

Accel Program
REGULATIONS – 900.
2014 - 2015 Award Year



Effective Date – July 1, 2014



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Tucker, Georgia 30084

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902. Program Overview.

The Accel Program offers Georgia public and private high school students the opportunity to earn credit hours toward an Associate or Baccalaureate Degree, as they simultaneously meet their high school graduation requirements as Dual Credit Enrollment students, by providing financial assistance toward their postsecondary educational costs. In order to be eligible for Accel funds, a high school student must be taking coursework leading to an Associate or Baccalaureate Degree. A high school student cannot receive assistance from the Accel Program for postsecondary courses that are part of a technical Certificate or Diploma program of study.

The award amount received by eligible students and the total amount of funds appropriated for the program are established each year by the Georgia General Assembly during the prior legislative session, and are subject to change during the Award Year.

The Accel Program was established beginning with the 2004-2005 Award Year (State Fiscal Year 2005) and is administered by the Georgia Student Finance Commission (GSFC), in accordance with these regulations. State revenues will provide funding for this program, as authorized each year by the State of Georgia's Annual Operating Budget.

902.1. Student Participation Considerations.

1. Careful consideration should be taken before a decision is made to participate in the Accel Program. The high school student, his or her parents, the high school counselor and principal, and officials of the Eligible Postsecondary Institution should be confident that it is in the best interest of the student to participate in Accel. It is important for the student and his or her parents to have a serious and open discussion of the student's postsecondary educational and career goals. Beginning with Fall term 2011, the hours for which Accel payment was received will not be included in the HOPE Combined Paid-Hours limit. The following factors should be assessed before a student enters into the Accel Program:
 - a. A high school student's social and emotional maturity can often be the major determinate of success as a Dual Credit Enrollment student.
 - b. The quality and quantity of the academic coursework the student has completed, as early as the 8th grade, should be evaluated to determine exactly what additional coursework is required to meet high school graduation requirements and what coursework the high school can offer the student for the remainder of his or her high school studies.

- c. Dual Credit Enrollment coursework taken by a high school student will appear on the student's high school and postsecondary transcripts.
- d. Although the Accel Program does not mandate specific academic requirements for participation, it is important for the student to understand that college credit hours earned as a Dual Credit Enrollment student, may not be accepted by certain postsecondary institutions. Each institution has its own specific academic requirements and policies as they relate to the acceptance of transfer credit.
- e. As the student and his or her parents make this major decision, full advantage should be taken of the knowledge and experience of officials at the student's high school and at the Eligible Postsecondary Institution the student plans to attend.

Be sure to carefully read *Section 905.3. – Impact on Future HOPE Eligibility* of these program regulations.

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903. Definitions. (Electronic Link)

904. General Eligibility Requirements.

904.1. Citizenship.

1. A student must be a United States citizen or an Eligible Non-Citizen for 12 consecutive months immediately prior to the first day of classes of the school term for which the Accel payment is sought.

904.2. Georgia Residency.

1. A student attending a University System of Georgia (USG) or Technical College System of Georgia (TCSG) institution must meet the requirements to be classified as a Georgia Resident, in accordance with the In-State Tuition policy of the Board of Regents (BOR) or the governing body of TCSG, for 12 consecutive months immediately prior to the first day of classes of the school term for which funds are sought.
 - a. If the TCSG or USG institution grants a Military Personnel out-of-state Tuition waiver to a student whose Parent is stationed in Georgia, then he or she meets the Georgia Residency requirements of the Accel Program. No other out-of-state Tuition waivers granted by TCSG or USG institutions qualify a student for Accel eligibility.
2. A student attending a private Eligible Postsecondary Institution must meet the requirements to be classified as a Georgia Resident, in accordance with GSFC's *Georgia Residency Requirements for State Programs for Private Institutions Regulations*, for 12 consecutive months immediately prior to the first day of classes of the school term for which funds are sought.
 - a. A student Enrolled in an Eligible High School in Georgia, whose Parent is stationed in Georgia as Military Personnel, meets the Georgia Residency requirements of the Accel Program.
3. A student who was correctly determined to meet the Georgia Residency requirements for purposes of Accel eligibility and began receiving Accel payment, will continue to meet the Georgia Residency requirements for purposes of Accel 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 before regaining Accel eligibility.

- b. 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 returns to Georgia and Enrolls in an Eligible Postsecondary Institution within 12 consecutive months from his or her most recent date of Enrollment in an Eligible Postsecondary Institution, will continue to meet the Georgia Residency requirements for purposes of Accel eligibility.

904.3. Enrollment Status.

1. A student must be admitted and classified as a Dual Credit Enrollment student by an Eligible Postsecondary Institution.
2. A student is eligible for the Accel Program regardless of the number of credit hours for which he or she is Enrolled during a school term. Half-Time or Full-Time Enrollment is not a requirement.

904.4. Satisfactory Academic Progress.

1. A student is not required to maintain Satisfactory Academic Progress.

904.5. Selective Service Registration.

1. A student must be in compliance with the United States Selective Service System requirements, if such requirements are applicable, prior to the Accel Program application deadline, in order to be eligible for Accel payment.

904.6. 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 GSFC on behalf of the student.
2. A student's default status can be resolved in one of four 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; or

- d. Receiving an approved Title IV debt settlement, to include a compromised settlement.
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 GSFC.
 4. 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 or grant funds beginning with the school term in which repayment was made in full, but not retroactively for previous school terms.

904.7. Georgia Drug-Free Act.

1. A student convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, is ineligible for Accel 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. § 20-1-24.

904.8. Incarceration.

1. An otherwise eligible student, who is currently committed to the Georgia Department of Juvenile Justice System, may receive Accel funding. All other incarcerated individuals are ineligible for Accel payment, but, upon release from Incarceration, may begin receiving Accel payments, if all other eligibility requirements are met.

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905. Program Specific Eligibility Requirements.

905.1. Student Participation Criteria.

1. A student must be approved and classified, by the Eligible High School and the Eligible Postsecondary Institution at which he or she is Enrolled, as a Dual Credit Enrollment student.
2. A student must not have already received a high school diploma or General Education Development (GED) diploma.
3. A student must abide by the rules of both the Eligible High School and the Eligible Postsecondary Institution the student is attending, and can be denied participation at any time in the Accel Program by either the Eligible High School or the Eligible Postsecondary Institution for violations of such rules.

905.2. Length of Eligibility.

1. Students may receive Accel payments for two semesters or three quarters per Award Year while enrolled in high school regardless of the number of credits received during each semester or quarter.
2. A student's Accel eligibility is not limited to a specific number of semesters or quarters over the course of his or her high school enrollment.

905.3. Impact on Future HOPE Eligibility.

1. The postsecondary credit hours taken as a Dual Credit Enrollment student, for which Accel payment was made, are not counted as Attempted-Hours and the corresponding grades are not included in the Postsecondary Cumulative Grade Point Average for purposes of the Zell Miller or HOPE Scholarship Programs.
2. Credit hours for which a student received Accel payment, through FY2011, are included in the Combined Paid-Hours limit. A student is ineligible to receive Zell Miller or HOPE Scholarship payment once he or she reaches the Combined Paid-Hours limit of 127 semester or 190 quarter hours from any combination of Zell Miller or HOPE Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus Accel Program Paid-Hours (through FY2011).

905.4. Responsibilities of the Georgia Department of Education.

1. It is the responsibility of the Georgia Department of Education to annually update the Course Directory and provide the updated information to GSFC by February 1. Otherwise, the Course Directory information will roll forward for the next Award Year.

2. The Georgia Department of Education serves as a resource for advisement to high school and college officials regarding appropriate coursework for Dual Credit Enrollment students.

905.5. Responsibilities of the Eligible High School.

1. If the student has not reached the age of 18, written consent of a Parent must be obtained by the high school to allow the student to participate as a Dual Credit Enrollment student in the Accel Program.
2. Regardless of the student's age, written approval must be obtained from the Eligible High School to allow the student to participate as a Dual Credit Enrollment student in the Accel Program.
3. The Eligible High School must agree to accept toward state, local, or school graduation requirements the postsecondary credit of an eligible Dual Credit Enrollment student who successfully completes an approved course at an Eligible Postsecondary Institution.
4. The Eligible High School must record on the student's high school transcript each approved course name, grade, and amount of credit hours earned for each course taken as a Dual Credit Enrollment student.

905.6. Responsibilities of the Eligible Postsecondary Institution.

1. It is the responsibility of the Eligible Postsecondary Institution to annually update and provide to GSFC the list of eligible courses by March 1. Otherwise, the Course Directory information will roll forward to the next Award Year.
2. The postsecondary credit hours earned in the Accel Program must be transferred from one Eligible Postsecondary Institution to another Eligible Postsecondary Institution on the same basis as such credit hours are customarily transferred.
3. The Eligible Postsecondary Institution must notify the Eligible High School of each student's Enrollment and grade(s) earned in the coursework.
4. The Eligible Postsecondary Institution must verify Georgia Residency, Citizenship, Selective Service registration, and Drug-Free Act eligibility requirements for each of their Accel recipients.
5. The Eligible Postsecondary Institution must invoice Accel Program payment from GSFC by the same method as used for the HOPE Scholarship Program (refer to *Section 909*).

906. Eligible and Ineligible Coursework.

906.1. Joint Enrollment Coursework.

1. A student seeking a high school diploma who is simultaneously Enrolled in Degree coursework as a Joint Enrollment student at a postsecondary institution is ineligible for Accel Program payment for such postsecondary Degree coursework.

906.2. Learning Support Coursework.

1. A student who Enrolls in Learning Support coursework is ineligible for Accel payment for such coursework.

906.3. Exemption by Examination Coursework.

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

906.4. Distance Learning Coursework.

1. A student participating in Distance Learning coursework is eligible to receive Accel payment. The institution offering the Distance Learning coursework must be an Eligible Postsecondary Institution.

906.5. Transient Coursework.

1. A Transient student is eligible to receive Accel payment. Both the Home Institution and the Host Institution must be Eligible Postsecondary Institutions.
2. The Host Institution awards Accel funds to the Transient student based on certification of eligibility from the Home Institution.
 - a. The Home Institution is responsible for verifying the eligibility of their Transient students.
 - b. Upon the student's return to the Home Institution, the Host Institution must provide information necessary for the Home Institution to determine continued Accel eligibility.
3. A student taking coursework at his or her Home Institution and a Host Institution during the same school term is eligible for Accel payment at both institutions.

4. The Home Institution is liable for the return of funds the student receives at the Host Institution, if the Home Institution erroneously certifies the student's eligibility to the Host Institution.

906.6. Study Away Coursework.

1. A student Enrolled in a Matriculated status at an Eligible Postsecondary Institution may qualify for Accel payment while participating in a Study Away program.
2. The student's Home Institution must be an Eligible Postsecondary Institution and must approve the Study Away program for credit toward the student's Degree program prior to the student's departure.
3. The Accel payment must take place through the Home Institution, unless the student is participating in a Study Away program via another Eligible Postsecondary Institution, then the process for Transient students is used. (refer to *Section 906.5*)
 - a. The Home Institution may coordinate the Study Away program through institutions that are not eligible to participate in the Accel program. For example, the student's Home Institution may have an arrangement with an out-of-state institution's Study Away program.

906.7. Continuing Education and Audit Coursework.

1. A student is ineligible to receive Accel payment for coursework classified by his or her Eligible Postsecondary Institution as Continuing Education or Audit coursework.

906.8. Total Withdrawal from Coursework.

1. A student is ineligible for Accel 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 "Withdrawal" or any other similar identification. (refer to *Section 910.1*.)

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907. Student Application Requirements.

907.1. Application Process.

1. A student must complete an Accel Program Application and submit it to his or her Eligible High School for each school term (semester or quarter) for which he or she participates in the Accel Program.
 - a. Students who attend an Eligible High School, that does not have access to transmit transcripts electronically to GSFC, must complete the paper Accel application.
 - b. Students who participate in Accel through the GAMES Academy or the Advanced Academy of Georgia must complete the paper Accel application.
 - c. Students who attend an Eligible High School, that has access to transmit transcripts electronically to GSFC, should complete the online Accel Application.
2. An authorized high school official will list on the application each Eligible High School Course the student will be substituting with a Degree course from the Eligible Postsecondary Institution the student will be attending as a Dual Credit Enrollment student. The authorized high school official will also certify that:
 - a. The student has not yet received a high school diploma or GED;
 - b. The student is Enrolled in good standing at the high school; and
 - c. The student has been approved to be a Dual Credit Enrollment student through the advisement process at both the Eligible High School and the Eligible Postsecondary Institution, so that the postsecondary credit hours earned are applied to the student's high school graduation requirements.
3. The completed Accel Program Application must be forwarded by the Eligible High School to the Eligible Postsecondary Institution the student will attend. An authorized postsecondary official will list each Degree course the student will take in place of an Eligible High School Course and certify that:
 - a. The courses listed on the application are Degree courses that match the appropriate Eligible High School Courses, in accordance with the Course Directory.
 - i. Dual Credit Enrollment students participating in the Advanced Academy of Georgia, located at the University of West Georgia, and the Georgia

Academy of Mathematics, Engineering, and Science (GAMES), located at Middle Georgia State College, are not restricted, for purposes of the Accel Program, to the Core curriculum Eligible High School courses identified in the Course Directory. The authorized postsecondary officials of those two academies are responsible for approving coursework that is appropriate for inclusion in the Accel Program.

- b. The student is accepted as a Dual Credit Enrollment student at the Eligible Postsecondary Institution.
 - c. The student meets federal Selective Service registration requirements.
 - d. The student is in compliance with the Drug-Free Postsecondary Act of 1990.
 - e. The student meets Georgia Residency and citizenship requirements of *Section 904*.
4. An authorized official of the Eligible Postsecondary Institution must determine the number of Degree credit hours for which the student is Enrolled, calculate the correct Accel award amount, in accordance with *Section 908*., and invoice GSFC, in accordance with *Section 909*.

907.2. Application Deadline Date.

1. An application deadline date may be set by the Eligible High School or the Eligible Postsecondary Institution the student is attending. At a minimum, a student must file the application online or with the Eligible Postsecondary Institution's financial aid office on or before the last day of the school term (semester or quarter) or the student's Withdrawal Date, whichever occurs first, in order to be paid for that school term.
 - a. 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 GSFC to support or verify a student's application information may be submitted after the deadline without jeopardizing the student's eligibility.

907.3. Application Renewal.

1. A student must complete an Accel Program Application and adhere to the requirements of *Sections 907.1. and 907.2.* for each school term (semester or quarter) for which he or she participates in the Accel Program.

908. Award Requirements.

908.1. Award Amounts at Public Eligible Postsecondary Institutions.

1. The Accel Program, at USG and TCSG Eligible Postsecondary Institutions, covers Tuition. The Accel award amount for Tuition must not be greater than the standard in-state Tuition rate.
 - a. The Accel funds awarded can only be applied to Tuition, not other Cost of Attendance expenses.
 - b. Award amounts are indicated on the “*Accel Standard Undergraduate Tuition Chart*” published by GSFC each Award Year and located at www.GAcollge411.org.

908.2. Award Amounts at Private Eligible Postsecondary Institutions.

1. The Accel award amount is a maximum of \$4,000 per Academic Year for students Enrolled at least 12 hours at a private Eligible Postsecondary Institution, as follows:

Full-Time	Semester System	Quarter System
Fall	\$2,000.00	\$1,334.00
Winter	-----	\$1,333.00
Spring	\$2,000.00	\$1,333.00

2. The award amount is prorated for students Enrolled at private Eligible Postsecondary Institutions for 1 through 11 hours, as follows:

Part-Time	Semester System	Quarter System
Fall	\$167.00 per hour	\$112.00 per hour
Winter	-----	\$112.00 per hour
Spring	\$167.00 per hour	\$112.00 per hour

908.3. Award Amount Reductions.

1. Accel funds can only be applied to Tuition, not other expenses such as room and board. If a student is receiving student aid from a source other than the Accel Program and such aid is required by the donor to be applied to the student’s Tuition and fee charges, and such award plus the Accel funds are equal to or greater than the student’s Tuition and fee charges, then the student’s Accel award must be reduced, so that the total aid is equal to the Tuition charges.

2. A student's Accel award amount is not reduced if the student is receiving aid that is applied to educational expenses other than Tuition, even if the student's total aid exceeds the Cost of Attendance budget.

908.4. Awards Per School Term.

1. The Accel Program is available to students for the standard school terms of fall, and spring semesters or fall, winter, and spring quarters. Accel funds are not available for summer terms.
 - a. An Eligible Postsecondary Institution may combine mini-terms or modules to form the equivalent of a standard semester or quarter.
 - b. An Eligible Postsecondary Institution may offer Non-Standard Terms or Non-Terms, in which courses or modules are taken consecutively to form the equivalent of a standard semester or quarter.
2. Regardless of the structure of an Eligible Postsecondary Institution's school terms, a student cannot receive Accel payment for more than two semesters or three quarters per Award Year.

908.5. Student Notification of Award.

1. Eligible Postsecondary Institutions should notify each Accel recipient of the amount he or she is awarded for the Award Year, and identify such funds as an Accel Program award.

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909. Invoicing Requirements.

909.1. Submission of Invoices.

1. Eligible Postsecondary Institutions may submit Accel Program invoices to GSFC 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 GSFC by the Invoicing Deadline Date as established by GSFC.
 - a. In the event invoices are submitted to GSFC by Eligible Postsecondary Institutions after the Invoicing Deadline Date for a school term, GSFC may issue a notice of failure to meet the Invoicing Deadline Date to the President and/or governing body of the Eligible Postsecondary Institution and the invoices may not be honored.
3. Prior to the beginning of any award year and no later than June 30 of each year GSFC shall establish and publish the Invoicing Deadline Dates for each school term for the upcoming Award Year.
4. An Invoice may be honored or paid after the Invoicing Deadline Date if the failure to meet the date was due to:
 - a. The need for supplemental documentation required by the Eligible Postsecondary Institution or GSFC to support or verify a student's eligibility;
 - b. Late grades, late completions, grade changes; or
 - c. Other adjustments made to the student's official academic transcript that resulted in a change in eligibility and the student met all other eligibility requirements prior to the deadline.
5. The President of GSFC has sole discretion in the determination of invoice deadlines and extensions. The decision of the President of GSFC shall be final.

909.2. Payment of Invoices.

1. Accel funds are paid to Eligible Postsecondary Institutions by check or electronic transfer of funds on behalf of eligible students each school term upon submission to GSFC of an Accel Program invoice.

909.3. Crediting of Student Accounts.

1. Upon receipt of Accel payments from GSFC, a public (USG or TCSG) Eligible Postsecondary Institution must credit the amount of payment on behalf of an eligible student to the account of the student, toward Tuition.
2. Upon receipt of Accel payments from GSFC, a private Eligible Postsecondary Institution must credit the amount of payment on behalf of an eligible student to the account of the student, toward Tuition.

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910. Student Refund Requirements.

910.1. Calculation of Refund Amounts.

1. If a student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of Enrollment, and is entitled to a refund, a portion of such refund may need to be returned to the Accel fund.
 - a. A student is ineligible for the Accel 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 "Withdrawal" or any other code or identification for such a withdrawal.
 - b. If the Eligible Postsecondary Institution invoiced GSFC prior to the student's total withdrawal, then the Eligible Postsecondary Institution must cancel the student's Accel award for that term, through the SURFER system.
2. To determine the refund to the Accel Program, the Eligible Postsecondary Institution must apply the institution's refund policy to the student's Accel award amount.
3. The Eligible Postsecondary Institution must determine the amount of the refund due back to the Accel program. The amount of the Accel award not determined to be owed back to the Accel program is retained by the Eligible Postsecondary Institution to cover the institution's cost for the portion of the school term that the student was enrolled.
 - a. The Eligible Postsecondary Institution must adjust the student's invoice in SURFER to the new award amount remaining after the refund is calculated within forty-five (45) days of the determination.
 - b. If the student only received Accel funds, the Eligible Postsecondary Institution should return the funds determined to be owed to the Accel program within forty-five (45) days of the refund determination. The Eligible Postsecondary Institution would then collect the refund amount from the student. However, the student should not be reported with a "Refund Due" status to GSFC since the funds have been repaid to GSFC.
4. If the student received a combination of Federal Title IV funds and Accel funds, the Eligible Postsecondary Institution may not have sufficient funds on hand from the student's award disbursements to return to GSFC the refund owed to the Accel program, after applying the Federal Title IV Return of Funds policy. In this instance, the student is considered to have a "Refund Due" to GSFC and the Eligible Postsecondary Institution must report the student to GSFC with a "Refund Due" status.

910.2. Collection of Refund Amounts.

1. A student who owes a refund to GSFC should pay the Eligible Postsecondary Institution and the Eligible Postsecondary Institution should pay GSFC or, at its sole discretion, GSFC may require the student to pay the refund due directly to GSFC.
2. Nothing herein shall be deemed to prohibit GSFC or the Eligible Postsecondary Institution from using all available legal and equitable remedies to collect the refund due, including, but not limited, garnishment of pay, loss of professional license, offset of lottery winnings, and offset of state tax refund.

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911. Reconciliation Requirements.

911.1. Term-Reconciliation.

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

911.2. Fiscal Year End Reconciliation.

1. In addition to the Term-Reconciliations, the Eligible Postsecondary Institution must conduct the Fiscal Year End Reconciliation.
 - a. The Eligible Postsecondary Institution must conduct a complete student-by-student Fiscal Year End Reconciliation with GSFC that includes:
 - i. Submission of a Reconciliation Certification by July 15, immediately following the completion of the Fiscal Year for each State Program; and
 - ii. Return any funds not utilized according to the Fiscal Year End Reconciliation by August 15 after the beginning of the new Fiscal Year.
 - b. GSFC will not issue any state scholarship or grant funds for the Fall term following the Fiscal Year until the previous Fiscal Year 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).

912. Records Retention Requirements.

912.1. Length of Retention.

1. An Eligible Postsecondary Institution shall maintain accurate records, books, documents and other evidence concerning the Accel Program, including, but not limited to, individual student files for the later of three years after the Award Year in which the aid was awarded, or for such other period as required by an applicable statute, rule, or regulation or such other time as requested in writing by GSFC.

912.2. 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 GSFC on the 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 Accel funds (refer to *Section 914*).
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's student financial aid office.
 - 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 GSFC 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 Accel funds to the student.

912.3. 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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913. Administrative Review and Exceptions.

913.1. Administrative Review.

1. The Accel Program Regulations are applied to each student considered for Accel funds by appropriate officials of Eligible Postsecondary Institutions and by the administrative staff of GSFC.
2. If a student believes an Accel 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 GSFC.
3. In order for an Administrative Review to be considered, the student must submit a written request for an Administrative Review to GSFC 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 GSFC.
 - a. GSFC 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. GSFC decides a case based only on documentation provided by the student, rather than a personal presentation.

913.2. Exceptions.

1. Requests for Exceptions to the Accel Program Regulations cannot be considered, reviewed, or granted by GSFC or an Eligible Postsecondary Institution under any circumstances.

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914. Compliance Reviews.

914.1. Compliance Review Policy.

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

914.2. Compliance Review Process.

1. GSFC selects a sampling of the Eligible Postsecondary Institution's recipients, for the Award Year under review, and the 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 912*.)
 - a. GSFC will exclude from review, the Residency determinations as they relate to *Section 904.2.1.*, made for Accel recipients in the selected sample of any USG or TCSG Eligible Postsecondary Institution which has submitted to GSFC's Compliance Department, a certification signed 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;
 - ii. The Residency determinations have been fairly and consistently applied with respect to all students receiving the Accel awards.
2. Such certification must be submitted annually to the Compliance Department of GSFC.
 - a. Failure to provide such certification will result in a review of Residency determinations made for Accel recipients in the selected sample.

914.3. Institutional Repayment.

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

2. If later evidence, not available at the time of awarding, indicates that a student should not have received Accel funds, then all future Accel awards must be canceled.
3. The Eligible Postsecondary Institution is held harmless by GSFC, if the student's file is appropriately documented with available evidence and it is determined by GSFC that the institution was not at fault.
4. 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.).
5. The Eligible Postsecondary Institution must notify the student and GSFC of a refund due.
6. The student will be ineligible to receive additional state aid from GSFC until the refund is paid in full, in accordance with *Section 910.2*.
7. If GSFC determines the student's file is not adequately documented, the Eligible Postsecondary Institution may be responsible for the repayment.

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915. Summer Pilot Program at the University of North Georgia.

1. The University of North Georgia will be offering a pilot program for a limited number of high school junior and seniors.
 - a. STEM Institute will include courses in math and biology.
 - b. Language Institute will include courses in Arabic, Chinese, Korean, and Russian.
2. Students must meet specific eligibility requirements and will be chosen by University of North Georgia.