

Nathan Deal  
GOVERNOR



Georgia Student Finance Commission  
Georgia Student Finance Authority  
Georgia Higher Education Assistance Corporation  
[GAfutures.org](http://GAfutures.org)

Shawn Ryan  
PRESIDENT

Publication Date: January 12, 2017  
DCL ID: 2017-12

Subject: 2017 MOWR State Compliance Reviews

Dear Colleague:

The Move on When Ready (MOWR) program has experienced tremendous utilization in the year and a half since its inception. We are pleased with and appreciative of your efforts to assist us in implementing this valuable dual-enrollment program for Georgia's high school students.

As we are now in the second year of the MOWR program, the Georgia Student Finance Commission (GSFC) is implementing the compliance procedures required by the MOWR law.

Beginning later this month, the sample population selected for review by GSFC's Compliance Team will include students who received MOWR awards during Fiscal Year 2016. The number of students selected for review for MOWR is dependent upon the total number of MOWR awards; the total number of student files selected for review across all programs may change.

The Compliance Team will review the students' records at the postsecondary institution, as well as the high school transcript information GSFC receives. Postsecondary institutions will not be held accountable for any discrepancies found with regard to information on the high school transcript. A list of the data elements that will be reviewed is included on page 2 of this DCL.

Thank you for your institution's participation in the State Scholarship and Grant Programs. If you have any questions, please do not hesitate to contact Lisa Newham, Compliance Officer, at 770.724.9136 or [lisan@gsfc.org](mailto:lisan@gsfc.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn Ryan', with a long horizontal flourish extending to the right.

Shawn Ryan

## MOWR Compliance Review Elements

1. Verify student has not received high school diploma, GED or completed Home Study program.  
Documents to use: Admission Application, GSFC records/student information.
2. Verify student has application on file for each term MOWR funds are received.  
Documents to use: GSFC records/MOWR application.
3. Verify MOWR application received at GSFC prior to deadline as outlined in Section 1608.2.  
Documents to use: GSFC records/MOWR application.
4. Verify coursework taken at postsecondary school is the coursework certified by the high school on the application for that term.  
Documents to use: GSFC records/MOWR applications.
5. Verify coursework taken at postsecondary school is reflected on the high school transcript.  
Documents to use: GSFC high school grade records/postsecondary transcript.
6. Verify student completed postsecondary coursework paid for by MOWR prior to high school graduation or Home Study completion.  
Documents to use: Postsecondary institution transcript, postsecondary institution academic calendar, GSFC records/student information.
7. Verify postsecondary credit is not credit by examination nor continuing education or audit coursework.  
Documents to use: Postsecondary institution transcript, transcript key, postsecondary institution catalog.
8. Verify coursework paid for by MOWR appears on student's postsecondary transcript.  
Documents to use: Postsecondary institution transcript.
9. Verify student maintains SAP (private institutions).  
Documents to use: Postsecondary institution transcript, postsecondary institution SAP Policy.
10. Verify MOWR funds are applied to student's account.  
Documents to use: Postsecondary institution student disbursement account.
11. Verify MOWR funds are applied to tuition costs, not other Costs of Attendance.  
Documents to use: Postsecondary institution student disbursement account.
12. Verify postsecondary institution invoiced correct amount for tuition and book allowance per term, based on number of credit hours appearing on the student's transcript, and correct fee amount per term.  
Documents to use: Postsecondary institution student disbursement account, postsecondary transcript.
13. Verify that, if a student's tuition and fee is required to be paid for by another source, MOWR is reduced or eliminated, depending on the amount remaining in tuition and fee costs.  
Documents to use: Postsecondary institution student disbursement account, postsecondary transcript.
14. Verify any refunds are appropriately returned to GSFC by the postsecondary institution by the deadline.  
Documents to use: Postsecondary institution student disbursement account, GSFC invoicing records.
15. Verify invoice submitted by postsecondary institution includes Enrolled-Hours, Paid-Hours and Learning Support Hours.  
Documents to use: Postsecondary institution transcript, GSFC invoicing records for student.