

# **Law Enforcement Personnel Dependents Grant**

## **REGULATIONS**

**2007- 2008 Award Year**



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

**2007- 2008 AWARD YEAR**  
**LAW ENFORCEMENT PERSONNEL DEPENDENTS (LEPD) GRANT**  
**REGULATIONS**

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## **LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT**

### **PROGRAM OVERVIEW**

Georgia's Law Enforcement Personnel Dependents (LEPD) Grant program was created to provide educational grant assistance to the dependent children of law enforcement personnel, firefighters, and corrections officers/prison guards permanently disabled or killed in the line of duty who plan to attend eligible public and private institutions in Georgia. LEPD is funded by State Appropriations. The program began with the Fall Term of 1972 (FY 1973).

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. The maximum grant assistance for which a student is eligible shall not exceed a total of \$8,000.

## I. STUDENT ELIGIBILITY REQUIREMENTS

### **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 classes of the school term for which the LEPD Grant is sought. The Eligible Postsecondary Institution a student is attending cannot waive the requirements of this section.

### **RESIDENCY**

A student must be a resident of Georgia, as defined by the Georgia Student Finance Commission (Commission), for a minimum of 12 consecutive months immediately preceding the first day of classes of the school term for which the LEPD Grant is sought.

### **APPROVED INSTITUTION**

The student must be enrolled or accepted for admission in a Commission-approved postsecondary educational institution located in the State of Georgia as specified in Section II of these regulations.

### **FULL-TIME STUDENT ELIGIBILITY CRITERIA**

The student must be fully admitted, classified and enrolled as a full-time undergraduate student. 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 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**

The student must be in a "matriculated status" in an organized program of study leading to a degree, diploma, or certificate approved for that award. 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, certificate, or diploma candidate, is not considered to be

fully matriculated by the Commission and would not be eligible for an LEPD Grant if credit toward the degree, certificate, or diploma is conditional upon satisfactory completion of certain special requirements. Retroactive matriculation will not establish retroactive eligibility for an LEPD Grant.

### **STUDY ABROAD AND OUT-OF-STATE PROGRAMS**

Students enrolled full-time in a matriculating status at eligible Georgia institutions are eligible for grant payment, even though they may not be physically present in Georgia during all or part of the term. The student's institution must approve for credit the study abroad/out-of-state program. The student's award must be owed or paid through the home institution. Those who meet all of the above requirements are eligible to receive payment for a maximum of two semesters or three quarters while studying outside of the State of Georgia.

### **ACADEMIC QUALIFICATIONS AND STANDING OF ELIGIBLE STUDENTS**

A full-time student is academically qualified to receive an award during any given term for which he or she is matriculated in an approved organized program of study. The student must maintain satisfactory academic progress in a course of study in accordance with the standards and practices of the institution the student is enrolled. 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.

### **ACADEMIC LEVELS OF ELIGIBLE UNDERGRADUATE STUDENTS**

Students enrolled in programs such as engineering or pharmacy, which are typically designed to be five-year baccalaureate degree programs, are eligible as undergraduates. EXCEPTION: Students entering a school of pharmacy that does not grant a baccalaureate degree will be eligible for an LEPD Grant for two years, or 110 quarter or 74 semester hours. Upon entering the fifth year, such students will not be eligible for an LEPD Grant.

A student matriculating for a degree in medicine, dentistry, law, optometry, veterinary, chiropractic, or podiatry is considered a graduate student, and ineligible for an LEPD Grant, even though the student may not have yet received an undergraduate degree.

### **JOINT ENROLLMENT AND EARLY ADMISSION STUDENTS**

A student meeting all of the eligibility requirements of these regulations, who is enrolled in a secondary educational institution (high school) and who is then permitted to enroll in an eligible postsecondary educational institution on a joint-enrollment or an early admission basis, is eligible to receive a grant award provided he or she meets the matriculated status criterion of these regulations and meets all other eligibility requirements, including full-time status.

## **AUDIT AND TRANSIENT STUDENTS**

The “special” or “irregular” student is not eligible for assistance. Examples of the special student include the audit student, the transient student, and any student deemed by the postsecondary educational institution not to be in a “matriculated status.”

## **SELECTIVE SERVICE REGISTRATION**

A student must meet federal Selective Service registration requirements.

## **DEFAULT AND REFUND**

1. A student who is obligated to repay any State grant or scholarship previously obtained from the Commission is not eligible to receive another State grant or scholarship award until the refund or repayment is paid in full. The student is eligible to receive LEPD Grant assistance beginning with the term in which satisfactory repayment was made, but not for previous terms.
2. A student is ineligible for the LEPD Grant if he or she is in default on a federal Title IV or State of Georgia educational loan previously obtained from or through the Commission unless the student has made satisfactory arrangements for repayment.

## **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 LEPD Grant from the date of conviction to the completion of the next academic term. Institutions are not required to obtain criminal justice records of LEPD applicants.

## **PARENT KILLED OR DISABLED**

To be eligible for an LEPD Grant:

1. A student applicant must be the natural or adopted child of a law enforcement officer, firefighter, or corrections officer/prison guard who has been permanently disabled or killed in the line of duty, or while performing the duties as to which he or she was assigned in the normal course of employment.
2. For a student who is the adopted child of any such law enforcement officer, firefighter, or corrections officer/prison guard, any final order of adoption must have been issued prior to the date of the event or accident causing the death or permanent disability of such parent.

3. A student's parent who is a deceased or permanently disabled law enforcement officer, firefighter, or corrections officer/prison guard must have been an employee, either full or part-time, or an officer or official, whether elected or appointed by the State of Georgia, of any county, municipality, department, board, bureau, branch, agency, commission, authority, or political subdivision of the state on the date of the accident or event from which death or permanent disability resulted.

## **II. ELIGIBLE EDUCATIONAL INSTITUTIONS**

### **COLLEGES AND UNIVERSITIES**

Any branch of the University System of Georgia and independent college or university located in Georgia and which is eligible to participate in the Georgia Tuition Equalization Grant program is eligible for participation in the Law Enforcement Personnel Dependents grant program.

### **HOSPITAL SCHOOLS OF NURSING**

All non-profit hospital schools of nursing located in Georgia which are accredited by the National League for Nursing, Inc., or whose graduates are authorized by State law to become licensed as a registered nurse through the Board of Examiners of Nurses in Georgia are eligible to participate.

### **OTHER HOSPITAL SCHOOLS**

All other non-profit hospital schools located in Georgia whose program of study is accredited by the national association collaborating with the AMA Council on Medical Education are eligible for participation.

### **TECHNICAL COLLEGES**

All state-supported technical postsecondary educational institutions that are a branch or affiliated branch of the Georgia Department of Technical and Adult Education are eligible to participate.

## **III. LEPD APPLICATION PROCEDURES**

1. The student or other family member shall complete a Preliminary Information and Documentation Report provided by the Commission.
2. The Commission shall request documentation of the circumstances surrounding the death or claim to permanent disability of the parent while in the line of duty from the sources named by the family on the Preliminary Information and Documentation Report.
3. The Commission shall review the completed file to verify and determine the eligibility of the claim of the student applicant for an LEPD Grant and notify the student or family of the determination.

4. If the student meets the eligibility requirements, the Commission shall provide the student with a Law Enforcement Personnel Dependents Grant Application. After the student completes the application, it is forwarded to the institution for certification. The institution then forwards the application to the Commission.
5. The student shall also submit a photocopy of his or her certificate of live birth.
6. A student must file the application online or in the institution's financial aid office on or before the last day of the academic term (semester or quarter) 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.
7. The student and institution will receive a notice of award from the Commission.

#### **IV. MAINTAINING ELIGIBILITY**

1. The student must continue to make satisfactory academic progress and meet all of the other eligibility requirements set forth in Section I of these regulations.
2. The student must submit a renewal application to the Commission for subsequent periods of study at such times as designated by the Commission.

#### **V. LEPD AWARD AMOUNTS**

##### **ACADEMIC YEAR AMOUNTS**

The amount of grant payable to an eligible student under the LEPD program is \$2,000 per academic year as specified in the General Appropriations Act. Grants shall be provided on a school-term basis, as follows:

	<u>Semester System</u>	<u>Quarter System</u>
Summer Term	\$1,000	\$ 666
Fall Term	\$1,000	\$ 667
Winter Term	-----	\$ 667
Spring Term	\$1,000	\$ 666

##### **GRANT LIMITATIONS**

The maximum grant assistance for which a student is eligible shall not exceed a total of \$8,000.

## **VI. PAYMENT OF LEPD AWARDS BY THE COMMISSION**

1. The student's award is prorated according to the number of quarters or semesters of attendance during the academic year, as follows:
  - a. **QUARTER SYSTEM:** Students enrolled in schools employing the quarter system will receive each school term one third (1/3) of the student's maximum entitlement for the regular academic year.
  - b. **SEMESTER SYSTEM:** Students enrolled in schools employing the semester system will receive each school term one-half (1/2) of the student's maximum entitlement for the regular academic year.
2. LEPD awards are payable to student recipients on a school-term basis. Individual student checks for each school term award amount are mailed to the eligible institution for disbursement to the student recipients during the school term registration process.
3. The educational institution must return un-disbursed checks to the Commission within 45 days following the school term registration process, or within 45 days after receipt of the checks if the school term is in progress.

## **VII. EDUCATIONAL INSTITUTION HANDLING OF LEPD CHECKS**

### **LOSS OF LEPD AWARD CHECK**

In the event an LEPD check is lost, either by the school, through the mail, or by the student, the procedures described below should be followed:

1. The appropriate school 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.

### **UNCLAIMED OR UNCASHED CHECKS**

1. Any checks issued on behalf of a student who fails to claim his or her check within the 45-day period allowed after registration day, or after receipt of the check, whichever is later, must be returned to the Commission immediately at the close of the 45-day period.

2. Students who fail to cash their checks within the 90-day period indicated on the face of the check lose the right to receive awards for the term in question.

## VIII. LEPD REFUND POLICY AND PROCEDURES

If a student withdraws from school or drops below full-time attendance during the drop-add period of the school and is entitled to a refund in accordance with the institution's refund policy, such refund may become payable to the Commission. The amount of refund due the Commission, if any, should be determined as outlined below:

### **GTEG AWARD**

If a student also has a GTEG award, as in the case of private college and university students, first apply the refund policy for the GTEG program to the net cost to the student, and then determine if any of the remaining portion of that cost is due to be refunded under the LEPD program according to the formula below.

### **LEPD REFUND FORMULA**

Direct Institutional Charges to Student (Tuition, Fees, Room and Board) **minus**  
Amount of Institutional Refund Due to Student **equals** Net Cost to Student.

#### **IF NET COST TO STUDENT EXCEEDS STUDENT'S TERM LEPD AWARD**

**Result: No refund is due Commission for student.**

#### **IF NET COST TO STUDENT IS LESS THAN STUDENT'S TERM LEPD AWARD**

**Result: Refund to the Commission the difference between  
Net Charge to student and Student's Term LEPD Award.**

### **LEPD REFUND EXAMPLES**

The LEPD Semester/Quarter Refund Examples are as follows:

	Example A (Semester System)	Example B (Quarter System)
DIRECT CHARGES FOR THE TERM	\$1,300	\$400
INSTITUTION'S REFUND DUE ON BEHALF OF STUDENT (after the GTEG Refund Policy is applied, if applicable):	<u>\$ 200</u>	<u>\$350</u>
TOTAL NET COST TO THE STUDENT	\$1,100	\$ 50
LEPD AWARD FOR THE SCHOOL TERM	\$1,000	\$666
MINUS NET COST TO THE STUDENT SHOWN ABOVE	<u>\$1,100</u>	<u>\$ 50</u>
TOTAL REFUND DUE GSFA	\$ 0	\$616

## **REMITTANCE OF REFUND**

The institution must have a procedure in place to ensure that the LEPD funds do not go to an unintended third party (i.e. State, institution).

In remitting refunds due the Commission, the following information should be given:

1. The name of the student, and the name of the award being refunded.
2. The Social Security Number of the student.
3. The date the student withdrew or dropped a course, and the term being repaid.

## **IX. RECORDS RETENTION**

- a. Eligible Postsecondary Institutions shall maintain accurate records, books, documents and other evidence concerning the LEPD 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.

## X. 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 or three quarters of instruction.

**“Accrediting Agency”** means an association or agency recognized and approved by the Commission to function as an evaluator of the quality of the educational institutions and programs as described in these regulations.

**“Act”** means Act No. 1510 of the General Assembly of Georgia approved April 6, 1972, as amended (Official Code of Georgia, Annotated 20-3-450).

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

**“Approved or Eligible Postsecondary Educational Institution”** means a college, university, technical college, hospital school of nursing, or other hospital school located in the State of Georgia and meeting all of the institutional eligibility requirements outlined in these regulations.

**“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.

**“Board”** means Board of Commissioners of the Commission.

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

**“Commission”** means Georgia Student Finance Commission (GSFC).

**“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.

**“Diploma”** means a credential indicating satisfactory completion of training in an organized 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.

**“Early Admissions”** means a program in which a high school student enrolls as a full-time postsecondary student and pursues a postsecondary degree in lieu of a high school diploma or simultaneously fulfills requirements for obtaining a high school diploma.

**“Eligible Student”** means a legal resident of Georgia who is attending an approved postsecondary educational institution in Georgia and who meets all of the other eligibility requirements of these regulations.

**“Federal Title IV Programs”** means 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 a 12-month period of time commencing on July 1 of a given calendar year and extending through June 30 of the next succeeding calendar year.

**“Full-Time Student”** means a matriculated student attending an eligible postsecondary educational institution who is enrolled for the equivalent of at least 12 quarter or semester hours, or a minimum of 25 clock hours per week for those institutions not utilizing the quarter or semester systems, and meeting all of the other full-time student requirements outlined in these regulations.

**“Georgia Tuition Equalization Grant” or “GTEG”** means a State of Georgia program providing non-repayable grant awards to legal residents of Georgia who are full-time undergraduate students attending eligible private colleges and universities in Georgia.

**“Graduate Student”** means a student who is in the process of attaining an academic degree beyond the bachelor’s degree.

**“Joint Enrollment”** means an arrangement between a high school and a postsecondary institution wherein a student enrolls in postsecondary classes and earns Carnegie units of credit that count toward high school graduation requirements and hours of postsecondary credit.

**“Law Enforcement Personnel Dependents or LEPD Grant”** means a State program of non-repayable grants to Georgia residents who are dependent children of law enforcement officers, firefighters, or corrections officers/prison guards who were permanently disabled or killed in the line of duty.

**“Legal Resident of Georgia”** means a United States Citizen or eligible Permanent Resident Alien who is domiciled in the State of Georgia and meets all of the other residency requirements outlined in the State Scholarships and Grants Residency Regulations and Section 1 of these regulations.

**“Matriculated Status”** means the student is a recognized candidate for an appropriate degree, diploma or certificate at eligible postsecondary educational institutions as outlined in these regulations.

**“Parent”** means the natural mother or father, adoptive parent, and/or legal guardian whom a court has directed to provide financial support to the student.

**“Permanent Resident Alien”** means a student who meets federal Title IV requirements as a permanent resident alien or eligible non-citizen under federal Title IV requirements.

**“School Term”** means a typical school semester or quarter.

**“Transient Student”** means a visiting student enrolled in another institution who 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.

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

**“Undergraduate Student”** means a student who is in attendance at an eligible postsecondary institution and who is in the process of obtaining an associate degree, a bachelor’s degree, a diploma, or a certificate.

**“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.

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