

**Charles McDaniel
Teacher Scholarship**

REGULATIONS – 3700.

2022 - 2023 Award Year



Effective Date – November 4, 2022

GSA | Georgia Student
Finance Authority

2082 East Exchange Place
Tucker, Georgia 30084

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3702. Program Overview.

The Charles McDaniel Scholarship is a merit-based scholarship program to recognize and award outstanding college juniors and seniors seeking a teaching Degree at an eligible University System of Georgia (USG) college in Georgia.

The maximum amount awarded to an eligible student is \$1,500 per Award Year. Eligible students must be enrolled in a bachelor's degree program at a University System of Georgia (USG) institution, and solely be in pursuit of a teacher education, with an intent to teach. The number of awards per academic year are based upon available funds.

The program was established in memory of Dr. Charles McDaniel, former state superintendent of schools in 2006-2007 Award Year (State Fiscal year 2007). The program is privately funded and administered by the Georgia Student Finance Authority (GSFA), in accordance with these regulations.

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3703. Definitions. (Electronic Link)

3704. General Eligibility Requirements.

3704.1. Citizenship.

1. A student must be a United States Citizen, born or naturalized, or an Eligible Non-Citizen according to the Federal Title IV Regulations, as of the first day of classes of the school term for which the scholarship is sought.

3704.2. Georgia Residency.

1. A student who meets the Georgia Residency requirements of the Board of Regents (BOR) must also meet such Georgia Residency requirements for 12 consecutive months immediately prior to the first day of classes of the school term for which the McDaniel Teacher Scholarship is sought.
2. A student who does not meet the Georgia Residency requirements of the BOR at the time of high school graduation, must meet such Georgia Residency requirements for 24 consecutive months immediately prior to the first day of classes of the school term for which the McDaniel Scholarship is sought.

3704.3. Satisfactory Academic Progress.

1. A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her Eligible Postsecondary Institution.
 - a. For state aid programs, Eligible Postsecondary Institutions may establish an appeal process for students with dual-enrollment credit hours that fail to meet the quantitative standard (pace) for degree completion, generally identified as 150 percent of the published length of the program.
 - b. The appeal should consider attempted hours toward the program in which the student is enrolled, satisfactory qualitative (grade-based) standards, and the student's satisfactory pace in pursuit of completing the program with and without the dual enrollment credits. Eligible Postsecondary Institutions have sole discretion and responsibility for evaluation and approval of any such appeals.

3704.4. Selective Service Registration.

1. A student must be in compliance with Georgia state law requirements of having registered with the United States Selective Service System requirements.
2. Selective Service registration, by required males, should be completed prior to the program application deadline in order to be eligible for payment for such school term.

- a. A late disbursement is permitted if the student meets Selective Service requirements any time during the fiscal year.
3. GSFC will maintain Selective Service registration or exemption status information for state aid program applicants/recipients. The registration status will be available to the postsecondary institution in which the student is enrolled in order for the institution to determine program eligibility.
 - a. The Institution may collect documentation supporting a student's registration status and submit to GSFC for consideration.
4. Male applicants required to register with the Selective Service System must have a registered or exemption status on file with GSFC to be eligible for state aid programs and for a disbursement invoice to be paid.

3704.5. Defaulted Loan or Refund Due.

1. A student must not be in default on a Federal Title IV or State of Georgia educational loan or owe a refund due to an over-award on a Federal Title IV or State of Georgia student financial aid program, or in any other way be in violation of Federal Title IV Programs Regulations or State of Georgia student financial aid program regulations. A student must meet the requirements of this section at the time funds are disbursed by GSFC on behalf of the student.
2. A student's federal default status can be resolved in one of five ways:
 - a. Completing an acceptable rehabilitation plan;
 - b. Having the loan repurchased by the original lender and the default status reversed;
 - c. Consolidating the loan out of a default status;
 - d. Receiving an approved Title IV debt settlement, to include a compromised settlement; or
 - e. Making monthly payments over a specified period agreed-upon with the lender of the Student's federal loan; each payment must be on time and voluntary to be in a satisfactory repayment plan.
3. A student's State of Georgia refund due status can be resolved by:
 - a. Paying the refund due to the Eligible Postsecondary Institution at which the over-award occurred. The Eligible Postsecondary Institution will then forward the payment to GSFA.

4. A student's default status on a State of Georgia loan can be resolved by:
 - a. Paying off the defaulted loan in full; or
 - b. Complete an acceptable rehabilitation plan by making voluntary on time payments over a specified period agreed upon with GSFA.
5. If such student has repaid the defaulted loan or refund due in full, or resolved the default status, then he or she may be eligible to receive state scholarship, grant or loan funds beginning with the school term in which repayment was made in full but not retroactively for previous school terms.

3704.6. Georgia Drug-Free Act.

1. A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs may be ineligible for scholarship payment from the date of conviction to the completion of the following school term, in accordance with the Georgia Drug-Free Postsecondary Education Act of 1990, Official Code of Georgia Annotated (O.C.G.A.) §20-1-20, et seq.

3704.7. Incarceration.

1. A student is ineligible for the McDaniel Scholarship while incarcerated.

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3705. Program Specific Eligibility Requirements.

1. To be eligible to receive a McDaniel Scholarship, a student must meet the following criteria:
 - a. Be a graduate of a public Georgia high school;
 - b. A student must be Enrolled Full-Time in an Eligible USG Postsecondary Institution in a Matriculated status leading to a Baccalaureate Degree of Education with an intent to teach;
 - i. A scholarship award may not be made nor used for study beyond the teacher of education Baccalaureate Degree level. A student working toward a second or additional undergraduate Degree, is ineligible to receive McDaniel Scholarship funds.
 - c. Have earned 60 semester credit hours toward their Baccalaureate Degree of Education and is classified as a college junior or senior;
 - d. Have attained a minimum cumulative college grade point average of 3.25 based on a 4.0 grade point scale at the end of the most recent term enrolled prior to receiving a McDaniel Scholarship award.

3706. Application Requirement.

1. A student must apply for a McDaniel Scholarship award by completing the *Charles McDaniel Teacher Scholarship Application*, available from GSFA.
 - a. Upon completing the student section, the student should forward the McDaniel application to the financial aid office of his or her Eligible Postsecondary Institution for certification.
 - b. The Eligible Postsecondary Institution certifies the student's eligibility, then forwards the completed application to GSFA.
2. All completed applications which are received by the published deadline date, for an otherwise eligible student, will be taken into consideration, pending availability of funding.

3706.2. Application Deadline Date.

1. A student must file the application with the Eligible Postsecondary Institution's financial aid office on or before published deadline date listed on the application, in order to be paid for that school term.

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3707. Award Requirements.

3707.1. Award Amounts.

1. The number of scholarship awards that may be made in an award year, and the dollar amount of each award to be made, shall be determined by GSFA at its discretion based on funds currently available or projected to become available to GSFA.
2. The amount of aid payable to an eligible Full-Time student from the McDaniel Scholarship Program is a maximum one-time award of \$1,500 per Award Year.
3. The scholarship award may be used to cover any portion of the Cost of Attendance.
4. A scholarship award may not be made nor used for study beyond the Baccalaureate Degree level.

3707.2. Award Amount Reductions.

1. A student's McDaniel Scholarship award amount must be reduced or withheld if the student is receiving other student financial aid which, in combination with the student's McDaniel Scholarship award, exceeds the student's COA.

3707.3. Awards Per School Term.

1. The McDaniel Scholarship may be awarded Spring 2023 (FY 2023) term, not to exceed the maximum one-time award amount.
2. A scholarship award may not be made nor used for study beyond the Baccalaureate Degree level.

3707.4. Student Notification of Award.

1. Eligible Postsecondary Institutions should notify each recipient of the amount of McDaniel funds he or she is awarded for the Award Year and identify such funds as a McDaniel Scholarship award.

3708. Disbursement of Funds.

3708.1. Methods of Disbursement.

1. McDaniel Scholarship funds are paid to the Eligible Postsecondary Institution by electronic transfer of funds on behalf of the certified student for the school term upon submission of a complete certified application and based on funds available.

3708.2. Crediting of Student Accounts.

1. Upon receipt of a McDaniel Scholarship payment from GSFA, the Eligible Postsecondary Institution shall deliver the funds to the eligible student or credit the student's account toward the Cost of Attendance.

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3709. Student Refund Requirements.

3709.1. Calculation of Refund Amounts.

1. If a recipient of the McDaniel Scholarship officially withdraws, or drops hours, drops out, is expelled, or otherwise fails to complete a period of Enrollment, the full amount of the McDaniel Scholarship award for that term must be returned to GSFA.
 - a. A student is ineligible for McDaniel Scholarship funds for coursework from which he or she totally withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "W" or any other code or identification for such a withdrawal.
2. If applicable, the Eligible Postsecondary Institution must first apply the Federal Title IV Program return of funds policy for any federal aid the student may have received.
 - a. To determine the refund due to the McDaniel Scholarship Program, the Eligible Postsecondary Institution must then apply the institution's refund policy, which may or may not be identical to the Federal Title IV Program return of funds policy, to the student's McDaniel Scholarship award amount.
3. The Eligible Postsecondary Institution must determine the amount of the McDaniel Scholarship refund, post the refund on the student's record in GSFA's online invoicing system, Scholarship Up-to-date Records for Electronic Reporting (SURFER), within forty-five (45) calendar days of the determination and return that amount to GSFA at the time of the Fiscal Year-End Reconciliation.
 - a. The remainder of the award amount is retained by the Eligible Postsecondary Institution to cover the Eligible Postsecondary Institution's cost for the portion of the school term that the student was Enrolled.

3709.2. Collection of Refunds.

1. A borrower in default or who owes a refund may be subject to garnishment of their pay, loss of a professional license, offset of lottery winnings, and/or offset of a state tax refund. GSFA will notify the borrower that they are in default and GSFA intends to proceed with any of the remedies listed in this subsection. The borrower will be given 60 days from the date of the notification to make the loan current or to put in place a satisfactory payment plan.

3709.3. Emergency Military Duty.

1. A student who is called to emergency military duty while serving in the United States Armed Forces during a school term that is already in progress should not have his or her McDaniel Scholarship eligibility negatively impacted.
2. If the Eligible Postsecondary Institution the student attends allows the student to totally withdraw and receive a grade such as “WM” for military withdrawal or the Eligible Postsecondary Institution totally removes all grades for that term and corresponding credit hours from the student’s records, the Eligible Postsecondary Institution should return the full amount of the McDaniel Scholarship award to the McDaniel account.
3. This regulation may also be applied to students who are not members of the military but are otherwise unusually and detrimentally affected by the emergency activation of members of the United States Armed Forces, as determined by the president of the Eligible Postsecondary Institution that such student is attending.

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3710. Reconciliation Requirements.

3710.1. Term-Reconciliation.

1. Eligible Postsecondary Institutions must conduct a Term-Reconciliation by the end of each term. A Term-Reconciliation consists of an official acknowledgement by an authorized school official that the number of students submitted for payment, amount invoiced by the Eligible Postsecondary Institution, the number of students awarded, and amount issued by GSFA, is accurate on that date.
 - a. GSFA will not issue any state scholarship or grant funds for the following term until the Term-Reconciliation is complete.
 - b. Funds are not returned to GSFA as part of the Term-Reconciliation process.

3710.2. Fiscal Year End Reconciliation.

1. In addition to the Term-Reconciliations, the Eligible Postsecondary Institution.
 - a. The Eligible Postsecondary Institution must conduct a complete student-by-student Fiscal Year End Reconciliation with GSFA that includes:
 - i. Submission of a reconciliation certification form by July 15, immediately following the completion of the Fiscal Year for each State Program; and
 - ii. Return any funds to GSFA not utilized according to the Fiscal Year End Reconciliation by August 15 after the beginning of the new Fiscal Year.
 - b. GSFA will not issue any state scholarship or grant funds for the Fall term until the Fiscal Year End Reconciliation process is complete.
 - c. The Eligible Postsecondary Institution must have a procedure in place to ensure that the state scholarship and grant funds do not go to an unintended third party (i.e., State, postsecondary institution).

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3711. Records Retention Requirements.

3711.1. Length of Retention.

1. An Eligible Postsecondary Institution shall maintain accurate records, books, documents and other evidence concerning the McDaniel Scholarship Program, including, but not limited to, individual student files for whichever is longer:
 - a. Three years after the Award Year in which the aid was awarded; or
 - b. For such other period as required by an applicable statute, rule, or regulation; or
 - c. Such other time as requested in writing by GSFA.

3711.2. Documentation.

1. Documentation contained within an individual student's file or record, which supports the original determination of a student's eligibility, must be retained by the Eligible Postsecondary Institution and available for review by GSFA on the Eligible Postsecondary Institution's campus, located within the State of Georgia, for at least three years after the most recent Award Year for which the student received McDaniel Scholarship funds (refer to *Section 3715*).
2. Eligible Postsecondary 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.
 - a. Such documentation may include, but is not limited to, copies of permanent resident alien cards, Georgia state income tax returns, student financial aid applications, or academic transcripts from previous institutions.
 - i. Documentation regarding a student's eligibility is not limited to files, records, and other information received and maintained by the Eligible Postsecondary Institution.
 - ii. Documentation supporting a student's eligibility that is received and maintained by the Eligible Postsecondary Institution's admissions office, registrar's office, business office, or other administrative operations of the institution, must be available to GSFA for the purpose of Compliance Reviews.
1. It is the Eligible Postsecondary Institution's responsibility to resolve any inconsistencies or conflicting information within a student's records, prior to awarding or disbursing GPSM funds to the student.

3711.3. Extended Retention.

1. An Eligible Postsecondary Institution may be required to retain student records involved in a program review, audit, or investigation for more than the three-year retention period set forth in *Section 3714.1*. If the three-year retention period expires before the issue in question is resolved, the Eligible Postsecondary Institution must continue to retain all associated records until resolution is reached.

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3712. Administrative Reviews and Exceptions.

3712.1. Administrative Reviews.

1. The McDaniel Scholarship Program Regulations are applied to each student considered for McDaniel Scholarship funds by appropriate officials of Eligible Postsecondary Institutions and by the administrative staff of GSFA.
2. If a student believes a McDaniel Scholarship Program rule or regulation was incorrectly applied in his or her case, the student has the right to file a request for an Administrative Review with GSFA.
3. In order for an Administrative Review to be considered, the student must submit a written request for an Administrative Review to GSFA's office within 45 calendar days of receiving notice of denial. If additional information is requested from the student, it must be provided within the time frame specified by GSFA.
 - a. GSFA will review the case and determine whether the rule or regulation was applied correctly and notify the student and Eligible Postsecondary Institution of the determination.
 - b. GSFA decides a case based only on documentation provided by the student, rather than a personal presentation.

3712.2. Exceptions.

1. Requests for Exceptions to the McDaniel Scholarship Program Regulations will not be considered, reviewed, or granted under any circumstances.

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3713. Compliance Reviews.

3713.1. Compliance Review Policy.

1. GSFA may conduct Compliance Reviews of Eligible Postsecondary Institutions participating in the McDaniel Scholarship Program in order to assess institutional administration of the program and compliance with the program's regulations. Compliance Reviews are conducted in accordance with GSFA's *Program Review Process and Procedures* document, which is available on *gsfc.org*, under *Information for School Compliance*.

3713.2. Compliance Review Process.

1. GSFA selects a sampling of the Eligible Postsecondary Institution's recipients, for the Award Year under review, and the Eligible Postsecondary Institution's files and records for the sample are examined to assure compliance. Records which document and support a student's eligibility must be available for review at the Georgia campus of the Eligible Postsecondary Institution (refer to *Section 3714.*).
 - a. GSFA will exclude Residency determinations as they relate to *Section 3704.2.*, and SAP determinations for McDaniel Scholarship recipients, in the selected sample of any USG that has submitted a signed certification to GSFA's Compliance Department by the President of the Eligible Postsecondary Institution that:
 - i. The Eligible Postsecondary Institution is in compliance with its policies and procedures in the determination and the administration of the financial aid award process relative to Residency requirements and SAP; and
 - ii. The Residency and SAP determinations have been fairly and consistently applied with respect to all students receiving the McDaniel Scholarship award.
 - b. Such certification must be submitted annually to the Compliance Department of GSFA.
 - i. Failure to provide such certification will result in a review of Residency determinations and SAP determinations made for McDaniel Scholarship recipients in the selected sample.