Behavioral Health Professions Service Cancelable Loan Program

REGULATIONS – 8800

2026 - 2027 Award Year

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GSFA | Georgia Student Finance Authority

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Tucker, Georgia 30084

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8802. Program Overview.

The Behavioral Health Professions Service Cancelable Loan (BHP SCL) Program was created beginning with the 2022-2023 (FY 2023) Award Year. The purpose of the program is to attract Georgia residents to enroll in advanced degree programs in qualified behavioral health professions program of study as defined by the Georgia Department of Behavior Health and Developmental Disabilities.

Behavioral Health Professions funds may be used for educational costs (tuition, fees, room and board, and other educational expenses) at a USG or private Eligible Postsecondary Institution in Georgia offering approved advanced degree in a behavioral health profession.

In return, recipients agree to work in Georgia in an approved behavioral health profession as defined by the Georgia Department of Behavior Health and Developmental Disabilities for an opportunity to have a portion of the loan service cancelled.

State revenues provide the funding for this program, as authorized each year by the State of Georgia's Annual Operating Budget. The program is administered by the Georgia Student Finance Authority (GSFA), in accordance with Official Code of Georgia Annotated (O.C.G.A.) §20-3-374 et. seq., and these regulations.

8803. Definitions. (Electronic Link)

8804. General Eligibility Requirements.

8804.1. 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 payment is sought.

8804.2. Georgia Residency.

1. A student attending a USG institution who meets the Georgia Residency requirements of the Board of Regents (BOR) at the time of his or her high school graduation or Home Study program completion, 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 BHP SCL is sought.

2. A student attending a USG institution, who did not meet the Georgia Residency requirements of the BOR at the time of high school graduation or Home Study program completion, 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 BHP SCL is sought.

3. A student attending a private Eligible Postsecondary Institution who met the Georgia Residency requirements of the *Georgia Residency Requirements for State Programs at Private Institutions Regulations* at the time of his or her high school graduation or Home Study program completion, 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 BHP SCL is sought.

4. A student attending a private Eligible Postsecondary Institution who did not meet the Georgia Residency requirements of the *Georgia Residency Requirements for State Programs at Private Institutions Regulations* at the time of high school graduation or Home Study program completion, 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 BHP SCL is sought.

5. Military Personnel, Military Spouses, or Dependent Children, shall be treated as a Georgia Resident for purposes of BHP SCL eligibility if:

    a. The Military Personnel is stationed in Georgia on active duty, or lists Georgia as his or her home of record; or

    b. A USG institution grants a Military Personnel Out-of-State Tuition Waiver or Exemption.

6. No other Out-of-State Tuition Waiver, other than for Military Personnel and their dependents, applies to BHP SCL applicants.

8804.3. Satisfactory Academic Progress.

1. A student must meet the Eligible Postsecondary Institution's Satisfactory Academic Progress (SAP) policy.

8804.4. 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, 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.

8804.5. 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 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.

8804.6. Georgia Drug-Free Act.

1. A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, may be ineligible for BHP SCL 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.

8804.7. Incarceration.

1. A student is ineligible to receive BHP SCL funding while incarcerated.

8805. Program Specific Eligibility Requirements.

8805.1. Enrollment Requirements.

1. A student must be classified as Full-Time at the end of the Eligible Postsecondary Institution's drop/add period in order to be eligible for the Full-Time award amount.

2. A student must be classified as Half-Time at the end of the Eligible Postsecondary Institution's drop/add period in order to be eligible for the Half-Time award amount.

3. A student must be Enrolled at an Eligible Postsecondary Institution in a Matriculated status in an approved Behavioral Health advanced degree.

4. The approved Behavioral Health advanced degrees per Eligible Postsecondary Institution Directory is available on GAfutures.org. The approved advanced degree Behavioral Health programs are specific to Eligible Institutions and are in the areas of:

    a. MD (General Psychiatry or Child and Adolescent Psychiatry)

    b. MS or Master's Degree in Psychology, Psy.D. or Ph.D. in Psychology (Industrial-Organizational, Developmental, Health, Neuroscience, Social-Personality, Vision Science)

    c. MEd or Master's Degree, Ed.D., or Ph.D. in Professional Counseling (Mental Health Counseling, Marriage and Family Therapy, Juvenile Offender Counseling, Women's Studies, Counseling Psychology, School Psychology)

    d. MSW or Ph.D. in Social Work

    e. MEd or Master's Degree, Ed.D., or Ph.D. in Marriage and Family Therapy

    f. Psychiatric Mental Health Nurse Practitioner (PMNNP)

    g. Master's Degree in Clinical Mental Health Counseling

5. The approved Behavioral Health advanced degrees per Eligible Postsecondary Institution Directory is updated annually and will be available on GAfutures.org by July 1.

    a. Institutions requesting an addition to the Behavioral Health approved advanced degrees Directory shall submit such changes to GSFA no later than February 1.

    b. Changes to the Behavioral Health advanced degrees per Eligible Postsecondary Institution Directory may only occur once per year.

8805.2. Length of Eligibility.

1. A student may receive BHP SCL funds for a maximum of six years or reaching the aggregate award amount, whichever occurs first. The loan is available Fall, Winter, Spring and Summer terms.

    a. Summer term shall be a trailer for awarding purposes of the BHP SCL.

8805.3. Service Intent.

1. Behavioral Health Professions applicant's intent must be to:
    a. Enroll and graduate from an approved advanced degree;
    b. Earn the applicable licensure or credential;
    c. Be employed or practicing full time in Georgia in an eligible Behavioral Health profession and providing service and care to Georgia residents.

2. For service cancellation requirements refer to *Section 8813* of these regulations.

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8806. Student Application Requirements.

8806.1. FAFSA Application.

1. An applicant is required to complete the Free Application for Federal Student Aid (FAFSA), for each academic year he or she intends to borrow, in order to apply for the BHP SCL funds.

2. The BHP SCL applicant is not required to apply for other student loans before applying for the BHP SCL.

8806.2. Program Application.

1. Applications for the BHP SCL will be made available on GAfutures.org and must be submitted to GSFA.

    a. An applicant may submit one (1) application for the BHP SCL Program per award year.

    b. GSFA shall designate an open application cycle period for the state fiscal year and only collect applications during such period. Application cycle periods are subject to available funding and application volume.

2. An applicant must complete his or her portion of the application and submit it to GSFA. By submission of the online application, the applicant authorizes GSFA to review the information provided, share the information with the chosen Eligible Postsecondary Institution for the purpose of validating the data provided and ensure that the applicant's Eligible Postsecondary Institution can certify student eligibility.

3. Supplemental documentation requested by the Eligible Postsecondary Institution or GSFA, to support or verify an applicant's eligibility or application information, may be submitted after the application cycle ends without jeopardizing the student's eligibility.

4. Applications will be processed on a first come first served basis as funds are available.

8806.3. Loan Documents.

1. Should an applicant be deemed eligible and certified by the Eligible Postsecondary Institution, the applicant must complete a Promissory Note and any other required documents for a loan to be approved.

    a. The applicant must return the Promissory Note and other required documents to GSFA. The Promissory Note must be signed and initialed by the applicant, in the electronic manner deemed acceptable by GSFA.

2. The loan cannot be originated, and disbursements cannot be made until the completed and executed Promissory Note and other required documents are received by GSFA.

8807. Award Requirements.

8807.1. Award Amount.

1. The following award limits apply to Full-Time (9 or more hours) enrollment at an Eligible Postsecondary Institution:

    a. The maximum annual loan award amount is $20,000.

    b. The term maximum loan award amount is $10,000.

2. The following award limits apply to Half-Time (5-8 hours) enrollment at an Eligible Postsecondary Institution:

    a. The maximum annual loan award amount is $10,000.

    b. The term maximum annual loan award amount is $5,000.

    c. Enrollment less than five hours is ineligible for an award.

3. The BHP SCL Aggregate Loan Limit per student is $120,000.

4. A student may receive BHP SCL funds for a maximum of six (6) years, or the Aggregate Loan Limit, whichever occurs first.

5. BHP SCL funds may be awarded for a full or partial Award Year. The applicant may choose to attend any terms during the Award Year.

6. The Eligible Postsecondary Institution shall set the disbursement dates for each term. GSFA may adjust such dates based on receipt of the required Promissory Note and loan documents and available funding.

    a. One disbursement is allowed per term of eligibility and certification.

7. BHP SCL funds may be used to cover the student's Cost of Attendance (COA) for the academic period for which the loan was requested.

    a. BHP SCL funds cannot be used for costs over and above the student's actual COA for the award period.

8808. School Certification.

1. Eligible Postsecondary Institutions shall be required to decline or certify the eligibility of a student for a BHP SCL during a certification period determined by GSFA.

2. In addition to the eligibility criteria of the BHP SCL Program, Eligible Postsecondary Institutions have the authority to implement institutional policies to decline eligibility of a student for a BHP SCL, or reduce the requested loan amount, for one of the following, but not limited to:

    a. Previous academic history including poor academic performance;

    b. Unusual enrollment history (UEH);

    c. Total amount of previous loan debt;

    d. Direct costs such as tuition, fees, books, etc.

3. Certification by an Eligible Postsecondary Institution shall be completed through GSFA's postsecondary secure online system.

4. Eligible Postsecondary Institutions shall certify that all eligibility requirements have been met and provide the following data elements:

    a. Advanced degree

    b. Eligible loan amount;

    c. Requested disbursement dates;

    d. COA for the award period.

8809. Student Notification of Award.

1. After an application is certified by the Eligible Postsecondary Institution, the applicant will receive an email notification that includes instructions regarding the completion of the Promissory Note and other required disclosures or supporting documentation.

    a. Such documentation must be signed by the applicant acknowledging his or her financial obligation, financial aid options, and potential Service Cancellation option.

    b. Failure to submit the signed Promissory Note will result in cancellation of the BHP SCL Application.

2. The Eligible Postsecondary Institution must notify each BHP SCL recipient of the amount of BHP SCL funds he or she is awarded for the Award Year.

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8810. Disbursement and Adjustment of Funds.

8810.1 Disbursement.

1. GSFA will disburse BHP SCL funds to the certifying Eligible Postsecondary Institution as close as practical to the dates requested by such Eligible Postsecondary Institution.

2. Eligible Postsecondary Institutions may not make disbursements to the Borrower earlier than fourteen (14) calendar days before the first day of classes of each term.

    a. GSFA will calculate the actual disbursement date(s) based on receipt of all applicable loan documents and the school certificationinformation.

    b. An Eligible Postsecondary Institution may request up to one disbursement date per term.

    c. An Eligible Postsecondary Institution may designate the amount of each disbursement not to exceed the total certified loan amount.

8810.2. Award Adjustments.

1. During the certification process, an Eligible Postsecondary Institution may adjust the loan amount for each school term to reflect the Borrower's particular circumstances.

2. If the award amount needs to be adjusted to a lesser amount and the adjustment affects a pending disbursement, the Eligible Postsecondary Institution has the authority to reduce the award and must notify GSFA within a minimum of five business days prior to the disbursement date that the disbursement is to be changed.

3. Increases to the award amount must be requested by an Eligible Postsecondary Institution prior to the first disbursement. Requests for an increase are subject to available funding and at the discretion ofGSFA.

8810.3. Return of Funds.

1. If an Eligible Postsecondary Institution delivers loan proceeds to or on behalfof a Borrower on or after the first day of the period of enrollment for which the loan was intended and the Eligible Postsecondary Institution is unable to document that the student attended classes based on Full-Time or Half-Time enrollment, then the Borrower is ineligible for those funds and the Eligible Postsecondary Institution must promptly return the BHP SCL funds to GSFA.

8811. Return of Funds Requirements.

8811.1. Calculation of Return of Funds.

1. A student is ineligible for Behavioral Health Professions Service Cancelable Loan 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.

    a. If the eligible Institution received the disbursement prior to a student's total withdrawal, in which the course does not appear on the transcript, then the Institution must return the funds.

2. If the student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of Enrollment, and the coursework is included on the student's academic transcript, the institution must determine if a return of funds is necessary based on the Institution's refund policy.

    a. If the loan has not been disbursed and the student does not have any outstanding Direct Cost, the Institution may return the loan or a portion of the loan to GSFA.

    b. If the loan has been disbursed and charges are reduced due to the Institution's refund policy, the institution may return the loan or a portion of the loan to GSFA which would reduce the student's overall debt.

3. The Eligible Postsecondary Institution must return the funds to GSFA within forty-five (45) calendar days of the determination.

4. Any funds not returned to GSFA are retained by the Institution on behalf of the student to cover any cost during the term in which the student was enrolled and are subject to the terms and conditions of the Promissory.

8811.2. Emergency Military Duty.

1. A student who is a member of the United States Armed Services, National Guard, or Armed Forces Reserve receiving BHP SCL funds who is called to emergency military duty during a school term that is already in progress should not have their 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 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 award to the BHP SCL fund.

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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8812. Reconciliation Requirements.

8812.1. Fiscal Year End Reconciliation.

1. The Eligible Postsecondary Institution must conduct a complete borrower-by-borrower Fiscal Year End Reconciliation with GSFA.

    a. Submission of a reconciliation certification form by July 15, immediately following the completion of the Fiscal Year for each State Program; and

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

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

3. 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, postsecondaryinstitution).

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8813. Service Cancellation and Cash Repayment Obligations.

8813.1. Service Cancellation.

1. In order to request Service Cancellation of a one year loan, a BHP SCL borrower must within six years immediately following non-enrollment or graduation:
    a. Graduate from the advanced degree having earned the licensure or credential.
    b. Complete twelve consecutive months of employment in an approved Behavioral Health profession
        i. As a full time employee with a Georgia Public Service entity or a private Georgia employer
        ii. Practicing in Georgia and providing service to Georgia residents.
2. Approved Behavioral Health professions are:
    a. Psychiatrist
    b. Psychologist
    c. Licensed Professional Counselor
    d. Licensed Social Worker
    e. Licensed Marriage and Family Therapist
    f. Clinical Nurse Specialist in Psychiatric/Mental Health
    g. Licensed Mental or Behavioral Health Clinician or Specialist
3. The BHP SCL borrower must annually submit a verification of status (VOS) form to GSFA, to serve as the borrower's intent to fulfill the one year Service Cancellation requirement.
4. Upon completing the twelve consecutive months of employment service, the borrower must submit a completed VOS form to GSFA within 30 days.
5. Twelve consecutive months of employment service cannot be used for Service Cancellation of more than one loan.
6. No partial year employment service shall be considered for loan repayment.
7. Service Cancellation is effective upon approval by GSFA.
8. No portion of any loan may be canceled for service the borrower performed before the date the loan was disbursed, or during the same period in which the loan was received.

8813.2. Loss of Eligibility.

1. In the event that a borrower of BHP SCL fails to meet the requirements for continued eligibility for BHP SCL, such borrower must repay to GSFA the total amount of BHP SCL funds received, plus interest, in accordance with the BHP SCL Promissory Note the student signed, if they cannot meet the service cancellation requirements.

8813.3. Cash Repayment.

1. GSFA shall convert a BHP SCL borrower from a Service Cancellation status to a cash Repayment status if GSFA, in its sole discretion, determines that the BHP SCL borrower is not meeting his or her service obligation in accordance with the promissory note.
    a. A recipient converting from cash Repayment to service Cancellation will not receive a refund on cash payments made prior to approval of Service Cancellation. Service Cancellation is effective upon receipt of complete documentation.
2. Upon designation by GSFA that a BHP SCL borrower is in a cash Repayment status, he or she shall have the option of fulfilling the obligation by either of the following two options:
    a. Repay in full the amount of the BHP SCL funds received, reduced by the dollar amount that coincides with the years of service that the BHP SCL borrower has performed, as specified in the promissory note; or
    b. Make monthly payments to GSFA of the outstanding principal, plus interest, in accordance with the Promissory Note. In no event shall the interest rate due exceed 10%.

8813.4. Deferment of Repayment.

1. A BHP SCL borrower may apply for a Deferment of Repayment according to certain conditions of the promissory note. Types of Deferments include:
    a. Unemployment - Not employed in an eligible position and is searching for eligible employment. A one-time deferment with a maximum of six months in length.
    b. Catastrophic – Physician documented catastrophic illness or injury or disability that does not meet applicable disability cancellation criteria. A one-time deferment with a maximum of 12 months in length.
    c. Military - BHP SCL borrower is employed in an eligible position and called to active duty in the United States Armed Forces. Length dependent upon military active-duty orders.

2. During the period of a Deferment approved by GSFA, the BHP SCL borrower shall not be required to meet the cash Repayment or Service Cancellation requirements and interest will not accrue on the outstanding principal.

3. Entry into a deferment will not alter credit reporting of borrower's account status existing prior to the commencement of a deferment.

8813.5. Forbearance of Repayment.

1. A Borrower may request a discretionary Forbearance of Repayment under certain conditions as determined by the Authority.

8813.6. Cancellation of Repayment Obligation.

1. GSFA shall cancel a Borrower's Repayment obligation if it determines:

    a. On the basis of a death certificate, or other evidence acceptable to GSFA, that the Borrower is deceased; or

    b. That the Borrower possesses Total and Permanent Disability. In order to be relieved of a monetary or service obligation to GSFA, a Borrower must affirm the presence of a Total and Permanent Disability in one of the following ways:

        i. If the Borrower is a veteran, submit documentation from the U.S. Department of Veterans Affairs (VA) showing that the VA has determined that the Borrower is unemployable due to a service-connected disability; or

        ii. If the Borrower is receiving Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits, the Borrower can submit a Social Security Administration (SSA) notice of award for SSDI or SSI benefits stating that the Borrower's next scheduled disability review will be within five to seven years from the date of the Borrower's most recent SSA disability determination; or

        iii. The Borrower can submit certification from a physician that he or she is totally and permanently disabled. The physician must certify that the Borrower is unable to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment that:

            (1) Can be expected to result in death; or

            (2) Has lasted for a continuous period of not less than 60 months; or

            (3) Can be expected to last for a continuous period of not less than 60 months.

iv. The Borrower's condition or illness must not have existed at the time the loans were made unless the condition has substantially deteriorated so that the borrower is now Totally and Permanently Disabled.

2. A Borrower of a previous State Loan Program that receives a discharge due to Total and Permanent Disability is not eligible to receive future state loans unless:

   a. The Borrower produces to GSFA an affidavit from a qualified physician which certifies that the Borrower is now able to engage in substantial gainful employment; and

   b. The Borrower signs a statement acknowledging that a new loan cannot be discharged in the future on the basis of any injury or illness present at the time the new loan is made unless the condition substantially deteriorates so that he is again totally and permanently disabled.

8813.7. Collection of Funds.

1. A borrower in default may be subject to garnishment of their pay, loss of a Professions 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.

8813.8. Promissory Note Supersedes Regulations.

1. The complete Repayment requirements of the BHP SCL Program are provided in the promissory note signed by each individual BHP SCL borrower. If any discrepancy exists between the content of these program regulations and the Promissory Note signed by the BHP SCL borrower, the Promissory Note shall control and prevail.

8814. Records Retention Requirements.

8814.1. Length of Retention.

1. An Eligible Postsecondary Institution shall maintain accurate records, books, documents, and other evidence concerning the Behavioral Health Professions 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.

8814.2. 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 calendar years after the most recent Award Year for which the student received funds.

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 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 institution's admissions office, registrar's office, business office, and other administrative operations of the Eligible Postsecondary Institution must be available to GSFA for the purpose of Compliance Reviews.

3. 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 Behavioral Health Professions funds to the student.

8814.3. Extended Retention.

1. An Eligible Postsecondary Institution may be required to retain student records involved in a Compliance Review, audit, or investigation for more than the three-year retention period described above. If the three-year retention period expires before the issue in question is resolved, the Eligible Postsecondary Institution must continue to retain all associated records until resolution is reached.

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8815. Administrative Reviews and Exceptions.

8815.1. Administrative Reviews.

1. The Behavioral Health Professions regulations are applied to each student considered for such funds by appropriate officials of Eligible Postsecondary Institutions and by the administrative staff of GSFA.

2. If a student believes a 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 a request for an Administrative Review to be considered, the student must submit a written request for an Administrative Review to GSFA's office within 45 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 the Eligible Postsecondary Institution of the determination.

    b. GSFA decides a case based only on documentation provided by the student, rather than a personal presentation.

8815.2. Exceptions.

1. No requests for Exceptions to the Behavioral Health Professions regulations will be considered, reviewed, or granted under any circumstances.

8816. Compliance Reviews.

8816.1. Compliance Review Policy.

1. GSFA may conduct Compliance Reviews of the Eligible Postsecondary Institutions in order to assess institutional administration of the program and compliance with the program's regulations. Compliance Reviews shall be conducted in accordance with GSFA's *Compliance Review Process and Procedures* document, which is available at gsfc.georgia.gov, under *Information for School Compliance*.

8816.2. 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.

8816.3. Institutional Repayment.

1. If a recipient is determined to be 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 Behavioral Health Professions funds, then all future Behavioral Health Professions awards must be cancelled.

    a. The Eligible Postsecondary Institution 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.

    b. 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.) or data in GSFC's system as provided to the Eligible Postsecondary Institution.

3. If GSFA determines the student's file is not adequately documented, the Eligible Postsecondary Institution may be responsible for the Repayment.