

REGULATIONS

Georgia LEAP Grant Program (Leveraging Educational Assistance Partnership)

2007-2008 Award Year



July 1, 2007

**Georgia Student Finance Commission
2082 East Exchange Place, Suite 200
Tucker, Georgia 30084**

2007-2008 AWARD YEAR
GEORGIA LEAP GRANT REGULATIONS

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LEAP GRANT PROGRAM OVERVIEW

The Georgia Leveraging Educational Assistance Partnership (LEAP) Grant Program was established to provide educational grant assistance to residents of Georgia who demonstrate Substantial Financial Need to attend Eligible Postsecondary Institutions in Georgia. LEAP is funded by State Appropriations and federal matching funds. The program began with the Fall Term of 2001 (State Fiscal Year 2002).

I.

**LEAP GRANT PROGRAM
STUDENT ELIGIBILITY REQUIREMENTS**

I.A. STUDENT ELIGIBILITY REQUIREMENTS

1. CITIZENSHIP

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

2. RESIDENCY

The student must be a Resident of Georgia, as defined in these regulations, for a minimum of 12 consecutive months immediately preceding the first day of class of the school term for which the grant is being sought.

3. ENROLLMENT

- a. A student must be enrolled or accepted for admission as a regular student in an Eligible Postsecondary Institution as at least a Half-Time Undergraduate student and fully Matriculated.
- b. A student must be enrolled in a program of study that is Pell eligible and leads to an Undergraduate Degree, Diploma, or Certificate.
- c. A student must not be enrolled in an elementary or secondary school.

4. HIGH SCHOOL GRADUATE

A student must have a high school Diploma, its recognized equivalent, or have passed an ability-to-benefit test approved by the U.S. Department of Education and be beyond the age of compulsory school attendance in Georgia.

5. EDUCATIONAL PURPOSE

A student must sign a Statement of Educational Purpose and a Certification Statement on Overpayments and Default.

6. LOAN LIMITATIONS

A student must not have borrowed in excess of the annual or aggregate limits for federal student loan programs.

7. LENGTH OF ELIGIBILITY

A student must not have received LEAP assistance for more than the equivalent of eight full-time semesters or 12 full-time quarters. Once a student has received a baccalaureate degree, he or she is no longer eligible to receive LEAP payment.

8. SUBSTANTIAL FINANCIAL NEED

A student must demonstrate Substantial Financial Need. The student must apply for and be eligible to receive the federal Pell Grant. The Eligible Postsecondary Institution determines student's financial need by using the student's total Cost of Attendance, minus the Pell Grant and minus any other scholarships and grants. Financial need equal to or greater than \$2,000 is considered Substantial Financial Need.

9. SATISFACTORY ACADEMIC PROGRESS

A student must maintain satisfactory academic progress in a course of study in accordance with the standards and practices used for Federal Title IV programs by the Eligible Postsecondary Institution at which the student is enrolled. To determine student eligibility, the institution must apply the same satisfactory progress policy as used for Federal Title IV programs.

10. SELECTIVE SERVICE REGISTRATION

A student must comply with United States Selective Service requirements for registration, if such requirements are applicable, prior to the application deadline, in order to receive payment for that School term.

11. 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 Title IV or State of Georgia student financial aid program, nor in any other way be in violation of Federal Title IV or State of Georgia Student Aid Regulations. If the student has repaid the defaulted loan or refund in full, he or she is eligible to receive LEAP assistance beginning with the term in which repayment was made in full, but not retroactively.

12. DRUG-FREE ACT

- a. A student is ineligible if, in accordance with the Drug-Free Postsecondary Education Act of 1990, Official Code of Georgia Annotated - Section 20-1-20, he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. A student is ineligible to receive a LEAP Grant from the date of conviction to the completion of the next academic term. Institutions are not required to obtain criminal justice records of LEAP applicants.
- b. Further, in accordance with the Higher Education Act of 1965 regulations, 34CFR668.40, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under the authority of the Higher Education Act of 1965 shall not be eligible to receive any grant, loan, or work

assistance under the Higher Education Act of 1965, as amended, during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance:

First offense
 Second offense
 Third offense

Ineligibility period is:

1 year
 2 years
 Indefinite

The sale of a controlled substance:

First offense
 Second offense

Ineligibility period is:

2 years
 Indefinite

1. A student whose eligibility has been suspended under item I.A.12.b. may resume eligibility before the end of the suspension period, as determined by the table found in item I.A.12.b. if the student satisfactorily completes a drug rehabilitation that complies with such criteria as the Secretary of the Department of Education shall prescribe in regulations.
2. A student whose eligibility has been suspended under item I.A.12.b. may resume eligibility before the end of the suspension period, as determined by the table found in item I.A.12.b. if the conviction is reversed, set aside, or otherwise rendered nugatory.

13. STUDY ABROAD PROGRAMS

A student enrolled at least Half-time in a Matriculated status at an Eligible Postsecondary Institution in Georgia may qualify for LEAP payment while participating in a Study Abroad program. Study Abroad programs or International-Intercultural Studies program are college credit-earning programs of study that include travel outside the United States. The student's Eligible Postsecondary Institution, which is his or her Home Institution, must approve the Study Abroad program for credit toward the student's Degree program prior to the student's departure. LEAP payment must take place through the Home Institution. The Home Institution may coordinate the Study Abroad program through institutions that are not eligible to participate in the LEAP program. For example, the student's Home Institution may have an arrangement with an out-of-state institution's Study Abroad Program.

14. ALTERNATIVE STUDY PROGRAMS

A student enrolled at least Half-time in a Matriculated status at an Eligible Postsecondary Institution may qualify for LEAP payment while participating in an Alternative Study program. Alternative Study programs are college credit-earning programs of study that include travel outside the State of Georgia but within the United States. Alternative Study programs may be in conjunction with postsecondary

institutions in other states. For example, an Eligible Postsecondary Institution may have an arrangement with a postsecondary institution in another state in which a group of their students spend the summer term at the out-of-state institution to take advantage of unique resources available to that institution. The student's Eligible Postsecondary Institution, which is his or her Home Institution, must approve the Alternative Study program for credit toward the student's Degree prior to the student's departure. LEAP payment must take place through the Home Institution.

15. TRANSFER STUDENTS

A student who transfers from one Eligible Postsecondary Institution to another Eligible Postsecondary Institution must apply for LEAP at the second institution. A student's LEAP award does not transfer.

16. TRANSIENT STUDENTS

A student who is Transient is not eligible for LEAP, except in the case of a student who is enrolled in a Study-Abroad or Alternative Study program, as defined in these regulations, as a Transient Student.

17. INCARCERATED STUDENTS

A student who is seeking a Degree at an Eligible Postsecondary Institution is not eligible to receive LEAP payments while incarcerated, even if all other eligibility requirements are met.

18. LEARNING SUPPORT

A student who is seeking an Undergraduate Degree, Diploma or Certificate and is required to participate in learning support (remedial) coursework is eligible to receive LEAP payment for such coursework, up to a limit of 30 semester or 45 credit hours.

19. CONTINUING EDUCATION AND AUDIT STUDENTS

LEAP funds cannot be applied to the costs of Continuing Education courses or for courses in which a student has an Audit status.

20. DISTANCE LEARNING

A Distance Learning student is eligible to receive LEAP payment if all other LEAP eligibility requirements are met. The institution offering the Distance Learning course work must be an Eligible Postsecondary Institution. In order to be eligible for LEAP payment, a student taking all or some of his or her course work through Distance Learning must meet the enrollment requirements as prescribed in these regulations for any LEAP recipient.

I.B. LEAP APPLICATION AND AWARD PROCESS

1. APPLICATION PROCESS

- a. An applicant must complete the Free Application for Federal Student Aid (FAFSA).
- b. The Commission does not require the completion of any additional forms in order to apply for LEAP. However, the institution may require the student to provide additional information in order to obtain the data required to submit a LEAP award and certify the student's eligibility.

2. APPLICATION DEADLINE

A student must file the Free Application for Federal Student Aid (FAFSA) on or before the last day of the school term (semester or quarter) or the student's withdrawal date, whichever occurs first, in order to be paid for that school term.

3. INELIGIBLE STUDENT PROCEDURE

If later evidence, not available at the time of awarding, indicates that a student should not have received the LEAP Grant, then all future LEAP awards must be canceled. The institution will be held harmless in a Commission Program Review for the first quarter/semester payment to an ineligible student, if the student's file is appropriately documented and if the institution is not at fault. The institution must notify the student and the Commission of a refund due. The student will be ineligible for student aid from the State of Georgia until the refund is paid.

4. AWARD PROCESS

- a. The process begins by the student filing a FAFSA. As a result, a need-analysis report is sent to the institution as the student requested.
- b. The institution uses the need-analysis data to determine the student's eligibility for LEAP. The student must demonstrate Substantial Financial Need. The institution must establish a uniform policy for awarding LEAP.
- c. The institution may require the student to provide additional information to verify eligibility.
- d. The institution must verify that the student meets all of the following criteria:
 1. Is accepted for enrollment or enrolled as an Undergraduate student, at least Half-Time, in a program of study that is Pell eligible and leads to an Undergraduate Degree, Diploma, or Certificate;
 2. Is making satisfactory academic progress as required by Federal Title IV;

3. Is not in default on any 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 or State of Georgia student aid regulations;
 4. Has met Selective Service registration requirements;
 5. Is or will be a U.S. Citizen or Eligible Noncitizen for 12 months immediately preceding the first day of class of the term for which the grant is sought School term;
 6. Is or will be a Resident of Georgia, as defined in these regulations, for at least 12 months prior to the first day of classes for the school term awarded;
 7. Has applied for and is eligible to receive the Pell Grant, including having completed FAFSA verification requirements, if needed;
 8. Demonstrates Substantial Financial Need, as defined in these regulations;
 9. Be in compliance with the Georgia Drug-Free Postsecondary Education Act and Federal Title IV drug conviction guidelines;
 10. Have a high school Diploma or its recognized equivalent, or have passed an ability-to-benefit test approved by the U.S. Department of Education and be beyond the age of compulsory school attendance in Georgia.
 11. Sign a Statement of Educational Purpose and a Certification Statement on Overpayments and Default;
 12. Must not be enrolled in an elementary or secondary school;
 13. Has not borrowed in excess of the annual or aggregate limits for federal student loan programs; and
 14. Must not have received LEAP assistance for more than the equivalent of eight full-time semesters or 12 full-time quarters. Once a student has received a baccalaureate degree, he or she is no longer eligible to receive LEAP payment.
- e. The maximum award amount is \$2,000 per Academic Year, and the minimum award amount is \$150 per semester or \$100 per quarter.
- f. The Eligible Postsecondary Institution submits to the Commission a list of award nominees. This data is transmitted to the Commission electronically through SURFER. The following data must be included for each nominee:

Social Security Number;
First name, last name, middle initial, and title;

Street address, city, state and zip code;
Date of birth;
Dependent or Independent student status;
Adjusted Gross Income; and
School term to be awarded, award amount, and hours per term.

- g. Upon receiving nominees from the Eligible Postsecondary Institution, the Commission processes the data and a record is created for each nominee. The Commission edits the information and awards each nominee as requested by the institution or denies the nomination for one or more of the following reasons:

Owes a refund from a previous state grant or scholarship;
Defaulted on a student loan;
Has received the maximum number of terms of LEAP;
Institution has insufficient LEAP funds;
Incomplete application;
Below minimum award allowed;
Above maximum award allowed.

- h. If the Eligible Postsecondary Institution submits an electronic file, an award/denial report is sent to the institution that lists each student's award or denial, and the reasons. If the institution submits individual awards, an approval or denial notice is immediately reported to the institution.
- i. The Eligible Postsecondary Institution must notify the student of the LEAP award and identify the award as a Georgia LEAP Grant. This may be done as a part of the institution's regular financial aid award letter.
- j. The Eligible Postsecondary Institution may request adjustments, cancellations, and nominate additional students at any time during the Fiscal Year up until May 1 of that Academic Year.
- k. Each Eligible Postsecondary Institution is allocated a specific amount of LEAP funds each Fiscal Year to be utilized during that Fiscal Year to make LEAP awards to its students. A student may be awarded LEAP at one institution and then transfer to another eligible institution during the Fiscal Year. The student's LEAP award stays with the original institution. LEAP funds allocated to an institution cannot be transferred with the student to another institution. The transfer student must apply for LEAP at the second institution, just as any other student. The second institution may or may not award LEAP to the student, depending upon the availability of funds.

I.C. PAYMENT AND AUTHORIZATION OF LEAP AWARDS

1. PAYMENT OF LEAP AWARDS

The maximum LEAP award amount per Academic Year is \$2,000 and the minimum LEAP award amount is \$150 per semester or \$100 per quarter. All award amounts should be rounded to the nearest whole dollar. The LEAP Grant is available to students for the standard school terms of Fall, and Spring semesters or Fall, Winter, and Spring quarters. The LEAP Grant is **not** available for Summer terms. An institution may combine mini-terms or modules to form the equivalent of a standard semester or quarter. An institution may offer non-standard school terms, in which courses or modules are taken consecutively to form the equivalent of a standard semester or quarter. Regardless of the structure of an Eligible Postsecondary Institution's school terms, a student may be awarded LEAP Grant funds for a maximum of two semesters or three quarters per Academic Year.

- a. LEAP shall be paid to the school in one check or electronic transfer of funds on behalf of eligible students each School term on the basis of certified disbursement rosters.
- b. Award nominees are transmitted from the institution to the Commission through the use of the SURFER Internet system. Eligible Postsecondary Institutions can use either SURFER to data enter the student information and transmit it individually to the Commission or extract the student information from their computer system's database and use SURFER to transmit it to the Commission as a file. Regardless of which of these two methods an institution uses, the data transmitted in a given day is processed by the Commission that night and an award/denial report (when applicable) will be available the next day for the institution to download.
- c. Upon receipt of LEAP payments from the Commission, the institution shall credit the amount of payment on behalf of an eligible student to the account of the student, if the student owes a balance to the school. Otherwise, the school shall pay over the same or any remaining surplus amount to the student.
- d. Payment of LEAP for those students approved as eligible by the authorized school official are subject to sufficient funds being made available to the Commission.
- e. In the event a LEAP check is lost by the institution or through the mail, the procedures described below should be followed.
 1. The appropriate institution official must contact the Commission and request a replacement check.
 2. After following normal verification procedures that the lost check has not been cashed, the Commission will place a "Stop Payment" order on the

original check. A replacement check will then be issued to the school for delivery to the student.

3. If the original check should subsequently be found, it should be voided and returned to the Commission.
4. If the institution has already reconciled for the Fiscal Year from which the check had been Disbursed, then the institution cannot request replacement of these funds.

2. AUTHORIZATION OF FUNDS

Prior to the beginning of the Award Year, the Commission will notify each institution of its Authorization of funds for the upcoming Award Year.

I.D. RECONCILIATION

After the completion of the Award Year, each Eligible Postsecondary Institution will print a reconciliation report through SURFER that provides payment records for the Award Year.

- a. The Eligible Postsecondary Institution must conduct a complete student-by-student reconciliation with the Commission and submit a Reconciliation Certification Form to the Commission by May 15 of the current Award Year.
- b. The Commission will provide the institution with a letter to confirm that reconciliation is complete and final for the Award Year.
- c. The Eligible Postsecondary Institution must return to the Commission by May 15 any LEAP funds not utilized according to the final reconciliation.

I.E. REFUND POLICY

If a student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of enrollment, the school must determine if the student is entitled to a refund. If a student is due a refund, a portion of such refund may need to be returned to the Georgia LEAP fund.

Since Georgia LEAP funds are comprised of both State and Federal funds, the institution must perform the refund calculations by applying the institutional refund policy and update the student's award on SURFER. The institution may then re-award those funds to another eligible student or return such surplus funds to the Commission as part of the End-of-Year Reconciliation process, rather than returning Georgia LEAP funds to the U.S. Department of Education.

If all or part of the student's Federal Title IV aid was Disbursed directly to the student and a refund is due LEAP, the school may not have funds on hand to refund LEAP. In this case, the school must bill the student for the refund. The notice to the student must show all financial aid received, the amount earned by the student, and the amount to be returned by the student to the school. The school should leave the LEAP award on SURFER at the original award amount less any refund paid by the school. The school must notify the Commission of the amount of the refund due LEAP, and the Commission will put a refund due on the student's record. This will prevent the student from receiving any additional scholarships or grants from the Commission until the refund is paid.

I.F. RECORDS RETENTION

- a. Eligible Postsecondary Institutions shall maintain accurate records, books, documents and other evidence concerning the LEAP Grant program, including, but not limited to individual student files for the later of:
 1. Three years after the Award Year in which the aid was awarded; or
 2. For such other period as required by any applicable statute, rule, or regulation; or
 3. Such other time as requested in writing by GSFC.

- b. Documentation contained within individual student files, which supports the original determination of a student's eligibility made by the institution, should be transferred to the student's files for the most current Award Year. Such documentation may include, but is not limited to, copies of Alien Registration Receipt Cards, Georgia State Income Tax Returns, and academic transcripts from previous institutions. As an alternative to the original hard copies, 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. 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.

I.G. PROGRAM REVIEWS

The Commission shall conduct Program Reviews of Eligible Postsecondary Institutions participating in the Georgia LEAP Program in order to assess institutional administration of the program and compliance with the program's regulations. The Commission selects a sampling of the institution's LEAP Grant recipients, for the Award Year under review, and the institution's files and records for the sample are examined to assure compliance. If a recipient is determined to have been ineligible for payment, the institution or the recipient may be required to repay to the Commission the LEAP funds awarded to the recipient.

The Commission's State Program Review Policy and Procedure document provide detailed information regarding the Program Review process.

II.

LEAP GRANT PROGRAM

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.

“Application Deadline Date” means the last date that an application will be evaluated by an institution for LEAP.

“Authorization” means a maximum amount of funds that a particular institution is allocated from the Commission for a Fiscal Year.

“Audit Student” means 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 that begins with the Summer Term and ends with the Spring Term.

“Certificate” means a credential indicating satisfactory completion of training in a technical program of study offered by a postsecondary educational institution; it is not an associate or baccalaureate Degree.

“Commission” means the Georgia Student Finance Commission.

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

“Cost of Attendance” means the expenses, both direct and indirect, incurred by a student and the student’s family to finance the cost of receiving a postsecondary education. These expenses include Tuition, fees, room, meals, books, supplies, transportation, and personal expenses.

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

“Dependent” means a student who is financially dependent upon his or her Parents, as defined by the U.S. Department of Education for Federal Title IV programs.

“Diploma” means a credential indicating satisfactory completion of training in a technical program of study offered by a postsecondary educational institution, which is not an associate or baccalaureate Degree.

“Disbursed” means the student’s account was credited or a check was predated and available for the student to pick up from the institution.

“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, or computer-transmission, such as open broadcast, closed circuit, cable, microwave, or satellite transmission; audio or computer conferencing; or video cassettes or discs.

“DTAE Institution” means the Georgia Department of Technical and Adult Education.

“Eligible Non-citizen” means a person who, in accordance with the Federal Title IV definition, is a U.S. permanent resident with a Permanent Resident 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”. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Noncitizen.

“Eligible Postsecondary Institution” means any branch of the University System of Georgia, any branch or affiliated branch of the Georgia Department of Technical and Adult Education (DTAE), any public and non-profit Pell-eligible institutions of higher education, or any private independent, non-profit college or university located in Georgia and which is accredited by the Southern Association of Colleges and Schools. The definition also includes any proprietary institution of higher education located in the State of Georgia which: is a baccalaureate Degree-granting institution; is accredited by a regional accrediting agency recognized by the U.S. Department of Education; is not a Bible college; admits as regular students only persons who have a high school Diploma, a General Education Development (GED) Diploma, or a Degree from an accredited postsecondary institution; has been reviewed and approved for operation and for receipt of Tuition Equalization Grant funds by the Georgia Nonpublic Postsecondary Education Commission; has been in existence for at least ten years; and whose students are eligible to participate in the Federal Pell Grant program. All eligible institutions must also be approved by the U.S. Department of Education to participate in federal Title IV programs and be actively participating in at least the Federal Pell Grant program. Additionally, private colleges and universities must also be eligible to participate in the Tuition Equalization Grant Program.

“FAFSA” means Free Application for Federal Student Aid.

“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.

“Fiscal Year” means the 12-month period of time commencing each year on July 1st and extending through June 30th of the succeeding calendar year that represents the State Government of Georgia’s budgetary cycle.

“Full-Time student” means a Matriculated student attending an Eligible Postsecondary Institution who is enrolled for the equivalent of at least 12 quarter or semester credit hours.

“GTEG” means the Georgia Tuition Equalization Grant which is a State of Georgia program that provides grants to residents of Georgia who are Undergraduate students and who are Full-time students attending an eligible private college or university in Georgia.

“Half-Time student” means a Matriculated student attending an Eligible Postsecondary Institution who is enrolled for the equivalent of at least six quarter or semester credit hours, but less than 12 quarter or semester credit hours.

“Home Institution” means an Eligible Postsecondary Institution in which a student is normally enrolled and is in a Matriculated status working toward a Degree or Diploma/Certificate.

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

“Independent student” means a student who is not financially dependent upon his or her Parents, as defined by the U.S. Department of Education for Federal Title IV programs.

“Made Available,” means the student’s account was credited or a check was made available for the student to pick up from the institution.

“Matriculated” means the student is a recognized candidate for an appropriate Degree, Diploma, or Certificate at an Eligible Postsecondary Institution.

“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.

“Parent” means the natural mother or father, adoptive parent, or United States court-appointed legal guardian of a student.

“Pell Grant” means a Federal Title IV program of non-repayable grant aid that is designed to be the base award for eligible students with federally determined financial need.

“Resident of Georgia” means a United States Citizen or Eligible Non-citizen that is domiciled in the State of Georgia and meets all of the other residency requirements in the Commission’s State Scholarships and Grants Residency Regulations.

“Substantial Financial Need” means the student’s total Cost of Attendance, minus the Pell Grant and minus other scholarships and grants, is equal to or greater than \$2,000.

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

“Tuition” means the charges to a student for instruction without regard to other fees such as technology, activity, athletic, health, etc.

“Undergraduate” means a student who is in attendance at an Eligible Postsecondary Institution and who is in the process of obtaining a Diploma, a Certificate, 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.

III.

LEAP GRANT PROGRAM

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