

HOPE

HELPING OUTSTANDING PUPILS EDUCATIONALLY

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Zell Miller
GOVERNOR

April 3, 1995

Dear Colleagues in Education:

With the approach of the third full year of the HOPE Scholarship Program, I believe we need to take a moment to reflect on what the program has accomplished during its almost two years in existence. The first year of HOPE (Academic Year 1993-94), over 43,000 students received financial aid assistance totalling over \$20,625,000. This current academic year, with the Spring quarter just beginning, over 80,000 students have already benefitted from HOPE with financial awards totalling almost \$52,000,000.

All of this could not have been accomplished without the commitment of you and your colleagues. Special recognition should be given to the financial aid administrators and their staff members who were responsible for awarding all these students. As was the case last year, our commitment is to distribute the HOPE program guidelines as quickly as possible in order that you and your staff will be able to review them prior to the start of the next academic year.

The following is a brief summary of the new components and programs which will be administered under the HOPE umbrella. In an effort to benefit as many students as possible, all of the new elements and rules will take effect for Summer term of 1995, regardless of when the term begins.

1) **Removal of the Income Limitation for Public Institution Scholarships**

Cost - \$4,000,000

Additional Number of Students Assisted - 1,700 - 2,000

BACKGROUND - The last census indicates that five percent of Georgia's families are earning in excess of \$100,000, the current income cap for the HOPE Scholarship Program. By eliminating the income-cap, students will be rewarded for their academic achievements without regard to an arbitrary income level.

Because of the elimination of the income-cap, students who were academically eligible for HOPE, except their family income exceeded the \$100,000 limitation, will now be eligible as long as their grade-point average is a 3.0 or higher at the appropriate check-point. Students entering

the program with 90 to 190 hours attempted, must have had a cumulative 3.0 at the end of the term they attempted 90 hours, and at 135 attempted hours, if applicable.

- 2) **Provide One-Second Chance Opportunity for Students to Re-Enter HOPE -**
Cost - \$1,560,000
Number of Students Assisted - 750 - 1,000

BACKGROUND - When a student receives a HOPE Scholarship to seek a degree at a public institution, the scholarship covers a full 45 attempted hours of study, which is the equivalent of completing the entire freshman year. Historically, many students who graduated from high school with an A or B average, failed to maintain those averages after their freshman year in college. This is due to a more demanding academic load as well as the transition to higher education. Thus far, more than 28% of the students who graduated from high school in 1993 and started under HOPE last year have not maintained the B average and cannot continue under HOPE. If past experience holds true, more students, upon reaching their 45 attempted hours, will not maintain a B average. For this reason, if a student falls below a cumulative 3.0 grade average at 45 attempted hours, the student, at his or her own expense, may continue their sophomore year (45 attempted hours), and, if that student obtains a cumulative 3.0 grade average at the end of their sophomore year, the student would be given a second chance to receive HOPE for their junior and an opportunity to renew for their senior year. This measure does not compromise the current HOPE standards, but does give students every possible opportunity to work hard and regain HOPE eligibility.

- 3) **Provide Students the Opportunity to Obtain HOPE after Entering a Public Institution to Seek a Degree -**
Cost - \$2,460,000
Additional Number of Students Assisted - 1,200 - 1,300

BACKGROUND - This will assist those individuals who graduated from high school prior to the establishment of the HOPE program in 1993, and would also assist those high school graduates who are not HOPE scholars immediately upon high school graduation. Students such as the above will be eligible for a HOPE scholarship after their sophomore year (90 attempted hours), if the student obtains a cumulative 3.0 grade average. This measure will be an incentive for individuals returning to school and who are committed to that effort.

- 4) Increase the HOPE Tuition Grant by \$500 to Private Colleges -**
Cost - \$10,400,000
Number of Students Assisted - 20,800

BACKGROUND - At the current time, a full-time private college student receives \$1,000 per academic school year under the long standing state-funded Tuition Equalization Grant Program. Additionally, the student also receives \$1,000 from the two-year old Lottery funded HOPE Tuition Grant Program. This improvement will increase the Lottery funded HOPE Tuition Grant from \$1,000 per academic school year to \$1,500 per academic school year.

Thus, a full-time Georgia resident attending one of our accredited, eligible private colleges will receive \$2,500 in tuition assistance per academic school year. This program provides our students with the option of attending a Georgia private college and is a cost-effective measure when consideration is given to the total state funds that follow students if they elect to attend a public college.

- 5) Creation of a HOPE Teacher Scholarship Program -**
Cost - \$10,000,000
Number of Teachers Projected to Benefit - 1,000

BACKGROUND - This program will assist teachers, counselors, and individuals who are seeking an advanced degree in a critical field of study. The purpose of this program is to attract more teachers and improve the quality of instruction in teaching fields that currently have many positions unfilled. Financial assistance of up to \$10,000 will be awarded towards the cost of attendance.

The critical fields of study include the following program areas:

- Middle Grades Education (4-8) with primary concentration in:
 - Math
 - Science
 - Math and Science
- Mathematics Education (Grades 7-12)
- Science Education (Grades 7-12)
- Foreign Language Education (Grades P-12)
- Education of Exceptional Children (Grades P-12)
- Speech Language Pathology (Grades P-12)
- School Counselor (Grades P-12)

The program will operate as a forgivable loan which will be repaid by teaching in a Georgia public school. The full program details are included in

the HOPE Teacher Scholarship Program Rules and Regulations.

- 6) Creation of a PROMISE Scholarship Program -**
Cost - \$3,000,000
Number of Students Projected to Benefit - 1,000

BACKGROUND - This program will provide forgivable loans of \$3,000 per year to high achieving students who commit to teach in our public schools. The student must have a cumulative 3.6 or higher grade average after the sophomore year in college and must be enrolled in the first quarter or semester of their junior year. This will enable the student to cover education related expenses over the last two years in a teacher education program. In most cases, these students will probably also be receiving a HOPE scholarship which already covers tuition. This forgivable loan of \$3,000 could be used any educational expenses such as room and board. This program will attract some of our best and brightest students into the teaching fields and commit them to four years of teaching in our public schools. The full programs details are included in the PROMISE Teacher Scholarship Program Rules and Regulations.

In addition to the above new components, you will find a brief description of regulatory improvements and their corresponding page(s) in the HOPE Scholarship Program Regulations. I trust these new legislative and regulatory changes are responsive to the comments we received during the last year throughout Georgia. Although we will all struggle in the coming months to implement these changes, the bottom line is that even more students will benefit because of these improvements.

Thank you for your cooperation and understanding. As always, please do not hesitate to contact our office whenever we may be of service.

With best wishes, I am

Very truly yours,

Michael F. Vollmer

HOPE Scholarship Program
Highlights of Improvements for 1995-96

Legislative Improvements:

1. AGI cap of \$100,000 was removed. (pg. 6)
2. Recipients who do not have a cumulative 3.0 at 45 attempted hours can regain their scholarship at 90 attempted hours, if they have a cumulative 3.0. (pgs. 7, 8)
3. Any eligible student with a cumulative 3.0 at 90 attempted hours can enter the scholarship program (pgs. 7, 8)
4. The HOPE grant at private colleges was increased by \$500 per academic year. (pg. 31)
5. Eligible institutions includes accredited proprietary colleges that offer bachelor's degree. (pg. 47)

Regulatory Improvements:

1. HOPE recipients at public institutions who have a 12 month break in enrollment will no longer be removed from the program.
2. Residency: (pgs. 3, 4, 5, 19, 34, 35)
 - Degree seeking Freshmen at public institutions must be residents at time of high school graduation.
 - Degree seeking Juniors and Seniors at public institutions must be residents at the time they first enroll in the University or DTAE System, or they must have graduated from high school in Georgia.
 - Diploma/Certificate seeking students at public institutions receiving out-of-state tuition waivers must live in Georgia.
 - Once a student is determined to be a resident, he or she will continue to be eligible for HOPE, even if the school changes their status to non-resident for tuition purposes.
3. Professional level students without a Bachelor's Degree may continue their eligibility up to 190 attempted hours. (pg. 10)

4. Students transferring with 90 attempted hours and a cumulative 3.0 will not have to wait 12 hours before being eligible. (pg. 9)
5. Draw-down of funds is limited to authorization until the school reports additional awards. (pgs. 14, 25, 39)
6. Summer term of 1995 is now the beginning of the 1995-96 HOPE award year; funds will be issued after June 30. HOPE enhancements also begin with summer term of 1995. (pgs. 14, 25, 31, 39)
7. Refund policy has been revised to correspond with the Federal refund policy changes. (pgs. 16, 27, 41)
8. Diploma/Certificate seeking students with a Bachelor's Degree or in a program of study that is not Pell eligible, may complete the HOPE Alternate Application rather than the FAFSA. (pg. 23)
9. Limitations to HOPE/GED payments: (pg. 36)
 - Once paid a HOPE Scholarship to seek a degree at a public institution, the HOPE/GED voucher can not be paid.
 - The HOPE/GED voucher can only be paid during the first year at a private college.
10. Incarcerated students are not eligible for HOPE. (pgs. 9, 21, 30, 34)
11. An appeals process is now included. (pgs. 43-44)

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HOPE
SCHOLARSHIP PROGRAM
Helping Outstanding Pupils Educationally

RULES AND REGULATIONS
ACADEMIC YEAR 1995-96

April 1, 1995

1994-1995 ACADEMIC YEAR HOPE REGULATIONS

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HOPE SCHOLARSHIP PROGRAM

I. DEGREE SEEKING STUDENTS ATTENDING PUBLIC INSTITUTIONS

**A. STUDENT ELIGIBILITY REQUIREMENTS FOR
DEGREE SEEKING STUDENTS ATTENDING PUBLIC INSTITUTIONS**

To be eligible to receive a Hope scholarship, to cover tuition, mandatory fees, and provide for a book allowance, the student must meet the following eligibility requirements:

**UNIVERSITY
SYSTEM
RESIDENCY**

1. A student attending a Georgia University System institution and who is seeking a HOPE Scholarship as a Freshman (1st tier), meets the residency requirements for purposes of HOPE eligibility if he or she would have met the requirements to be classified as a legal resident of Georgia for in-state tuition, under Board of Regents policy, at the time of his or her high school graduation and at the time of enrollment at a Georgia University System institution. These students may have graduated from an out-of-state high school. For example, the dependent child of military personnel who are legal residents of Georgia stationed out-side of Georgia.
2. A student attending a Georgia University System institution who is seeking a HOPE Scholarship as a Freshman (1st tier), meets the residency requirements for purposes of HOPE eligibility if he or she receives an out-of-state tuition waiver from the Georgia University System institution he or she is attending and the student graduated from a Georgia high school. For example, the dependent child of military personnel stationed in Georgia would be eligible.
3. A student attending a Georgia University System institution who is seeking a HOPE Scholarship as a Sophomore (2nd tier) meets the residency requirements for purposes of HOPE eligibility if he or she was determined to have met the residency requirements for purposes of HOPE eligibility while he or she was receiving HOPE as a Freshman (1st tier).
4. A student attending a Georgia University System institution who is seeking a HOPE Scholarship as a Junior (3rd tier) or Senior (4th tier) meets the residency requirements for purposes of HOPE eligibility if he or she met the requirements to be classified as a legal resident of Georgia for in-state tuition, under Board of Regents policy, at the time he or she first enrolled at a Georgia University System institution or graduated from high school in Georgia.

5. Once a student attending a Georgia University System institution has been correctly determined to meet the residency requirements for purposes of HOPE and begins receiving HOPE, he or she will continue to meet the residency requirements, even if his or her parents/legal guardians move from the State of Georgia or stop being legal residents of Georgia. (If the institution requires the student to begin paying out-of-state tuition, HOPE will still only cover the in-state tuition and fees charges.)

**DEPARTMENT OF
TECHNICAL AND
ADULT
EDUCATION
RESIDENCY**

1. A student attending a Georgia Department of Technical and Adult Education (DTAE) institution who is seeking a HOPE Scholarship as a Freshman (1st tier), meets the residency requirements for purposes of HOPE eligibility if he or she would have met the requirements to be classified as a legal resident of Georgia for in-state tuition, under DTAE policy, at the time of his or her high school graduation and at the time of enrollment at a Georgia DTAE institution. These students may have graduated from an out-of-state high school. For example, the dependent child of military personnel who are legal residents of Georgia stationed out-side of Georgia.
2. A student attending a Georgia DTAE institution who is seeking a HOPE Scholarship as a Freshman (1st tier), meets the residency requirements for purposes of HOPE eligibility if he or she receives an out-of-state tuition waiver from the DTAE institution he or she is attending and the student graduated from a Georgia high school. For example, the dependent child of military personnel stationed in Georgia would be eligible.
3. A student attending a Georgia DTAE institution who is seeking a HOPE Scholarship (2nd tier) meets the residency requirements for purposes of HOPE eligibility if he or she was determined to have met the residency requirements for purposes of HOPE eligibility while he or she was receiving HOPE as a Freshman (1st tier).

4. A student attending a Georgia DTAE institution who is seeking a HOPE Scholarship as a 3rd OR 4th tier student meets the residency requirements for purposes of HOPE eligibility if he or she met the requirements to be classified as a legal resident of Georgia for in-state tuition, under DTAE policy, at the time he or she first enrolled at a DTAE institution or graduated from high school in Georgia.
5. Once a student attending a DTAE institution has been correctly determined to meet the residency requirements for purposes of HOPE and begins receiving HOPE, he or she will continue to meet the residency requirements, even if his or her parents/legal guardians move from the State of Georgia or stop being legal residents of Georgia. (If the institution requires the student to begin paying out-of-state tuition, HOPE will still only cover the in-state tuition and fees charges.)

CITIZENSHIP

Be a U.S. citizen or a Permanent Resident Alien who meets the definition of an eligible non-citizen under Federal Title IV requirements.

ENROLLMENT

1. There is no minimum number of hours of enrollment required for eligibility. Full-time enrollment is not a requirement.
2. Be attending a branch of the University System of Georgia or a branch or affiliated branch of DTAE.
3. Must be admitted, enrolled, and classified as an undergraduate student in a matriculated status. One exception to the undergraduate status is detailed in the section entitled Length of Scholarship Eligibility.

**TUITION,
FEES, AND
FEDERAL
GRANTS**

1. Apply for the Federal Pell Grant program each award year by completing and submitting the appropriate need analysis form. Pell eligibility is not a requirement.
2. When determining the HOPE award amount, the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Job Training Partnership Act (JTPA) assistance would be applied to the student's tuition and mandatory fee charges first, before applying the HOPE scholarship.
3. The HOPE scholarship covers tuition and mandatory fees, rounded up to the nearest whole dollar, not covered by Pell, FSEOG, or JTPA. HOPE Scholarship funds awarded for tuition and fees can only be applied to tuition and fees, not other expenses such as room and board.

**BOOK
ALLOWANCE**

1. Students who meet all of the eligibility requirements for a HOPE scholarship to seek a degree at a Georgia public institution are also eligible for a book allowance.
2. Students are eligible for the book allowance regardless of their eligibility for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), JTPA, or any other financial aid.
3. The institution will allow a book allowance payment of \$100 per quarter if the student is at least half-time (six or more hours). Students enrolled for less than half-time will receive \$50 per quarter. The book allowance may be used to purchase books and/or supplies for the course of study.

**ADJUSTED GROSS
INCOME**

The 1994-95 AGI cap of \$100,000 has been lifted. Beginning with the summer term of 1995, there is no AGI requirement.

**FRESHMAN
(1ST TIER)
ELIGIBILITY**

1. To be eligible for the HOPE Scholarship for the freshman year (1st tier) a student must be a member of the 1993 high school graduating class or any graduating class thereafter.
2. To be eligible for the 1st tier a student must also have graduated from high school with a minimum of a 3.0 cumulative grade average on a 4.0 scale or an 80 numeric average in the college preparatory curriculum and met the curriculum's requirements, or a 3.2 average or an 85 numeric average in other curriculum tracks.

**SOPHOMORE
(2ND TIER)
ELIGIBILITY**

1. Must have graduated from high school as a HOPE Scholar.
2. If the student has attempted 45 and not more than 90 credit hours, to be eligible for a HOPE scholarship, he or she must have a cumulative grade average of at least 3.0 at the end of the school term in which the 45 hours was attempted.

**JUNIOR
(3RD TIER)
ELIGIBILITY**

1. The student must have attempted at least 90 credit hours but not more than 135 hours. The student must also have a cumulative grade average of at least 3.0 at the end of the term he or she attempted at least 90 hours. Eligibility as a Freshman (1st tier) or Sophomore (2nd tier) is not a factor.
2. Students who were HOPE recipients seeking a degree at a public institution during their Freshman year (1st tier) that failed to earn a 3.0 at the end of the term they attempted at least 45 hours, can regain HOPE eligibility if their cumulative grade average is a 3.0 at the end of the term they have attempted at least 90 hours.

3. Students who transfer from a HOPE eligible Georgia private college or university into a Georgia public institution who have attempted at least 90 quarter credit hours or the semester equivalent at the private college, and have at least a 3.0 grade average at the end of the term that they attempted at least 90 hours are eligible, just as students who have been attending a Georgia public institution.
4. Students who transfer from an out-of-state or non-eligible HOPE institution into a Georgia public institution that have a 3.0 at the end of the term that they have attempted at least 90 hours, are eligible to begin receiving payment as a Junior (3rd tier).

**SENIOR
(4TH TIER)
ELIGIBILITY**

1. A student must have been a recipient for his or her junior year (3rd tier) to be eligible for the senior year (4th tier). The student must also have cumulative grade average of at least 3.0 at the end of the term he or she attempted at least 135 hours.

**SATISFACTORY
ACADEMIC
PROGRESS**

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

**SELECTIVE
SERVICE
REGISTRATION**

A Selective Service Registration statement appears on the Student Aid Report (SAR) that allows the student to state either that he or she has registered or to explain why he or she is not required to register. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non citizens, and are not currently on active duty in the armed forces.

**DEFAULT AND
REFUND**

Not be in default on a Federal Title IV or Authority educational loan, nor owe a refund on a Federal Title IV or Authority student financial aid program. If the student has repaid the defaulted loan or refund in full, he/she will be eligible to obtain a HOPE scholarship.

DRUG-FREE ACT

A student is ineligible if, in accordance with the Drug-Free Postsecondary Education Act of 1990, he/she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. A student is ineligible to receive a HOPE scholarship from the date of conviction to the completion of the next academic term. The institutions are not required to obtain criminal justice records of HOPE applicants.

INCARCERATED STUDENTS

Students who are seeking a degree at a Georgia public institution are not eligible to receive HOPE payments while they are incarcerated, even if they meet all other eligibility requirements. Upon release they may begin receiving payments if they continue their enrollment and continue to meet all other eligibility requirements. The credit hours attempted while incarcerated will count towards their length of eligibility limitations.

POSTSECONDARY CUMULATIVE GRADE AVERAGE

The cumulative grade average will be determined as follows:

1. Each Registrar calculates a cumulative grade average to enforce the institution's Academic Policy, to identify Dean's List students, to award academic honors at graduation (Summa Cum Laude, Magna Cum Laude, Cum Laude), etc. This same grade point average should be used to renew HOPE Scholarships; or
2. For students attending DTAE institutions or transferring from non-University System institutions, the grade average will be derived by the receiving institution in accordance with the receiving institution's policy.

TRANSFER STUDENTS

1. Students transferring from one HOPE eligible public institution to another are eligible for HOPE if they continue to meet all eligibility requirements.
2. Students transferring into a HOPE eligible public institution, with less than 90 hours attempted, from an institution not eligible to participate in the HOPE program or from a HOPE eligible private college are not eligible to receive HOPE until completing the equivalent of one full-time quarter (12 hours) at the eligible public institution. Each student is limited to one transfer into a HOPE eligible public institution from an institution not eligible for HOPE.
3. Students who have completed at least 90 hours with a 3.0 do not have to complete one full-time quarter at a public institution before they are eligible.

LENGTH OF SCHOLARSHIP ELIGIBILITY

1. The student may receive scholarship awards through the quarter that he/she has attempted at least 45 quarter credit hours, during which the student was eligible for a HOPE scholarship; and
2. If the student maintains a 3.0 grade average after the quarter that he or she attempted 45 credit hours, the student may receive HOPE scholarship awards for 46 through 90 hours attempted.
3. If the student maintains a 3.0 grade average after the quarter that he or she attempted 90 hours, the student may receive the HOPE scholarship for 91 through 135 hours attempted.
4. If the student maintains a 3.0 grade average after the quarter that he or she attempted 135 hours, the student may receive the HOPE scholarship for 136 through 190 hours attempted.
5. A student may receive the HOPE scholarship for a total of 190 quarter credit hours attempted. The 190 hours may include remedial or regular college credit courses attempted. If a student enters the term with less than 190 hours attempted and enrolls for more than 190 hours, he or she is eligible for payment for the full number of hours enrolled for that term. One exception to the 190 hour cap is for students enrolled in specific undergraduate degree programs which are designed to be more than 190 hours in length. These students are eligible for a total of 225 hours attempted, or the numbers of hours required for graduation, whichever is less, if they have a 3.0 average after the quarter they attempted 190 hours. Regardless of the number of hours attempted, once the student has earned a Bachelor's Degree, he or she is ineligible for HOPE to seek a degree at a public institution.
6. Students who meet all other requirements for Senior (4th tier) eligibility, except that they are classified as Professional level rather than undergraduate students are eligible if they have been accepted into the Professional level program of study prior to receiving a Bachelor's Degree. Such students are still held to the 190 hour cap.

TRANSIENT STUDENTS

1. Transient students may receive payment upon the discretion of the home institution. Both the home institution and the visited or transient institution must be eligible institutions participating in the HOPE program. The home and visited institutions must have a written agreement which prohibits payment at the visited institution and provides the home institution with the information necessary to obtain payment from the Authority. The student's tuition must be owed to or paid through the home institution, which must be a HOPE eligible institution.

STUDY ABROAD AND OUT OF STATE PROGRAMS

Students enrolled in a matriculating status at an eligible institution in Georgia qualify for payment, even though they may not be physically present in Georgia during all or part of the school term for which assistance is being sought. The student's institution must approve for credit the study-abroad/out-of-state program. The students tuition must be owed to or paid through the home institution. HOPE only covers the normal tuition and fees of the home institution.

HOURS LIMITATION

1. If the student is otherwise eligible to participate in the HOPE Program, but is not paid because his/her tuition and fees are already covered by Pell, FSEOG, JTPA, the quarter credit hours attempted that term also apply to the hours limitation. Regardless of the amount of payment the student receives for a term or the number of credit hours he/she paid for, the total number of credit hours attempted for that term will be applied to his/her quarter credit hours total.
2. Quarter credit hours for duplicate courses attempted will count toward the credit hour limit.
3. Any credit hours attempted or earned before high school graduation, hours exempted by examination and Advanced Placement credit hours do not count against the credit hour limits. If the institution is not readily able to identify Advanced Placement credits, then the institution may rely on the student to advise the institution of his/her Advanced Placement credit, subject to verification.

REMEDIAL STUDY

A student who is required to participate in remedial study, whether credit or non-credit, who is seeking a degree is eligible to receive an award for remedial study. The hours of remedial study funded by HOPE shall count towards the 190 hour limit.

CONTINUING EDUCATION

A student enrolled in continuing education courses is ineligible for payment.

**B. APPLICATION AND AWARD PROCESS FOR
DEGREE SEEKING STUDENTS ATTENDING PUBLIC POSTSECONDARY INSTITUTIONS**

**HIGH SCHOOL
ELIGIBILITY
LIST**

All Georgia high schools are requested annually to submit a list of eligible seniors to the HOPE Scholarship Program. The list calls for the name, social security number, address, grade average, and curriculum track. The preliminary list includes the grade averages as of the end of the Fall quarter or semester. The preliminary list should be submitted to the HOPE program by the last day of February. The final list with the final grade average at graduation should be received by June 30.

APPLICATION

All applicants must apply for a Federal Pell Grant by completing the Free Application for Federal Student Aid. (FAFSA)

**INSTITUTIONAL
FINANCIAL AID
APPLICATION**

Some institutions may also require that students complete the institution's application for financial aid. Students will be advised to check with the institution they plan to attend for the appropriate form.

FAFSA DATA

1. The Authority will receive FAFSA data directly from the Central Processor for all residents of Georgia who apply for a Federal Pell Grant. This data will be added to the Authority data base.
2. The Authority will match the high school listing data with the FAFSA data to create student records.

**PRELIMINARY
LIST TO
INSTITUTIONS**

The public postsecondary institutions will receive from the Authority each spring a preliminary list of high school graduates and their grade averages as of the end of Fall term. The institutions may use this information to estimate HOPE scholarships when packaging financial aid. The institution must identify the HOPE scholarship on student financial aid award letters.

FINAL LIST TO INSTITUTIONS

The Authority will forward the data from the final high school list to the public postsecondary institutions during the summer in order to notify the postsecondary institutions of changes of eligibility from the preliminary list to the final list. Students who were eligible according to the preliminary list, but not eligible according to the final list, because of changes in their grade average and or curriculum track, are ineligible to receive payment. Their HOPE scholarships must be cancelled.

Procedures for HOPE Scholarships to eligible students who have not completed a FAFSA are as follows:

ELIGIBILITY DETERMINATION AND AWARD

1. The institution will assist the student in completing a FAFSA, screen the form for completeness, make a copy of the relevant information, and assist the student in mailing the form to the central processor.
2. The institution will make a determination of HOPE eligibility based on its information at the time.
3. The institution will immediately award a HOPE scholarship to eligible students.

AWARD RECONCILIATION

1. Upon receipt of the SAR, the institution will calculate the Pell award amount, if any, and will reconcile with the Authority according to the Authority's procedures.
2. If the student is ineligible for Pell, no reported correction is necessary nor any reimbursement to the institution's HOPE account.

INELIGIBLE STUDENT PROCEDURE

If later evidence indicated that the student should not have received the HOPE scholarship, it is not awarded for the next quarter. The institution will be held harmless in a State of Georgia audit for a payment to an ineligible student according to these procedures, if the student's file is documented. The institution must notify the student and the Authority of a refund due. The student will be ineligible for aid from the Authority until the student pays the refund.

C. PROCEDURES FOR AUTHORIZING AND DRAWING FUNDS

AUTHORIZATION OF FUNDS

The institution will receive notice of authorization of funds for each school term from the Authority.

DRAW DOWN AND DISBURSEMENT

The institution may draw upon the amount of its authorization each term, no sooner than 13 days prior to the first day of classes for that term. The institution may not draw-down more than the authorization for that term.

REPORT TO AUTHORITY

1. Within 45 days of the first day of classes for that term the institution must submit to the Authority a report of the students who were paid that term, the dollar amount paid, and credit hours.
2. If necessary the Authority will adjust each institution's authorization to match the amount actually paid and allow an additional draw-down. The institution may submit supplemental payment reports to the Authority for a term and the Authority will adjust the authorization to match the additional amount needed. The institution can then draw-down the needed amount.

SUMMER TERM DRAW DOWN

1. The award year begins with summer term. The earliest the institution can draw-down funds is July 1. Reconciliation with the Authority must take place within 45 days of the first day of class.
2. Legislative enhancements to the HOPE program become effective beginning with the summer term immediately following the Legislative Session which enacted the enhancements.

- RECONCILIATION**
1. After the completion of the award year, the Authority will send a reconciliation report to each institution that provides payment records for the award year.
 2. The institution must conduct a reconciliation and report to the Authority within 15 days of the completion of the award year.
 3. The Authority will provide the institution with a letter to confirm that reconciliation is complete and final for the award year.

D. REFUND POLICY

If a student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of enrollment, and is entitled to a refund, such refund may need to be returned to the HOPE fund.

Refund procedures for a student attending a Georgia public postsecondary institution are as follows:

SCHOOL'S REFUND

A school's refund to the student is the amount paid by financial aid and/or cash payments for institutional charges for a school term, minus the amount retained by the institution for the portion of the school term that the student was actually enrolled. The amount retained by the institution for the student's actual period of enrollment is determined after calculating all applicable refund amounts (state law, accrediting agency standards, statutory pro rata, and/or other standards approved by U.S. Department of Education), and utilizing the largest refund.

TITLE IV FUNDS REFUND

1. If a refund is due a student according to the school's refund policy, and the student received any Title IV funds, part of the refund must be returned to the Title IV programs. The following distribution formula is used to determine what amount of the refund must be returned to Title IV programs.
2.
$$\text{School refund to Student} \times \frac{\text{Total Title IV Funds}}{\text{Total Aid}} = \text{Amount to be refunded to Title IV programs.}$$

HOPE REFUND

1. Once the amount to be returned to Title IV programs is calculated, the school can determine the amount to be refunded to HOPE by subtracting the Title IV refund from the total refund.
2. The following is an example:

The student's tuition charges were \$500. He was awarded a \$200 Federal Pell Grant, \$100 FSEOG, and \$200 HOPE scholarship. He then totally withdrew from school. According to the refund policy he should receive a refund of \$400.

$$\text{\$400 (Refund)} \times \frac{\text{\$300 (Title IV)}}{\text{\$500 (Total Awards)}} = \text{\$240 (Title IV Refund)}$$

The \$400 total refund minus the \$240 Title IV refund equals \$160 HOPE refund. The school therefore retains \$40 of the original \$200 HOPE scholarship.

HOPE SCHOLARSHIP PROGRAM

II. DIPLOMA AND CERTIFICATE SEEKING STUDENTS ATTENDING PUBLIC INSTITUTIONS

**A. STUDENT ELIGIBILITY REQUIREMENTS FOR
DIPLOMA/CERTIFICATE SEEKING STUDENTS ATTENDING PUBLIC INSTITUTIONS**

To be eligible to receive a HOPE grant to cover tuition, mandatory fees, and provide for a book allowance, a diploma/certificate seeking student attending a public institution in Georgia must meet the following eligibility requirements:

RESIDENCY

1. A student attending a Georgia public technical institution, and who is classified as a legal resident of Georgia, for purposes of in-state tuition under the rules of the Georgia Department of Technical and Adult Education (DTAE), will be considered a legal resident of Georgia for purposes of the HOPE program. If out-of-state tuition is waived by the institution, according to DTAE policy, and the student (and his or her parents if he or she is a dependent student) physically lives in the State of Georgia, then the student meets the residency requirements of the HOPE program.
2. A student attending a Georgia University System institution and who is classified as a legal resident of Georgia for purposes of in-state tuition under the Board of Regents policy will be considered a legal resident of Georgia for purposes of the HOPE program. If out-of-state tuition is waived by the institution, according to Board of Regents policy, and the student (and his or her parents if he or she is a dependent student) physically lives in the State of Georgia, then the student meets the residency requirements of the HOPE program.
3. Once a student attending a Georgia University System or DTAE institution has been correctly determined to meet the residency requirements for purposes of HOPE and begins receiving HOPE, he or she will continue to meet the residency requirements, even if his or her parents/legal guardians move from the State of Georgia or stop being legal residents of Georgia. (If the institution requires the student to begin paying out-of-state tuition, HOPE will still only cover the in-state tuition and fees charges.)

CITIZENSHIP

Be a U.S. citizen or a Permanent Resident Alien who meets the definition of an eligible non-citizen under Federal Title IV requirements.

ENROLLMENT

1. There is no minimum number of hours of enrollment required for eligibility. Full-time enrollment is not a requirement.
2. Be attending a branch or affiliated branch of the Georgia Department of Technical and Adult Education or a branch of the University System of Georgia.

**TUITION,
FEES, AND
FEDERAL
GRANTS**

3. Must be admitted, enrolled, and classified as an undergraduate student in a matriculated status (leading to a certificate or diploma.)
1. Apply for the Federal Pell Grant program each award year by completing and submitting the appropriate need analysis form. Pell eligibility is not a requirement.
2. When determining the HOPE award amount, the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Job Training Partnership ACT (JTPA) assistance would be applied to the student's tuition and mandatory fee charges first, before applying the HOPE grant.
3. The HOPE grant covers tuition and mandatory fees, rounded up to the nearest whole dollar, not covered by PELL, FSEOG, or JTPA. HOPE Scholarship funds awarded for tuition and fees can only be applied to tuition and fees, not other expenditures such as room and board.

**BOOK
ALLOWANCE**

1. Students who meet all of the eligibility requirements for a HOPE grant to seek a diploma or certificate at a Georgia public institution are also eligible for a book allowance.
2. Students are eligible for the book allowance regardless of their eligibility for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), JTPA, or any other financial aid.
3. The institution will allow a book allowance payment of \$100 per quarter if the student is at least half-time (six or more hours). Students enrolled for less than half-time will receive \$50 per quarter. The book allowance may be used to purchase books and/or supplies for the course of study.

**SATISFACTORY
ACADEMIC
PROGRESS**

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

**SELECTIVE
SERVICE
REGISTRATION**

A Selective Service Registration statement appears on the Student Aid Report (SAR) that allows the student to state either that he or she has registered or to explain why he or she is not required to register. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non citizens, and are not currently on active duty in the armed forces.

**DEFAULT AND
REFUND**

Not be in default on a Federal Title IV or Authority educational loan, nor owe a refund on a Federal Title IV or Authority student financial aid program. If the student has repaid the defaulted loan or refund in full, he/she will be eligible to obtain a HOPE scholarship.

DRUG-FREE ACT

A student is ineligible if, in accordance with the Drug-Free Postsecondary Education Act of 1990, he/she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. A student is ineligible to receive a HOPE scholarship from the date of conviction to the completion of the next academic term. The institutions are not required to obtain criminal justice records of HOPE applicants.

**INCARCERATED
STUDENTS**

Students who are seeking a certificate or diploma at a Georgia public institution are not eligible for HOPE while they are incarcerated, even if they meet all other eligibility requirements. Upon release they may begin receiving payments, if they continue enrollment and continue to meet all other eligibility requirements.

**TRANSFER
STUDENTS**

Students transferring from one HOPE eligible public institution to another are eligible for HOPE if they continue to meet all eligibility requirements for diploma/certificate seeking students.

**LENGTH OF
GRANT
ELIGIBILITY**

1. An eligible student may receive a HOPE assistance for all course work required by the institution for a program of study leading to a certificate or diploma, including remedial studies.
2. Each HOPE recipient is eligible to receive assistance for two programs of study leading to a certificate or diploma. In addition, he or she is limited to two program of study changes.

3. A student enrolled in continuing education courses is ineligible for payment.

TRANSIENT STUDENTS

Transient students may receive payment upon the discretion of the home institution. Both the home institution and the visited or transient institution must be eligible institutions participating in the HOPE program. The home and visited institutions must have a written agreement which prohibits payment at the visited institution and provides the home institution with the information necessary to obtain payment from the Authority. The student's tuition must be owed to or paid through the home institution, which must be a HOPE eligible institution.

JOINT ENROLLMENT

A high school student meeting all eligibility requirements who is permitted to enroll in an eligible public postsecondary education institution, seeking a diploma or certificate, on a joint enrollment basis with a secondary educational institution or on an early admission basis, is eligible to receive a HOPE grant, if his/her tuition and mandatory fees are not paid in full by the Postsecondary Options Program. This student, however, would be eligible to receive the book allowance, regardless of funds received from the Postsecondary Options Program.

REMEDIAL STUDY

A student who is required to participate in remedial study, who is seeking a diploma or certificate, is eligible to receive grant payment for remedial study.

**B. APPLICATION AND AWARD PROCESS FOR
DIPLOMA/CERTIFICATE STUDENTS ATTENDING PUBLIC POSTSECONDARY INSTITUTIONS**

APPLICATION

Unless a student fits one of the exceptions described in this paragraph, all applicants must apply for a Federal Pell Grant by completing the Free Application for Federal Student Aid. The institution has the option of having students complete the Alternate Application for HOPE, rather than the FAFSA, if they already have a Bachelor's Degree and are therefore automatically ineligible for Pell, or they are enrolled in a technical certificate for credit program that is ineligible for Pell.

**INSTITUTIONAL
FINANCIAL AID
APPLICATION**

Some institutions may also require that students complete the institution's application for financial aid. Students will be advised to check with the institution they plan to attend for the appropriate form.

Procedures for HOPE Grants to eligible students who have not completed a FAFSA are as follows:

**ELIGIBILITY
DETERMINATION
AND AWARD**

1. The institution will assist the student in completing a FAFSA, screen the form for completeness, make a copy of the relevant information, and assist the student in mailing the form to the central processor.
2. The institution will make a determination of HOPE eligibility based on its information at the time.
3. The institution will immediately award a HOPE grant to eligible students.
4. The institution must identify the HOPE grant on the student financial aid award letter.

AWARD**RECONCILIATION**

1. Upon receipt of the SAR, the institution will calculate the Pell award amount, if any, and will reconcile with the Authority according to the Authority's procedures.
2. If the student is ineligible for Pell, no reported correction is necessary nor any reimbursement to the institution's HOPE account.

INELIGIBLE**STUDENT****PROCEDURE**

If later evidence indicated that the student should not have received the HOPE grant, it is not awarded for the next quarter. The institution will be held harmless in a State of Georgia audit for a payment to an ineligible student according to these procedures, if the student's file is documented. The institution must notify the student and the Authority of a refund due. The student will be ineligible for aid from the Authority until the student pays the refund.

C. PROCEDURES FOR AUTHORIZING AND DRAWING FUNDS

AUTHORIZATION OF FUNDS

The institution will receive notice of authorization of funds for each school term from the Authority.

DRAW DOWN AND DISBURSEMENT

The institution may draw upon the amount of its authorization each term, no sooner than 13 days prior to the first day of classes for that term. The institution may not draw-down more than the authorization for that term.

REPORT TO AUTHORITY

1. Within 45 days of the first day of classes for that term the institution must submit to the Authority a report of the students who were paid that term, the dollar amount paid.
2. If necessary the Authority will adjust each institution's authorization to match the amount actually paid and allow additional draw-down. The institution may submit supplemental payment reports to the Authority for a term and the Authority will adjust the authorization to match the additional amount needed. The institution can then draw-down the needed amount.

SUMMER TERM DRAW DOWN

1. The award year begins with summer term. Then the earliest the institution can draw-down funds is July 1. Reconciliation with the Authority must take place within 45 days of the first day of class.
2. Legislative enhancements to the HOPE program become effective beginning with the summer term immediately following the Legislative Session which enacted the enhancements.

RECONCILIATION

1. After the completion of the award year, the Authority will send a reconciliation report to each institution that provides payment records for the award year.
2. The institution must conduct a reconciliation and report to the Authority within 15 days of the completion of the award year.
3. The Authority will provide the institution with a letter to confirm that reconciliation is complete and final for the award year.

D. REFUND POLICY

If a student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of enrollment, and is entitled to a refund, such refund may need to be returned to the HOPE fund.

Refund procedures for a student attending a Georgia public postsecondary institution are as follows:

SCHOOL'S REFUND

A school's refund to the student is the amount paid by financial aid and/or cash payments for institutional charges for a school term, minus the amount retained by the institution for the portion of the school term that the student was actually enrolled. The amount retained by the institution for the student's actual period of enrollment is determined after calculating all applicable refund amounts (state law, accrediting agency standards, statutory pro rata, and/or other standards approved by U.S. Department of Education), and utilizing the largest refund.

TITLE IV FUNDS REFUND

1. If a refund is due a student according to the school's refund policy, and the student received any Title IV funds, part of the refund must be returned to the Title IV programs. The following distribution formula is used to determine what amount of the refund must be returned to Title IV programs.
2.
$$\text{School refund to Student} \times \frac{\text{Total Title IV Funds}}{\text{Total Aid}} = \text{Amount to be refunded to Title IV programs.}$$

HOPE REFUND

1. Once the amount to be returned to Title IV programs is calculated, the school can determine the amount to be refunded to HOPE by subtracting the Title IV refund from the total refund.
2. The following is an example:

The student's tuition charges were \$500. He was awarded a \$200 Federal Pell Grant, \$100 FSEOG, and \$200 HOPE scholarship. He then totally withdrew from school. According to the refund policy he should receive a refund of \$400.

$$\text{\$400 (Refund)} \times \frac{\text{\$300 (Title IV)}}{\text{\$500 (Total Awards)}} = \text{\$240 (Title IV Refund)}$$

The \$400 total refund minus the \$240 Title IV refund equals \$160 HOPE refund. The school therefore retains \$40 of the original \$200 HOPE scholarship.

HOPE SCHOLARSHIP PROGRAM

**III. DEGREE SEEKING STUDENTS ATTENDING GEORGIA PRIVATE COLLEGES AND
UNIVERSITIES**

A. STUDENT ELIGIBILITY REQUIREMENTS FOR GEORGIA PRIVATE COLLEGES AND UNIVERSITIES

To be eligible to receive a HOPE grant, a student seeking a degree at a Georgia private college or university must be attending an independent college or university in Georgia that is participating in the Georgia Tuition Equalization Grant program. Such students are eligible as long as they are classified by the institution as a freshman, sophomore, junior, or senior and they meet the following requirements.

GTEG ELIGIBILITY

Be eligible to receive a Georgia Tuition Equalization Grant and meet all of the GTEG eligibility requirements as specified in the "Regulations for Administering the Georgia Grant Program." **Incarcerated students are not eligible for the HOPE grant at private colleges and universities.**

FULL-TIME ENROLLMENT

Be enrolled full-time (12 hours) in order to be paid for the school term.

NEED ANALYSIS

1. A student does not need to complete and submit a need analysis form or apply for and be eligible for a Pell Grant, FSEOG, or any other totally Federally funded grant or scholarship in order to receive a HOPE grant.
2. A student is eligible regardless of his or her year of high school graduation, or high school grade average.

JOINT ENROLLMENT

A high school student meeting all eligibility requirements including full-time attendance who is admitted and enrolled as a regular student in an eligible private postsecondary educational institution on a joint enrollment basis with a secondary educational institution or on an early admission basis, is eligible to receive payment.

TRANSFER STUDENTS

Students transferring from one HOPE eligible private college to another are eligible for HOPE if they meet all other requirements. Refer to Section I.A. "Transfer Students" for rules regarding transfer to public institutions.

**B. APPLICATION AND AWARD PROCESS FOR
STUDENTS ATTENDING PRIVATE COLLEGES AND UNIVERSITIES**

**GTEG
APPLICATION**

1. Each student must complete a Georgia Tuition Assistance Grant Application and thereby apply for the Georgia Tuition Equalization Grant program. The student will submit the application to an eligible private Georgia college or university.
2. The institution will complete its portion of the application and forward the original to the Authority and retain a carbon copy. The Authority will enter the application information into its database.
3. Each term the institution will identify eligible students and request payment from the Authority. The institution must identify the HOPE grant on the student financial aid award notices, separate from the GTEG award.

**DISBURSEMENT
OF AWARD**

1. The Authority will disburse appropriate funds. The maximum award amount is \$1,500 per academic year, in addition to the regular GTEG award amount. The award is disbursed as \$500 per quarter or \$750 per semester, including Summer. The GTEG award plus the HOPE award is equal to the institution's tuition or the maximum award for each program combined, whichever is less. If a reduction is necessary the HOPE award is reduced before the GTEG.
2. This process is repeated each term.
3. The award year for private colleges begins with summer term and ends with spring term. Legislative enhancements to the HOPE program become effective beginning with the summer term immediately following the Legislative Session which enacted the enhancements..

C. REFUND POLICY

If a student officially withdraws, drops out, drops hours, or is expelled and is entitled to a refund in accordance with the refund policy, such refund may need to be returned to the HOPE fund. The institution should refer to the GTEG refund policy in the "Regulations For Administering The Georgia Grant Programs". Partial refunds must be applied proportionately to the HOPE and GTEG funds.

HOPE SCHOLARSHIP PROGRAM

IV. GED RECIPIENTS

A. STUDENT ELIGIBILITY REQUIREMENTS FOR GED RECIPIENTS

To be eligible to receive a HOPE grant of \$500 a GED recipient must meet the following requirements:

GED RECIPIENT AFTER JUNE 30, 1993

Be a recipient of the General Education Development certificate awarded by the Georgia Department of Technical and Adult Education after June 30, 1993.

INCARCERATED STUDENTS

Incarcerated students are eligible to earn a HOPE/GED voucher during incarceration, but are not eligible to receive payment while they are incarcerated. Upon their release they can be issued a new voucher for the full 24 month eligibility period.

ENROLLMENT

1. Attend a branch of the University System of Georgia, a branch or affiliated branch of the Georgia Department of Technical and Adult Education, or an eligible independent college or university located in Georgia, as defined in these regulations.
2. Be admitted, enrolled, and classified as an undergraduate student in matriculated status towards a degree, diploma, or certificate. Full-time enrollment is not required.

RESIDENCY

1. A student attending a Georgia public technical institution, and who is classified as a legal resident of Georgia, for purposes of in-state tuition under the rules of the Georgia Department of Technical and Adult Education (DTAE), will be considered a legal resident of Georgia for purposes of the HOPE program. If out-of-state tuition is waived by the institution, according to DTAE policy, and the student (and his or her parents if he or she is a dependent student) physically lives in the State of Georgia, then the student meets the residency requirements of the HOPE program.

2. A student attending a Georgia University System institution and who is classified as legal resident of Georgia for purposes of in-state tuition under the Board of Regents policy will be considered a legal resident of Georgia for purposes of the HOPE program. If out-of-state tuition is waived by the institution, according to Board of Regents policy, and the student (and his or her parents if he or she is a dependent student) physically lives in the State of Georgia, then the student meets the residency requirements of the HOPE program.
3. A student attending a HOPE eligible Georgia private college who is classified as a legal resident of Georgia for purposes of the Georgia Tuition Equalization Grant will be considered a legal resident of Georgia for purpose of the HOPE program.

CITIZENSHIP

Be a U.S. citizen or a Permanent Resident Alien who meets the definition of an eligible non-citizen under Federal Title IV requirements.

SATISFACTORY ACADEMIC PROGRESS

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

SELECTIVE SERVICE REGISTRATION

A Selective Service Registration statement appears on the Student Aid Report (SAR) that allows the student to state either that he or she has registered or to explain why he or she is not required to register. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non citizens, and are not currently on active duty in the armed forces.

DEFAULT AND REFUND

Not be in default on a Federal Title IV or Authority educational loan, nor owe a refund on a Federal Title IV or Authority student financial aid program. If the student has repaid the defaulted loan or refund in full, he/she will be eligible to receive payment for his/her GED voucher.

DRUG-FREE ACT

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

**REMEDIAL
STUDY**

A student required to participate in remedial study who is seeking a degree, diploma, or certificate is eligible to receive payment.

HOPE PAYMENT

Once a student receives HOPE Scholarship payment to seek a degree at a public institution, he or she can not receive HOPE/GED payment, in future school terms. Students seeking a degree at a private institution are only eligible to receive HOPE/GED payment during his or her first academic year of enrollment. The student may receive both HOPE grant payment at a private institution and HOPE/GED payment during that first academic year. Students are eligible to receive HOPE/GED payment and a HOPE grant while seeking a diploma or certificate at a public institution, during the same term.

B. APPLICATION AND AWARD PROCESS FOR GED RECIPIENTS

GED VOUCHER

All persons receiving a GED from the Georgia Department of Technical and Adult Education after June 30, 1993, and thereafter will receive a HOPE GED voucher.

GED VOUCHER PAYMENT

1. The voucher may be submitted to an eligible postsecondary institution in Georgia at the time of the student's enrollment. In return, the student's account will be credited for \$500 to cover any costs of attendance, as defined in these regulations. The voucher expires after 24 months from the date it was issued. The expiration date is extended by an additional 28 months for a total of 52 months for those who serve on active duty in the military during this time. Extensions are also provided for reason of incarceration.
2. Assistance for GED recipients may be carried forward from the first school term. If the student's cost of attendance budget cannot absorb \$500 for the student's first term, the institution should only draw down the amount needed. The remainder of the \$500 will be reserved for the student's future use.
3. The institution must identify the HOPE award on the student financial aid award letter.
4. Receiving GED voucher payment does not prevent the student from receiving a HOPE grant for seeking a diploma or certificate at a public institution or a degree at a private college. Degree seeking students at public institutions may receive a HOPE Scholarship after attempting 90 hours, if they meet all other requirements, even if they were previously paid for a GED voucher.

VOUCHER NON- TRANSFERABLE

The recipient of the voucher will be clearly identified on the voucher by name and Social Security Number. The voucher can only be used by that person and is not transferable.

C. PAYMENT PROCESS FOR PRIVATE COLLEGES AND UNIVERSITIES

The private colleges and universities have three options for receiving GED voucher payment from the Authority, they are:

1. If the institution has LION (electronic data exchange software) it may draw-down the necessary funds through LION and then use LION to report the student payment.
2. If the institution has PRIDE (electronic file transmission software) it may draw-down necessary funds by mailing or faxing a request to the Authority, then use PRIDE to report the student payment.
3. The institutions may photocopy the GED voucher and mail or fax it to the Authority with a cover letter which requests payment. The Authority will process the voucher and funds will be issued.

D. PROCEDURES FOR AUTHORIZING AND DRAWING FUNDS FOR PUBLIC INSTITUTIONS

AUTHORIZATION OF FUNDS

The institution will receive notice of authorization of HOPE funds for each school term from the Authority, including funds needed for GED vouchers.

DRAW DOWN AND DISBURSEMENT

The institution may draw upon the amount of its authorization each term, no sooner than 13 days prior to the first day of classes for that term.

REPORT TO AUTHORITY

1. Within 45 days of the first day of class the institution must submit to the Authority a report of the students who were paid that term, and the dollar amount paid.
2. If necessary the Authority will adjust each institution's authorization to match the amount actually paid. The institution may draw down additional funds, up to the authorized amount, as necessary during the term.

SUMMER TERM DRAW DOWN

1. The award year begins with summer term. The earliest the institution can draw-down funds is July 1. Reconciliation with the Authority must take place within 45 days of the first day of class.
2. Legislative enhancements to the HOPE program become effective beginning with the summer term immediately following the Legislative Session which enacted the enhancements.

**YEAR-END
RECONCILIATION
REPORT**

1. After the completion of the award year, the Authority will send a reconciliation report to each institution that provides payment records for the award year.
2. The institution must conduct a reconciliation and report to the Authority within 15 days of the completion of the award year.
3. The Authority will provide the institution with a letter to confirm that reconciliation is complete and final for the award year.

E. REFUND POLICY

If a student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of enrollment, and is entitled to a refund, such refund may need to be returned to the HOPE fund.

Refund procedures for a student attending a Georgia public postsecondary institution are as follows:

SCHOOL'S REFUND

A school's refund to the student is the amount paid by financial aid and/or cash payments for institutional charges for a school term, minus the amount retained by the institution for the portion of the school term that the student was actually enrolled. The amount retained by the institution for the student's actual period of enrollment is determined after calculating all applicable refund amounts (state law, accrediting agency standards, statutory pro rata, and/or other standards approved by U.S. Department of Education), and utilizing the largest refund.

TITLE IV FUNDS REFUND

1. If a refund is due a student according to the school's refund policy, and the student received any Title IV funds, part of the refund must be returned to the Title IV programs. The following distribution formula is used to determine what amount of the refund must be returned to Title IV programs.
2.
$$\text{School refund to Student} \times \frac{\text{Total Title IV Funds}}{\text{Total Aid}} = \text{Amount to be refunded to Title IV programs.}$$

HOPE REFUND

1. Once the amount to be returned to Title IV programs is calculated, the school can determine the amount to be refunded to HOPE by subtracting the Title IV refund from the total refund.
2. The following is an example:

The student's tuition charges were \$500. He was awarded a \$200 Federal Pell Grant, \$100 FSEOG, and \$200 HOPE scholarship. He then totally withdrew from school. According to the refund policy he should receive a refund of \$400.

HOPE SCHOLARSHIP PROGRAM

V. APPEALS PROCESS

A. APPEALS PROCESS

If a student wishes to appeal a determination of eligibility made by an institution or the Georgia Student Finance Commission, then he or she should follow the following HOPE appeals process.

FILING APPEALS

In order for an appeal to be considered the student must submit a written notice of intent to file an appeal within 30 days of receiving a notice of denial. The student then has an additional 30 days to provide all of the documentation regarding the appeal. If additional information is requested from the student it must be provided within the time frame specified by the institution or appeals committee. Normally the appeals committee decides cases based on written documentation. In special cases the committee may hear appeals in person, but only the student may appear before the committee.

POSTSECONDARY CUMULATIVE GRADE AVERAGE

Student's who fail to meet the Postsecondary Cumulative Grade Average renewal requirements may have their HOPE Scholarship renewed because of special conditions. These special conditions may include a serious and extended illness or injury of the student which adversely affected the student's grades. Such illness or injury must be verified by a physician including details regarding the duration and extent of the student's disability. Information must also be provided from the student's Academic Dean which corroborates the medical documentation and describes any opportunities that were available to the student to receive an Incomplete and to make-up or retake classwork. It is the student's responsibility to see that all necessary documentation be provided.

Other special conditions may also be considered. The death or serious and extended illness or injury of an immediate family member could in some cases justify an exception to the 3.0 GPA renewal requirement. Again, such cases must be medically documented and corroborated by the student's instructors. Natural disasters and other traumatic events may also warrant exceptions, if sufficiently documented.

If an exception is granted to a student who does not have the required 3.0 grade average, he or she may receive HOPE payment for 15 credit hours. After completing 15 credit hours the student's cumulative grade average must be at least a 3.0 in order to continue receiving HOPE.

**HIGH SCHOOL
GRADE AVERAGE
AND CURRICULUM
TRACK**

These regulations state that to be eligible to seek a degree at a public institution as a Freshman (1st tier) a student must graduate from high school with a 3.0 cumulative grade average on a 4.0 scale or an 80 numeric average, meeting the college preparatory curriculum, or a 3.2 grade point average or an 85 numeric average, meeting the vocational or general curriculum track.

These items are not appealable. The grade average and curriculum track are determined by the high school at graduation. It would be inappropriate for a postsecondary institution, or the Georgia Student Finance Commission or a committee thereof, to interfere with the high school's determination.

EARLY ADMISSION

These regulations state that in order for a student to be eligible to receive a HOPE Scholarship at a public institution to seek a degree, he or she must have graduated from high school with a B average. Students who are accepted into an eligible institution on Early Admission or prior to high school graduation, with no intent to eventually graduate from high school are generally not eligible for a HOPE Scholarship. Exceptions may be granted on a case-by-case basis if sufficient documentation is provided that convinces the committee that the student has achieved the academic equivalent of graduating from high school with a B average. Such documentation should include his or her high school transcripts, SAT or ACT scores, letters of recommendation from high school officials and officials of the postsecondary institution that accepted the student.

**MISCELLANEOUS
APPEALS**

Other miscellaneous types of appeals may be considered on a case by case basis.

**HOPE
APPEALS
COMMITTEE**

The HOPE Appeals Committee is comprised of three citizens who are on the Georgia Student Finance Commission's Board of Directors, two institutional Financial Aid Directors, a representative of the Board of Regents, a representative of the Georgia Department of Technical and Adult Education and a representative of the Association of Private Colleges in Georgia. The committee's decision is final.

HOPE SCHOLARSHIP PROGRAM

VI. DEFINITIONS

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, three quarters, or 900 clock hours of instruction.

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

"Authorization" means a maximum amount of funds which a particular institution may draw-down from the Authority for a school term.

"Authority" means Georgia Student Finance Authority.

"Award Year" means four consecutive quarters or three consecutive semesters which begins with the Summer term and ends with the Spring term.

"Book Allowance" means HOPE funds provided to students to purchase books and/or supplies for their course of study.

"Board" means Board of Directors of the Georgia Student Finance Authority.

"Clock Hour" means a period of time which is the equivalent of either (1) a 50 to 60 minute class, lecture, or recitation, (2) two hours of laboratory, shop training, or internship requiring outside preparation, (3) two hours of outside preparation related to (1) and (2); or (4) three hours of laboratory, shop training, or internship not requiring outside preparation.

"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.

"Cost of Tuition" means the charges to a student for instruction without regard to other fees such as lab, activity, athletic, medical, etc.

"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.

"Diploma/Certificate" means a credential indicating satisfactory completion of training in a program of study offered by a postsecondary educational institution, which is not an associate or baccalaureate degree.

"Disbursed" or "Made Available" means the student's account was credited or a check was predated and available for the student to pick up from the institution.

"Eligible High School" means any private or public secondary educational institution that is authorized to grant high school diplomas and is fully accredited by the Southern Association of Colleges and Schools, the Georgia Accrediting Commission or other nationally or regionally recognized accrediting agency.

"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, any non-profit independent college or university located in Georgia and which is accredited by the Southern Association of Colleges and Schools, or any proprietary institution of higher education located in the State of Georgia which is a baccalaureate degree granting institution; which is accredited by a regional accrediting agency recognized by the U.S. Department of Education; which is not a Bible College; which admits as regular students only persons who have a high school diploma, GED, or degree from an accredited postsecondary institution; whose students are eligible to participate in the Federal Pell Grant program; which has been reviewed and approved for operation and for receipt of tuition equalization grant funds by the Georgia Nonpublic Postsecondary Education Commission; and which has been in existence for at least ten years. All eligible institutions must also be approved by the U.S. Department of Education to participate in Title IV programs and be actively participating in at least the Federal Pell Grant program. Additionally, for private colleges and universities, eligible institutions for HOPE must also be eligible for Tuition Equalization Grants.

"Federal Pell Grant" means a Federal program of non-repayable grant aid which is designed to be the base award for eligible students with Federally determined financial need.

"FSEOG" means the Federal Supplemental Educational Opportunity Grant, a Federal program that provides grants to exceptionally needy undergraduate students to help pay for their postsecondary education.

"Full-Time Student" means a matriculated student attending an eligible postsecondary educational institution and enrolled for the equivalent of at least 12 quarter or semester credit hours, or a minimum of 25 clock hours per week.

"GED" means General Education Development certificate awarded by the Georgia Department of Technical and Adult Education.

"GTEG" means the Georgia Tuition Equalization Grant, which is a state of Georgia program that provides grants to residents of Georgia who are full-time undergraduate students attending an eligible private college or university in Georgia.

"High School Cumulative Grade Average" means a graduating high school senior's cumulative grade average on a 4.0 or a numeric scale as reported by the high school. A 4.0 grading scale is determined as a scale on which an unweighted "A" equals 4.0. Classes may be weighted or unweighted depending on the policy of the high school.

"High School Curriculum Track" means the course of study, i.e., college preparatory, from which the student plans to graduate or has graduated from in high school.

"Home Institution" means the institution in which the student is normally enrolled and is in a matriculating status working towards a degree or diploma/certificate. The home institution must be Georgia HOPE eligible institution.

"HOPE Scholar" means a legal resident of Georgia or Georgia high school graduate who was a member of the 1993 high school graduating class or any graduating class thereafter that graduated with a minimum of a 3.0 cumulative grade average on a 4.0 scale or an 80 numeric average in the college preparatory curriculum and met the requirements of that curriculum, or a 3.2 average or an 85 numeric average in other curriculum tracks.

"Legal Resident of Georgia" means a United States Citizen or eligible Permanent Resident Alien who is domiciled in the State of Georgia and meets residency requirements of the governing body of the institutions attended, as specified in Sections I.A., II.A., and IV.A. of these regulations.

"Mandatory Fees" means any fee charged by the institution to every student enrolled at that institution, regardless of their program of study.

"Matriculated Status" means the student is a recognized candidate for an appropriate degree, diploma, or certificate at an eligible postsecondary educational 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.

"Parent" means the natural mother or father or stepparent, adoptive parents, and/or legal guardian whom a court has directed to provide financial support to the student.

"Permanent Resident Alien" means an alien student who meets the definition of a permanent resident alien or eligible non-citizen under Federal Title IV requirements.

"Postsecondary Cumulative Grade Average" means the calculation of those grades earned at the postsecondary level to establish eligibility for the HOPE scholarship, beyond the Freshman year (1st tier).

"Quarter Credit Hours Attempted" means the number of hours for which a degree-seeking or diploma/certificate student attending a public postsecondary institution is enrolled, regardless of whether or not the student earns the hours or completes his/her course(s). The number of quarter credit hours attempted are used to monitor the length of the student's eligibility for HOPE scholarships. Quarter credit hours attempted as part of a diploma or certificate program are only counted in a degree program if those hours are accepted for the degree.

"Regulations for Administering The Georgia Grant Programs" means regulations officially governing the following programs: Georgia Tuition Equalization Grant, Student Incentive Grant, North Georgia College ROTC Grants, and the Law Enforcement Personnel Dependents Grant.

"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.

"Undergraduate Student" means a student who is in attendance at an eligible postsecondary educational institution and who is in the process of obtaining either a diploma/certificate, an associate degree or a bachelor's degree.

"Visited or Transient Institution" means the institution the student is temporarily attending as a transient student