

**North Georgia College and State University  
R.O.T.C. Grant Program**

**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**  
**NORTH GEORGIA COLLEGE & STATE UNIVERSITY**  
**R.O.T.C. GRANT REGULATIONS**

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## **NORTH GEORGIA COLLEGE & STATE UNIVERSITY R.O.T.C. GRANT**

### **PROGRAM OVERVIEW**

The North Georgia College & State University R.O.T.C. Grant Program (hereinafter referred to as "ROTC Grant") was initiated in the 1977-78 academic year (FY'78), as authorized by the Georgia General Assembly. The program is governed by the Official Code of Georgia, 20-3-430 and these regulations, which are approved by the Board of Directors of the Georgia Student Finance Commission. Code 20-3-433 authorizes the Georgia Student Finance Commission to define terms and prescribe such rules, regulations, and procedures as may be necessary to administer this program.

The purpose of the program is determined by the Georgia General Assembly. The Georgia General Assembly "finds that it is essential for the national defense that persons be encouraged to consider military leadership positions as an honorable and rewarding profession and that North Georgia College, Georgia's only state supported military college, plays a significant role in preparing and training students for professional life in the military as a profession. It is the purpose of the General Assembly to encourage students to enroll in North Georgia College and its military training program by providing for tuition grant assistance to such students."

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.

## **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 a minimum of 12 consecutive months immediately preceding the first day of classes of the school term for which the North Georgia College and State University ROTC Grant is sought.

### **RESIDENCY**

A student must be a resident of Georgia, as defined by the Commission, for a minimum of 12 consecutive months immediately preceding the first day of classes of the school term for which the North Georgia College and State University ROTC Grant is sought.

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

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

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

### **MATRICULATED STATUS OF ELIGIBLE STUDENTS**

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

## **SATISFACTORY ACADEMIC PROGRESS**

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

## **AUDIT AND TRANSIENT STUDENTS**

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

## **SELECTIVE SERVICE REGISTRATION**

A student must meet federal Selective Service registration requirements.

## **DEFAULT AND REFUND**

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 ROTC Grant assistance beginning with the term in which satisfactory repayment was made, but not for previous terms.
2. A student is ineligible for the ROTC 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 ROTC Grant from the date of conviction to the completion of the next academic term. Institutions are not required to obtain criminal justice records of North Georgia College & State University ROTC Grant applicants.

## **PARTICIPATION IN ARMY RESERVE OFFICERS' TRAINING CORPS**

A student must fully participate in the Army Reserve Officers' Training Corps program (i.e., be in uniform, attend drill, and enroll in ROTC class) to receive the ROTC Grant during any particular school term).

## **ELIGIBLE EDUCATIONAL INSTITUTIONS**

North Georgia College & State University is the only eligible institution for participation in the ROTC Grant program.

## **II. ROTC GRANT INITIAL APPLICATION AND RENEWAL PROCEDURES**

1. The student shall file the North Georgia College & State University ROTC Grant Application in accordance with the instructions contained on the application.

The student may submit the application to the authorized school official as early as North Georgia College & State University will permit, but the student must file the application online or in the institution's financial aid office on or before the last day of the academic term (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.

2. An authorized school official shall review each student's application and college records, consult with applicants as may be necessary, and otherwise make any necessary inquiries in order to correctly determine eligibility of each applicant.
3. Student eligibility shall be initially determined by the authorized school official and certified thereto as specified in these regulations.
4. The original copy of the certified application shall be mailed to the Commission by the authorized school official as early as possible. Awards shall be submitted and funds disbursed prior to June 15 of the current fiscal year.
5. The authorized school official shall furnish an appropriate notice to any student applicant who is determined to be ineligible.
6. To renew the ROTC Grant each year, the student must file the renewal application by the deadline date established by the financial aid office at North Georgia College & State University, but no later than the last day of the academic term or the student's withdrawal date, whichever occurs first, in order to be paid for that academic term.

### **III. PAYMENT OF ROTC GRANTS BY THE COMMISSION**

1. ROTC Grants shall be provided on a school-term basis for \$750 per semester, including Summer Term. The award amount per semester is subject to change during the award year.
2. Funds will be issued each school term for and on behalf of students eligible to receive the ROTC Grant on the basis of an official request for payment from the College in the format and method authorized by the Commission.
3. No earlier than the last day of the drop-add period each school term, the institution may request payment from the Commission for that term.
4. When requesting payment, the institution is certifying that each student so designated as eligible meets all of the requirements of the Act and these regulations.
5. Upon receipt of grant payments from the Commission, the school shall credit the amount of each grant on behalf of an eligible student to the account of the student, if the student owes a balance to school. Otherwise, the school shall pay over the same or any remaining surplus amount to the student, or the school may receive a check for each recipient, which are issued to each student.
6. Payments of grants for those students approved as eligible by the authorized school official are subject to sufficient funds being made available to the Commission by the State of Georgia under the Act and these regulations.

### **IV. REFUND OF ROTC GRANTS TO THE COMMISSION BY NORTH GEORGIA COLLEGE & STATE UNIVERSITY**

#### **BY REASON OF WRONGFUL OR ERRONEOUS PAYMENTS BY THE COMMISSION**

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

## **BY REASON OF NORTH GEORGIA COLLEGE/UNIVERSITY REFUND POLICIES**

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

## **BY REASON OF WITHDRAWAL FROM THE ROTC GRANT PROGRAM**

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

## **REMITTANCE OF REFUND**

In remitting funds 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.
4. The school term for which College owes a refund.

## **V. RECORD RETENTION**

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

## V. DEFINITIONS

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

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

**“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. 1065 of the General Assembly of Georgia approved March 24, 1980 (Ga. Laws 32-3766), as amended.

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

**“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, beginning with the summer term and ending with the spring term.

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

**“College”** means North Georgia College & State University.

**“Commission”** means Georgia Student Finance Commission.

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

**“Eligible Non-citizen”** means a person who meets the definition of an eligible non-citizen for purposes of Federal Title IV Programs.

**“Eligible Student”** means a legal resident of Georgia who is enrolled in the Army Reserve Officers’ Training Corps program at North Georgia College & State University for a minimum of 12 semester hours, 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 North Georgia College & State University who is enrolled for the equivalent of at least 12 semester hours.

**“Home Institution”** means the institution in which the student is normally enrolled and is in a matriculating status working toward a degree.

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

**“North Georgia College & State University Reserve Officers’ Training Corps or ROTC Grant”** means a State grant program payable to students who are enrolled in the R.O.T.C. program at North Georgia College & State University.

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

**“Resident of Georgia”** means a United States Citizen or an Eligible Non-citizen who meets all of the requirements of Section 1 of these regulations and all other requirements of the Commission’s State Scholarships and Grants Residency Regulations.

**“R.O.T.C.”** means Reserve Officers’ Training Corps.

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

**“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.

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

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

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