University of North Georgia
Military Service Scholarship
Program Regulations - 3100.

2023 - 2024 Award Year

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GSFA | Georgia Student Finance Authority

2082 East Exchange Place
Tucker, Georgia 30084

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3102. Program Overview.

The University of North Georgia (UNG) Military Service Scholarship Program is a merit-based and competitive student financial aid program that provides funding covering the full cost of education for four years at UNG. Recipients must be pursuing a Baccalaureate Degree and incur an obligation to serve as a commissioned officer in the Army National Guard after graduation. The Georgia General Assembly finds that UNG is widely recognized as one of only six senior military colleges in the nation. This program enables outstanding Georgia students to attend UNG and then serve their state and country as officers in the Army National Guard. Applicants must demonstrate academic achievement in high school and be nominated for the scholarship by a member of the Georgia General Assembly. A limited number of recipients are chosen each year by a committee from a pool of qualified applicants.

NEW Beginning with the 2023-2024 Award Year, Georgia Military State Service Scholarship recipients may be eligible to transfer and participate in the University of North Georgia Military Service Scholarship program. Students must have successfully completed their Associate degree at GMC and agree to serve four years in the Georgia Army National Guard after graduation from UNG.

The UNG Military Service Scholarship Program was created beginning with the 1981-1982 Award Year (State Fiscal Year 1982) and is funded by state revenues, as authorized each year by the Georgia General Assembly. The Georgia Student Finance Authority (GSFA) administers the program, in accordance with the Official Code of Georgia Annotated (O.C.G.A.) §20-3-420, et seq.

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3103. Definitions. (Electronic Link)

3104. General Eligibility Requirements.

3104.1. Citizenship.

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

3104.2. Georgia Residency.

1. A student must meet the Georgia Residency requirements of the Board of Regents (BOR) for 12 consecutive months immediately prior to the first day of classes of the school term for which Military Scholarship payment is sought.

    a. If UNG grants a Military Personnel Out-of-State Tuition Waiver, then such student meets the Georgia Residency requirements of the Military Scholarship.

    b. No Out-of-State Tuition Waiver, other than for Military Personnel and their dependents, qualifies students for Military Scholarship eligibility.

    c. Members of the Georgia National Guard shall be treated as a Georgia resident for purposes of Military Scholarship eligibility.

    d. Members of a reserve component of the United States Armed Forces, assigned to a reserve unit located in Georgia, shall be treated as a Georgia resident for purposes of Military Scholarship eligibility.

2. A student, who was correctly determined to meet the Georgia Residency requirements and began receiving Military Scholarship payment, will continue to meet the Georgia Residency requirements for purposes of Military Scholarship eligibility, unless he or she has a break in Enrollment of two or more consecutive semesters or quarters and resides outside of Georgia for 12 or more consecutive months.

    a. If such student later returns to Georgia, he or she must re-establish Georgia Residency for 12 consecutive months (refer to *Section 3104.2.1.*) before regaining Military Scholarship eligibility.

3. A student who has a break in Enrollment of two or more consecutive semesters or quarters, and who resides outside Georgia for less than 12 consecutive months, and then later returns to Georgia and Enrolls in UNG within 12 consecutive months from his or her most recent date of Enrollment at UNG, will continue to meet the Georgia Residency requirements for purposes of Military Scholarship eligibility.

3104.3. Enrollment Status.

1. A student must be Enrolled at UNG in a Matriculated status leading to an Undergraduate Degree.

2. A student must be Enrolled as a Full-Time student for the school term, in order to be eligible to receive Military Scholarship payment for the schoolterm.

3104.4. Satisfactory Academic Progress.

1. A student must maintain Satisfactory Academic Progress (SAP) as defined and certified by UNG.

    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.

3104.5. 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, in accordance with O.C.G.A. § 20-3-519.1(b).

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.

3104.6. 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 GSFA 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 in one of two ways:

    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.

3104.7. Georgia Drug-Free Act.

1. A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, may be ineligible for Military 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, O.C.G.A. §20-1-20, et seq.

3104.8. Incarceration.

1. A student is ineligible to receive Military Scholarship funding while incarcerated.

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3105. Program Specific Eligibility Requirements.

3105.1. Eligibility Requirements for a Four-Year Award.

1. In order for a student to be eligible for a Four-Year Award, he or she must meet all of the eligibility requirements of *Section 3104.* and the following:

    a. A student must demonstrate Academic Excellence at the high school level as defined in these regulations.

    b. A student must meet the mental and physical standards required for commission in the Army National Guard, as determined and certified by the Army National Guard.

    c. A student must qualify for regular admission as an entering Freshman at UNG.

3105.2. Eligibility Requirements for a Three, Two, and One-Year Award.

1. A Three-Year Award, Two-Year Award, or One-Year Award may become available to an eligible student if a recipient of the Military Scholarship fails to maintain eligibility in accordance with *Section 3104.,* or chooses to terminate his or her participation, therefore creating a vacancy in the Military Service Scholarship Program.

2. The Selection Committee may choose an eligible student to fill a vacancy for the remaining period of the vacated Military Scholarship award.

3. In order for a student to be eligible for a Three-Year Award, Two-Year Award, or One-Year Award, he or she must meet all of the eligibility requirements of *Section 3104*.

3105.3. Maintaining Eligibility.

1. A student must be Enrolled and participating in the ROTC program at UNG in order to receive Military Scholarship payment for the school term.

2. A student must maintain the Required Academic Standards, as defined in these regulations, unless waived by the Selection Committee by majority vote.

3. A student must maintain membership in good standing in the Army National Guard.

4. A student must demonstrate qualities required of a commissioned officer of the United States Armed Forces, as determined, and certified by the commandant of cadets at UNG and the student's unit commander with the Army National Guard.

5. A student who continues to meet all of the eligibility requirements of the Military Service Scholarship Program, may receive Military Scholarship payment for no more than eight semesters of Full-Time study, or the equivalent.

6. An otherwise eligible student who has already obtained a Baccalaureate Degree, and who is in a Matriculated status working toward a second or additional Undergraduate Degree, is eligible for Military Scholarship payment.

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NEW

3106. Georgia Military College State Service Scholarship Transfer Program

1. A former Georgia Military College (GMC) State Service Scholarship (SSS) recipient must meet all general eligibility requirements indicated in section 3104 of these regulations.

2. A former Georgia Military College State Service Scholarship (SSS) recipient who has successfully completed an Associate program of study and received SSS funds during their second year of enrollment, may be eligible to transfer to the University of North Georgia (UNG) for an additional four semesters of scholarship eligibility.

   a. Applicants must separately apply and be accepted for admission to UNG.

3. Eligible applicants may apply by completing the online UNG Military Service Scholarship application during their last quarter at GMC or no later than the last day of the first term of enrollment at UNG.

4. The eligible applicants' application and documentation will be provided to the UNG Military Scholarship Committee for approval into the UNG Military Service Scholarship program. The approval includes acceptance into UNG and verify the applicant has been awarded an Associate's Degree and is in good standing with GMC.

5. The applicant must sign a promissory note which obligates him or her to accept a commission as a Second Lieutenant in the Georgia Army National Guard.

   a. The GMC State Service Scholarship service obligation is negated by the new scholarship contract and promissory notes.

   b. If the student received the GMC State Service Scholarship for two years and is then awarded a GMC/UNG Military Transfer Scholarship, the student must serve four years in the Georgia Army National Guard after graduation from UNG or termination of participation in the scholarship program.

   c. If the student only received the GMC State Service Scholarship for one year and is then awarded a GMC/UNG Military Transfer Scholarship, the student must serve three years in the Georgia Army National Guard after graduation from UNG or termination of participation in the scholarship program.

   d. Upon certification of the adjutant general of the Georgia National Guard, a recipient may fulfill his or her obligation by serving on active duty in the U.S. Army, rather than the Georgia Army National Guard.

6. The application is then forwarded to the Authority which will verify eligibility and award GMC/UNG Military Transfer Scholarship funds directly to UNG on the student's behalf.

    a. Recipients of this scholarship are ineligible to receive any other student financial aid from the State of Georgia.

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3107. Eligible and Ineligible Coursework.

3107.1. Learning Support Coursework.

1. A student seeking a Degree, who Enrolls in Learning Support coursework, is eligible for Military Scholarship payment for such coursework, if he or she meets all program eligibility requirements.

3107.2. Distance Learning Coursework.

1. A student participating in Distance Learning coursework is eligible to receive Military Scholarship payment if all other eligibility criteria are met.

3107.3. Study Away Coursework.

1. A student Enrolled in a Matriculated status at UNG, who meets all other Military Scholarship eligibility requirements, may qualify for payment while participating in a Study Away program.

2. The Home Institution must have a written agreement with the institution (foreign or non-Eligible Postsecondary Institution) or a single written arrangement with a study-abroad organization to represent an agreement between the Home Institution and the institution at which a student is participating in a Study Away program.

3. A student's Home institution must approve the Study Away courses for credit toward the student's Degree program prior to the student's departure.

4. The Military Scholarship award must be the amount the student would normally receive while attending UNG for an equal number of credit hours attempted.

    a. Where the actual tuition at the Host Institution is less than the tuition rate for the Home Institution, the Military Scholarship award shall not exceed the actual tuition rate.

5. The Home Institution must maintain documentation of the student's actual tuition charges for the Study Away program at the Host Institution.

6. At the time of disbursement, a current enrollment verification for the student from the Host Institution indicating the courses and number of hours must be on file with the Home Institution.

7. The Military Scholarship payment must take place through UNG.

8. The Eligible Postsecondary Institution must have on file the student's written or electronic permission to have any specific fees withheld from the Military Scholarship disbursement.

3107.4. Joint and Dual Credit Enrollment Coursework.

1. A student is ineligible for Military Scholarship payment while participating in Joint Enrollment or Dual Credit Enrollment coursework.

3106.5. Transient Coursework.

1. A Transient student is ineligible for Military Scholarship payment, regardless of whether UNG is the student's Home Institution or Host Institution.

3107.6. Coursework Exemptions.

1. A student is ineligible to receive Military Scholarship payment for coursework that was exempted or given credit by examination, testing, training, or experience.

3106.7. Continuing Education and Audit Coursework.

1. A student is ineligible to receive Military Scholarship payment for coursework classified by UNG as Continuing Education or Audit coursework.

3107.8. Total Withdrawal from Coursework.

1. A student is ineligible for Military Scholarship payment 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 type of identification.

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3108. Student Application Requirements.

3108.1. Application Forms.

1. A student must apply for a Military Scholarship by completing the UNG Military Scholarship online application.

3108.2. Application Deadline Date.

1. A student must complete and submit an application with the UNG financial aid office on or before the last day of the school term or the student's Withdrawal Date, whichever occurs first, in order to be paid for that school term. The last day of the school term is the last day of classes or exams for the Eligible Postsecondary Institution, whichever occurs later. Supplemental documentation required by the Eligible Postsecondary Institution or GSFA to support or verify a student's application information may be submitted after the deadline without jeopardizing the student's eligibility.

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3109. Selection Process and Duties.

3109.1. Selection of Recipients of Four-Year Awards.

1. GSFA shall, on or before February 1st of each year, select six eligible students from each of Georgia's 14 congressional districts, who were nominated for a Four-Year Award by members of the Georgia General Assembly.

2. From the nominees selected by GSFA, three from each of the 14 congressional districts shall be selected by the Selection Committee as recipients of a Four-Year Award.

3. In the event a congressional district does not have three qualified nominees, the Selection Committee may select a candidate at-large from the alternate nominees, without regard to the nominee's congressional district of residence. The total number of Four-Year Awards shall not exceed 42.

3109.2. Selection of Recipients of Three, Two, and One-Year Awards.

1. A Three-Year Award, Two-Year Award, or One-Year Award may become available if a recipient of the Military Scholarship fails to maintain eligibility in accordance with *Section 3105.3.* or chooses to terminate his or her participation, therefore creating a vacancy in the Military Service Scholarship Program.

2. The Selection Committee may choose a UNG student to fill such vacancy for the remaining period of the vacated Military Scholarship award.

3. In order for a student to be eligible for a Three-Year Award, Two-Year Award, or One-Year Award, he or she must meet all of the eligibility requirements of *Section 3104* and *3105.2*.

3109.3. Additional Duties of the Selection Committee.

1. The Selection Committee shall officially notify each nominee who was selected as a recipient of a Four-Year Award.

2. The Selection Committee shall officially notify each member of the Georgia General Assembly of the names of the recipients of Four-Year Awards from their congressional district.

3. The Selection Committee shall officially notify GSFA of the names and addresses of the recipients of Four-Year Awards, Three-Year Awards, Two-Year Awards, and One-Year Awards.

4. The Selection Committee shall publish and maintain the Required Academic Standards and conduct necessary for the continued eligibility for a Military Scholarship, in accordance with *Section 3105.*

5. The Selection Committee shall monitor the performance of all recipients of the Military Scholarship in accordance with *Section 3105.3.*

3110. Award Requirements.

3110.1. Award Amounts.

1. The Military Scholarship award amount shall cover all costs at UNG for tuition, fees, on-campus room and board charges, uniform deposits, and an allowance for books and supplies. The dollar amount necessary to meet these costs for each Award Year is assessed by UNG.

3110.2. Award Amount Reductions.

1. A student's Military Scholarship award amount shall not be reduced or withheld because of aid the student may be receiving from Federal Title IV Programs or private sources, even if the student's total aid exceeds the student's Cost of Attendance.

    a. A student is ineligible to receive Military Scholarship payment for a school term in which he or she is receiving any other financial aid authorized by the laws of the State of Georgia, including, but not limited to, the UNG ROTC Grant Program and the UNG ROTC Grant for Future Officers Program.

3110.3. Awards Per School Term.

1. Military Scholarship payment is available to students for the standard school terms of Fall semester and Spring semester. UNG does not currently offer the ROTC program of study for the Summer term.

    a. UNG may combine mini-terms or modules to form the equivalent of a standard semester.

    b. UNG may offer Non-Standard Terms or Non-Terms, in which courses or modules are taken consecutively to form the equivalent of a standard semester.

    c. A student may only receive Military Scholarship funds for a maximum of two semesters per Award Year, regardless of the structure of the school terms.

2. The amount disbursed on behalf of a student for each semester is half of the Award Year amount.

3110.4. Student Notification of Award.

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

3111. Invoicing Requirements.

3111.1. Submission of Invoices.

1. UNG may submit invoices to GSFA as early as 15 calendar days prior to the first day of classes for the school term.

2. Invoices must be submitted, processed, and approved by GSFA by the Invoicing Deadline Date as established by GSFA.

3. In the event invoices are submitted to GSFA by UNG after the Invoicing Deadline Date for a school term, GSFA may issue a notice of failure to meet the Invoicing Deadline Date to the President and/or governing body of UNG and the invoices may not be honored.

4. Prior to the beginning of any award year and no later than June 30 of each year, GSFA shall establish and publish the Invoicing Deadline Dates for each school term for the upcoming Award Year.

3111.2. Payment of Invoices.

1. Military Scholarship funds are paid to UNG by electronic transfer of funds, on behalf of eligible students each school term, upon submission to GSFA of a Military Scholarship invoice.

3111.3. Payment to Students.

1. Military Scholarship funds may be applied to any of UNG's direct charges, such as tuition, fees, room, and meals. If a student does not owe a balance, UNG shall pay over the same or any remaining amount of the award to the student.

3112. Return of Funds Requirements.

3112.1. Calculation of Return of Funds.

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

2. If the student received Federal Title IV Program funds, in addition to Military Scholarship funds, UNG must first apply the Federal Title IV return of funds policy for any federal aid received. To determine the refund to the Military Service Scholarship Program, UNG must then apply the institution's refund policy, if different from Federal Title IV return of funds policy to the student's original Military Scholarship award.

    a. If the student received Military Scholarship funds, but did not receive Federal Title IV Program funds, UNG must apply the institution's refund policy, if different from Federal Title IV return of funds policy to the student's original Military Scholarship award.

3. UNG must determine the amount of the refund due back to the Military Service Scholarship Program. The amount of the Military Service Scholarship award not determined to be owed back to the Military Service Scholarship Program is retained by UNG to cover the institutions' cost for the portion of the school term that the student was enrolled.

4. UNG must adjust the student's invoice to the new award amount remaining after the refund is calculated within 45 calendar days of the determination.

5. If UNG has sufficient funds on hand to return to GSFA the refund owed to the Military Service Scholarship Program, it should return the funds within 45 calendar days of the refund determination. UNG would then collect the refund amount from the student. However, the student should not be reported with a refund due status to GSFA since the funds have been repaid to GSFA.

    a. If UNG does not have sufficient funds on hand to return to GSFA the refund owed to the Military Service Scholarship Program, the student is considered to have a refund due to GSFA and UNG must report the student to GSFA with a refund due status.

3112.2. 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.

3112.3. Emergency Military Duty.

1. A student who is a member of the Army National Guard receiving funds from the Military Service Scholarship Program who is called to emergency military duty during a school term that is already in progress should not have his or her Military Scholarship eligibility negatively impacted.

2. If UNG allows the student to totally withdraw and receive a grade such as “WM” for “military withdrawal” or UNG totally removes all coursework for that term (grades and corresponding credit hours) from the student’s records, UNG should cancel the student’s Military Service Scholarship award and return the full amount of the award to the Military Scholarship account.

3. If a student is called to active duty while serving in the United States Armed Forces while Enrolled at UNG, and otherwise maintaining eligibility for the Military Service Scholarship Program, GSFA will reserve, to the fullest extent permitted from such funds appropriated by the Georgia General Assembly, such student’s Military Service Scholarship eligibility for reinstatement upon his or her return to UNG.

    a. Such student is expected to Enroll again at UNG no later than the second semester beginning after his or her return from active duty or to show cause why Enrollment was postponed.

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3113. Reconciliation Requirements.

3113.1. Term Reconciliation.

1. UNG must conduct a Term Reconciliation by the end of each term. A Term Reconciliation consists of an official acknowledgement by an authorized school official, through SURFER that the number of students submitted for payment, amount invoiced, the number of invoices paid, and amount disbursed by GSFA to the Eligible Postsecondary Institution, according to SURFER, 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.

3113.2. Fiscal Year End Reconciliation.

1. UNG must conduct the Fiscal Year End Reconciliation consisting of an official acknowledgement by an authorized school official, through SURFER verifying, student by student, the accuracy of each invoice submitted by the Eligible Postsecondary Institution with respect to the student's Enrolled-Hours, Paid-Hours, Learning Support, and program of study information, when applicable to the program.

    a. Reconciliation certification forms must be completed and submitted electronically, through SURFER by July 15, immediately following the completion of the Fiscal Year for each State Program.

    b. Return to GSFA any funds not utilized according to the Fiscal Year End Reconciliation by August 15 after the beginning of the new Fiscal Year.

    c. GSFA will not issue any state scholarship or grant funds for the Fall term until the previous Fiscal Year End Reconciliation process is complete.

    d. 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).

3114. Records Retention Requirements.

3114.1. Length of Retention.

1. UNG shall maintain accurate records, books, documents, and other evidence concerning the Military Service Scholarship Program, including, but not limited to individual student files for whichever is later:

    a. The later of 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.

3114.2. Documentation.

1. Documentation contained within an individual student 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 Military Service Scholarship funds (refer to Section 3115.2.1.).

2. UNG is 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, and applications for student financial aid.

        i. Documentation regarding a student's eligibility is not limited to files, records, and other information received and maintained by UNG's student financial aid office.

        ii. Documentation supporting a student's eligibility that is received and maintained by UNG's admission's office, registrar's office, business office, and other administrative operations must be available to GSFA for the purpose of Program Reviews.

3. It is UNG's responsibility to resolve any inconsistencies or conflicting information within a student's records, prior to awarding or disbursing Military Service Scholarship funds to the student.

3114.3. Extended Retention.

UNG must retain student records involved in Program Reviews, audit, or investigation for more than the three-year retention period, described above, if the three-year retention period expires before the issue in question is resolved. UNG must continue to retain all associated records until resolution is reached.

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3115. Administrative Reviews and Exceptions.

3115.1. Administrative Reviews.

1. The UNG Military Service Scholarship Program Regulations are applied to each student considered for Military Service Scholarship funds by appropriate officials of UNG and by the administrative staff of GSFA.

2. If a student believes a Military Service Scholarship 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.

    a. GSFA will review the case and determine whether the rule or regulation was applied correctly and notify the student and UNG of the determination.

4. If additional information is requested from the student, it must be provided within the time frame specified by GSFA. GSFA decides a case based only on documentation provided, rather than a personal presentation.

3115.2. Exceptions.

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

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3116. Compliance Reviews.

3115.1. Compliance Review Policy.

1. GSFA may conduct Compliance Reviews of the Military Service Scholarship Program at UNG in order to assess the Eligible Postsecondary Institution's administration of the program and compliance with the program's regulations. Compliance Reviews are conducted in accordance with GSFA's Compliance Reviews Process and Procedures document, which is available at gsfc.georgia.gov, under Information for School Compliance.

3116.2. 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 postsecondary institution.

2. GSFA will exclude Residency determinations for UNG Military Service Scholarship recipients, as they relate to *Section 3104.2.a* and SAP determinations, in the selected sample if UNG has submitted a signed certification to GSFA's Compliance Department by the President of UNG that:

    a. UNG 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

3. The Residency and SAP determinations have been fairly and consistently applied with respect to all students receiving the UNG Military Service Scholarship awards.

4. Such certification must be submitted annually to GSFA's Compliance Department in the format required by GSFA.

5. Failure to provide such certification will result in a review of Residency determinations and SAP determinations made for UNG Military Service Scholarship recipients in the selected sample.

3116.3. Institutional Repayment.

1. If a recipient is determined, by GSFA, to have been ineligible for payment, the Eligible Postsecondary Institution may be required to repay to GSFA the funds awarded to the recipient.

2. If later evidence, not available at the time of awarding, indicates that a student should not have received Military Service Scholarship payment, then all future awards must be canceled.

    a. UNG is held harmless by GSFA, if the student's file is appropriately documented with available evidence and it is determined by GSFA that the Eligible Postsecondary Institution was not at fault. Evidence is considered unavailable at the time of awarding if it is not available in the student's institutional files (i.e., financial aid, admissions, registrar, etc.).

    b. UNG must notify the student and GSFA of a refund due.

    c. The student is ineligible to receive additional state aid from GSFA until the refund is paid in full, in accordance with *Section 3111.2.*

    d. If GSFA determines the student's file is not adequately documented, UNG may be responsible for the Repayment.

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3117. Service Commitment and Cash Repayment Obligations.

3117.1. Obligation Upon Loss or Surrender of Military Service Scholarship.

1. If, while participating in the Military Service Scholarship Program, a recipient of a One- Year Award, Two-Year Award, Three-Year Award, or Four-Year Award fails to meet the standards and requirements for continued eligibility and retention, in accordance with *Sections 3104 and 3105*, or otherwise surrenders his or her participation in the Military Service Scholarship Program, the Selection Committee shall promptly notify GSFA of the recipient's removal from participation in the Military Service Scholarship Program.

2. Upon loss or surrender of the scholarship, a recipient may no longer repay the loan by fulfilling a service obligation. The recipient will receive a six (6) month grace period from the effective date of discontinuance or loss of eligibility of the loan.

    a. Such recipient shall pay GSFA a dollar amount equal to the amount of Military Scholarship funds received by the recipient, plus 8% simple interest, within five years after graduation from UNG, or within five years of termination of Enrollment at UNG. Interest begins to accrue from the date that participation in the Military Service Scholarship Program ends.

3. If such recipient is unable to honor his or her service obligation for bona fide reasons of health as jointly verified by GSFA and the Selection Committee, then GSFA shall cancel and forgive the recipient's Repayment obligation.

    a. If it can be determined on the basis of a death certificate or other evidence acceptable to GSFA, that a former Military Service Scholarship recipient is deceased, GSFA shall cancel and forgive the recipient's Repayment obligation.

3117.2. Obligation Upon Graduation.

1. Upon graduation from UNG, a recipient who maintained eligibility for the duration of his or her, or Four-Year Award, shall accept a commission as a second lieutenant and fulfill his or her Military Service Scholarship obligation by one of three methods:

    a. Such recipient shall serve as a commissioned officer in the Georgia Army National Guard for at least four years, as stipulated on the recipient's Military Service Scholarship Commitment Contract.

    b. Upon certification of the adjutant general of the Army National Guard that no need exists in the Georgia Army National Guard at the time of the commencement of the recipient's period of service, such recipient may serve as a commissioned officer on active duty in the United States Army for at least four years, as stipulated on the recipient's Military Service Scholarship Commitment Contract.

c. Upon certification of the adjutant general of the Georgia Army National Guard that no need exists in the Georgia Army National Guard at the time of the commencement of the recipient's period of service, such recipient may fulfill his or her obligation by a combination of service as a commissioned officer on active duty in the Georgia Army National Guard and United States Army that totals at least the number of years corresponding to the period or number of years of his or her Military Service Scholarship award, as stipulated on the recipient's Military Service Scholarship Commitment Contract.

2. Upon graduation from UNG, a recipient who was selected to fill a vacancy and who maintained eligibility for the duration of his or her One-Year Award, Two-Year Award, or Three-Year Award, shall accept a commission as a second lieutenant and fulfill his or her Military Service Scholarship obligation by one of three methods:

   a. Such recipient shall serve as a commissioned officer in the Georgia Army National Guard for at least the number of years corresponding to number of years of his or her Military Service Scholarship award, as stipulated on the recipient's Military Scholarship Commitment Contract.

   b. Upon certification of the adjutant general of the Army National Guard that no need exists in the Georgia Army National Guard at the time of the commencement of the recipient's period of service, such recipient may serve as a commissioned officer on active duty in the United States Army for at least the number of years corresponding to the number of years of his or her Military Service Scholarship award, as stipulated on the recipient's Military Service Scholarship Commitment Contract.

   c. Upon certification of the adjutant general of the Georgia Army National Guard that no need exists in the Georgia Army National Guard at the time of the commencement of the recipient's period of service, such recipient may fulfill his or her obligation by a combination of service as a commissioned officer on active duty in the Georgia Army National Guard and United States Army that totals at least the number of years corresponding to the of years of his or her Military Service Scholarship award, as stipulated on the recipient's Military Service Scholarship Commitment Contract.

3. If a recipient fails to honor his or her obligation to serve as a commissioned officer in the Georgia Army National Guard or the United States Army, such recipient shall fulfill his or her Military Service Scholarship obligation by either one of the following two methods, at the option of the recipient.

   a. Such recipient shall serve as an enlisted member of the Georgia Army National Guard or United States Army for not less than the number of years corresponding to the period or number of years of his or her Military Service Scholarship award, as stipulated on the recipient's Military Service Scholarship Commitment Contract.

b. Such recipient shall pay GSFA a dollar amount equal to the amount of Military Service Scholarship funds received by the recipient, plus 8% simple interest, within five years after graduation from UNG, or within five years of termination of enrollment at UNG. Interest begins to accrue from the date that participation in the Military Service Scholarship Program ends.

4. If such recipient is unable to honor his or her service obligation, for bona fide reasons of health or permanent and total disability as jointly verified by GSFA and the Selection Committee, then GSFA shall cancel and forgive the recipient's Repayment obligation.
5. If it can be determined on the basis of a death certificate or other evidence acceptable to GSFA, that a former Military Service Scholarship recipient is deceased, GSFA shall cancel and forgive the recipient's Repayment obligation.

3117.3. Service Commitment.

1. Any period of time that a recipient serves in the Army National Guard or the United States Army prior to or while participating in the Military Service Scholarship Program shall not reduce or cancel any portion of the recipient's Military Service Scholarship obligation.

   a. Any period of time that a recipient serves in the Army National Guard or the United States Army after participation in the Military Service Scholarship Program shall reduce, on a prorated basis, the dollar amount owed, provided that the recipient notifies GSFA of his or her service in the Army National Guard or the United States Army. Recipients must annually submit a verification of status (VOS) form to GSFA upon serving in the Army National Guard or the United States Army.

   b. A recipient converting from cash Repayment to Service Commitment will not receive a refund on cash payments made prior to approval of Service Commitment.

      i. Service Commitment is effective upon receipt of complete documentation and approval by GSFA.

   c. The dollar amount which is cancelled by each month of service is determined by dividing the total dollar amount of the original obligation by the number of months of the original service obligation.

   d. Interest on the remaining dollar amount owed begins to accrue from the date that service in the Army National Guard or United States Army ends.

3117.4. Deferment of Repayment.

1. Deferments may be granted on a case-by-case basis upon the approval of GSFA and the Selection Committee.

2. Each deferment must be in accordance with the intent and purpose of the Military Service Scholarship Program.

3. Such deferments would extend the five-year Repayment period by the length of the deferment.

4. Interest would continue to accrue during the deferment period. The option to cancel the obligation through service commitment, including accrued interest, would continue to remain available to the former recipient.

3117.5. Forbearance of Repayment.

1. A student may apply for a forbearance of Repayment under certain conditions listed below:

    a. The Forbearance options available under the Federal Family Education Loan Program or the William D. Ford Federal Direct Loan Program as authorized by Title IV of the Higher Education Act of 1965 as amended.

    b. To qualify for a deferment or forbearance, a student shall notify GSFA in writing of his or her claim and provide supporting documentation as required by federal law, state law or program regulations.