does not owe a balance, the institution shall pay over the same or any remaining amount of the Future Officers Grant award to the student.

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1410. Student Refund Requirements.

1410.1. Calculation of Refund Amounts.

- a. If the student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of Enrollment, and is entitled to a refund, a portion of such refund may need to be returned to the Future Officers Grant fund.
- b. If applicable, NGC&SU must first apply the Federal Title IV Return of Funds policy for any federal aid the student may have received. To determine the refund to Future Officers Grant, the institution must then apply the institution's refund policy, which may or may not be identical to the Federal Title IV Return of Funds policy, to the student's original Future Officers Grant award.
- c. NGC&SU must determine the amount of the Future Officers Grant refund, post the refund on the student's record in the Commission's SURFER system within 45 days of the determination, and return that amount to the Commission at the time of the End-of-Year Reconciliation. The remainder of the Future Officers Grant award is retained by the institution to cover the institution's cost for the portion of the school term that the student was Enrolled.

1410.2. Collection of Refund Amounts.

A student who owes a refund to the Commission should pay NGC&SU and NGC&SU should pay the Commission or, at its sole discretion, the Commission may require the student to pay the refund directly to the Commission. Nothing herein shall be deemed to prohibit the Commission or NGC&SU from using all available legal and equitable remedies to collect the refund.

1410.3. Emergency Military Duty.

A student who is a member of the United States Armed Services, National Guard, or Armed Forces Reserve receiving funds from the Future Officers Grant program who is called to emergency military duty during a school term that is already in progress should not have their Future Officers Grant eligibility negatively impacted. If NGC&SU allows the student to totally withdraw and receive a grade such as "WM" for "military withdrawal" or the institution totally removes all coursework for that term (grades and corresponding credit hours) from the student's records, the institution should cancel the student's Future Officers Grant award on SURFER, and return the full amount of the student's Future Officers Grant payment to the Future Officers Grant account. This regulation may also be applied to students who are not members of the military but are otherwise unusually and detrimentally affected by the emergency activation of members of the military, as determined by the president of the NGC&SU.

1411. Reconciliation Requirements.

1411.1. Term-Reconciliation.

NGC&SU must conduct a Term-Reconciliation prior to the end of each term. A Term-Reconciliation consists of an official acknowledgement by an authorized school official that the number of students and amount invoiced by the institution and the number of students awarded and amount issued by the Commission, according to the SURFER system, is accurate on that date. The Commission will not issue Future Officers Grant funds for the following school term until the Term-Reconciliation is complete. Surplus funds are not returned to the Commission as part of the Term-Reconciliation process.

1411.2. Award-Year Reconciliation.

In addition to the Term-Reconciliations, NGC&SU must conduct the Award-Year Reconciliation. The institution must conduct a complete student-by-student Award-Year Reconciliation with the Commission, and submit a Reconciliation Certification Form to the Commission by July 15, immediately following the completion of the Award Year.

1411.3. Return of Funds.

NGC&SU must return to the Commission any Future Officers Grant funds not utilized according to the Award-Year Reconciliation within 30 days of completing the Award-Year Reconciliation process. (The institution must have a procedure in place to ensure that the Future Officers Grant funds do not go to an unintended third party [i.e. State, institution]).

1412. Records Retention Requirements.

1412.1. Length of Retention.

NGC&SU shall maintain accurate records, books, documents and other evidence concerning the Future Officers 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.

1412.2. Documentation.

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 years after the most recent Award Year for which the student received Future Officers Grant funds. (Refer to *Section 1414.*) NGC&SU is 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.

Such documentation may include, but is not limited to, copies of Permanent Resident Alien Cards, Georgia State Income Tax Returns, and applications for student financial aid. 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 the purpose of Program Reviews. It is the institution's responsibility to resolve any inconsistencies or conflicting information within a student's records, prior to awarding or disbursing Future Officers Grant funds to the student.

1412.3. Extended Retention.

NGC&SU must 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.

1413. Appeals and Exceptions.

1413.1. Appeals.

The NGC&SU ROTC Grant for Future Officers Regulations are applied to each student considered for Future Officers Grant funds by appropriate officials of NGC&SU and by the administrative staff of the Commission. If a student believes a Future Officers Grant rule or regulation was incorrectly applied in his or her case, the student has the right to file an Appeal with the Commission. The Commission will review the case and determine whether the rule or regulation was applied correctly and notify the student and institution of the determination.

In order for an Appeal to be considered, the student must write a request for an Appeal to the Commission office within 45 days of receiving notice of denial. If additional information is requested from the student, it must be provided within the time frame specified by the Commission. The Commission decides a case based only on documentation provided, rather than a personal presentation.

1413.2. Exceptions.

No requests for Exceptions to the NGC&SU ROTC Grant for Future Officers Regulations will be considered, reviewed, or granted under any circumstances.

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1414. Program Reviews.

1414.1. Program Review Policy.

The Commission may conduct Program Reviews of the Future Officers Grant program at NGC&SU in order to assess the institution's administration of the program and compliance with the program's regulations. Program Reviews are conducted in accordance with the Commission's *Program Review Process and Procedures* document, which is available on the *gsfc.org* website, under *School and Lender Information - Compliance Documents*.

1414.2. Program Review Process.

The Commission selects a sampling of the institution's recipients, for the Award Year under review, and the institution's files and records for the sample are examined to assure compliance. The institution must have all student-records, which document and support the eligibility of that institution's recipients, available for review by the Commission on the institution's campus. (Refer to *Section 1412*.)

1414.3. Institutional Repayment.

If a recipient is determined to be ineligible for payment, the institution may be required to repay to the Commission the funds awarded to the recipient. The recipient, rather than the institution, may owe the repayment to the Commission, as described in *Section 1410.3*.

If later evidence, not available at the time of awarding, indicates that a student should not have received the Future Officers Grant payment, then all future awards must be canceled. NGC&SU is held harmless by the Commission, if the student's file is appropriately documented with available evidence and it is determined by the Commission that the institution was not at fault. Evidence is considered unavailable at the time of awarding if it is not available in the student's institutional files (i.e. financial aid, admissions, registrar, etc.). The institution must notify the student and the Commission of a refund due. The student is ineligible to receive additional state aid from the Commission until the refund is paid in full, in accordance with *Section 1410.2*. If the student's file is determined not to be adequately documented by the Commission, then NGC&SU may be responsible for the repayment.