

**Georgia Military College
State Service Scholarship Program**

REGULATIONS - 3200.

2014 - 2015 Award Year



Effective Date – July 1, 2014



**2082 East Exchange Place
Tucker, Georgia 30084**

3201. Table of Contents.

Section	Page
3200. Georgia Military College State Service Scholarship.	1
3201. Table of Contents.	2
3202. Program Overview.	5
3203. Definitions. (Electronic Link)	6
3204. General Eligibility Requirements.	6
3204.1. Citizenship.	6
3204.2. Georgia Residency.	6
3204.3. Enrollment Status.	7
3204.4. Satisfactory Academic Progress.	7
3204.5. Selective Service Registration.	7
3204.6. Defaulted Loan or Refund Due.	7
3204.7. Georgia Drug-Free Act.	8
3205. Program Specific Eligibility Requirements.	9
3205.1. Eligibility Requirements for a Two-Year Award.	9
3205.2. Eligibility Requirements for a Partial Award.	10
3205.3. Maintaining Eligibility.	10
3206. Student Application Procedures.	11
3206.1. Application Forms.	11
3206.2. Application Deadline Date.	11
3207. Selection Process and Duties.	12
3207.1. Selection of Recipients.	12
3207.2. Vacant Slots.	13

3208. Award Requirements.	14
3208.1. Award Amounts.	14
3208.2. Award Amount Reductions.	14
3209. Invoicing Requirements.	15
3209.1. Submission of Invoices.	15
3209.2. Payment of Invoices.	15
3209.3. Payment to Students.	15
3210. Loss of the State Service Scholarship.	16
3210.1. Emergency Military Duty.	16
3211. Fulfillment of State Service Scholarship Obligation.	17
3211.1. Obligation Upon Loss or Surrender of State Service Scholarship.	17
3211.2. Obligation Upon Graduation.	17
3211.3. Service Cancelation.	18
3211.4. Deferments.	19
3211.5. Forbearance of Repayment.	19
3212. Reconciliation Requirements.	20
3212.1. Term-Reconciliation.	21
3212.2. Fiscal Year End Reconciliation.	21
3213. Records Retention Requirements.	22
3213.1. Length of Retention.	22
3213.2. Documentation.	22
3213.3. Extended Retention.	23
3214. Administrative Reviews and Exceptions.	24
3214.1. Administrative Reviews.	24
3214.2. Exceptions.	24

3215. Compliance Reviews.	25
3215.1. Compliance Review Policy.	25
3215.2. Compliance Review Process.	25
3215.3. Institutional Repayment.	25

3202. Program Overview.

The Georgia Military College State Service Scholarship Program is a merit-based and competitive student financial aid program that provides funding covering the full cost of education for two years at Georgia Military College (GMC). Recipients incur an obligation to serve as a commissioned officer in the Georgia National Guard after graduation. This program enables outstanding Georgia students to attend Georgia Military College and then serve their State and country as officers in the Georgia National Guard. Applicants must have demonstrated academic achievement in high school and be nominated for the scholarship by a member of the Georgia General Assembly. A committee chooses a limited number of recipients each year from a pool of qualified applicants.

The Georgia Military College State Service Scholarship Program was created beginning with the 1994-1995 Award Year (State Fiscal Year 1995). 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 Commission (GSFC), in accordance with these regulations.

(The remainder of this page is intentionally blank.)

3203. Definitions. (Electronic Link)

3204. General Eligibility Requirements.

3204.1. 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 State Service Scholarship payment is sought.

3204.2. Georgia Residency.

1. A student must meet the Georgia Residency criteria of the *Georgia Residency Requirements for State Programs at Private Institutions Regulations* for 12 consecutive months immediately prior to the first day of classes of the school term for which State Service Scholarship payment is sought.
 - a. However, a Freshman student with a non-resident Military Personnel Parent meets the Georgia Residency requirements, if such student graduated from a high school located in Georgia and his or her Military Personnel Parent was stationed in Georgia at the time of the student's high school graduation. In order to benefit from this provision, a student must be eligible for and begin receiving State Service Scholarship payment prior to earning 30 semester or 45 quarter credit hours.
2. A student, who was correctly determined to meet the Georgia Residency requirements and began receiving State Service Scholarship payment, will continue to meet the Georgia Residency requirements for purposes of State Service 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, (in accordance with Section 3204.2.1.), before regaining State Service Scholarship 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 then later returns to Georgia and Enrolls in GMC within 12 consecutive months from his or her most recent date of Enrollment at GMC, will continue to meet the Georgia Residency requirements for purposes of State Service Scholarship eligibility.

3204.3. Enrollment Status.

1. A student must be Enrolled at GMC in a Matriculated status leading to an Associate Degree.
2. A student must be Enrolled as a Full-Time student for the school term, in order to be eligible to receive State Service Scholarship payment for the school term.

3204.4. Satisfactory Academic Progress.

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

3204.5. 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 State Service Scholarship application deadline in order to be eligible for State Service Scholarship payment for that school term.

3204.6. 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.

3204.7. Georgia Drug-Free Act.

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

(The remainder of this page is intentionally blank.)

3205. Program Specific Eligibility Requirements.

3205.1. Eligibility Requirements for a Two-Year Award.

1. In order for a student to be eligible for a Two-Year Award, he or she must meet all of the requirements of *Section 3204.* and the following:
 - a. Qualify for regular admission to GMC.
 - b. Have demonstrated Academic Excellence by:
 - i. Having a minimum high school cumulative grade point average of 2.50 and also have a minimum combined Math and Reading score of 800 on the Scholastic Aptitude Test (SAT), or 17 on the American College Test (ACT); or
 - ii. Earning a score from a single test administration in the national composite eighty-fifth percentile or higher on a standardized college admission test, such as the SAT or ACT, if such student at any time after June 30, 1993:
 - (1) Completed a Home Study program that is not an Eligible High School; or
 - (2) Graduated from a high school that is not an Eligible High School; or
 - (3) Did not graduate from a high school, or did not complete a Home Study program, but rather, received a General Educational Development (GED) diploma that was awarded by the Technical College System of Georgia.
2. Be of high moral character and demonstrate good citizenship as evidenced in a letter of recommendation from an administrative official of the high school where the applicant is enrolled at the time the application is made, or from which the applicant had graduated.
3. Meet the mental and physical health standards required for enlistment in the Georgia National Guard.
4. Be scheduled to complete high school graduation requirements by the end of the school year in which the application is made for the State Service Scholarship, or must have completed high school but have not begun Enrollment at a postsecondary institution.

3205.2. Eligibility Requirements for a Partial Award.

1. A Partial Award may become available to an eligible student if a recipient of the State Service Scholarship fails to maintain eligibility in accordance with *Section 3204.*, or chooses to terminate his or her participation, therefore creating a vacancy in the State Service Scholarship Program.
 - a. The Selection Committee may choose an eligible student to fill a vacancy for the remaining period of the vacated State Service Scholarship award. In order for a student to be eligible for a Partial Award, he or she must meet all of the eligibility requirements of *Section 3204.*

3205.3. Maintaining Eligibility.

1. Recipients must maintain membership in the Georgia National Guard.
2. Recipients must demonstrate qualities required of a member of the United States Armed Forces and the Georgia National Guard.
3. Recipients must maintain a minimum, cumulative grade point average of 2.50. If a Recipient's cumulative grade point average drops below 2.50 for two consecutive quarters, then the Required Academic Standards are not met, and the Recipient is no longer eligible to receive the State Service Scholarship. The requirement may be waived upon a majority vote of the Selection Committee.
4. If at any time a Recipient fails to meet the requirements for continued eligibility as indicated above, the Recipient shall lose eligibility for the State Service Scholarship.
 - a. The Selection Committee shall promptly notify GSFC when a Recipient loses eligibility.
 - b. If a Recipient loses the State Service Scholarship, the total dollar amount received by the Recipient must be repaid to GSFC according to the formula stated in *Section 3211.1.2.* of these regulations.

3206. Student Application Procedures.

3206.1. Application Forms.

1. Students are informed of the State Service Scholarship through the combined efforts of GMC, GSFC, the Georgia National Guard, and the high school counselors.
2. Students may obtain an application from a Legislator, the GMC admissions office, GSFC, or Georgia National Guard recruiters.
3. Students must complete an application and write an essay stating why they consider themselves to be deserving of the State Service Scholarship and describe their career goals. Both the application and the essay must be submitted to the students Legislator, along with a full-length photograph.
4. If a Legislator chooses to nominate an Applicant, the Legislator must sign the application and send it to GSFC along with the student's essay and photograph.
5. Students must have an official copy of their high school transcript, as well as an official copy of their Scholastic Aptitude Test or American College Testing scores submitted to GSFC and to the GMC.

3206.2. Application Deadline Date.

1. A student must complete and submit an application with the GMC 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.
 - a. 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.

3207. Selection Process and Duties.

3207.1. Selection of Recipients.

1. GSFC must receive the application information from the student's Legislator by February 1 each year.
2. Students who do not meet the eligibility requirements as set forth in *Section 3204. and 3205.* of these regulations, shall be eliminated from consideration by GSFC.
3. The information on the qualified Nominees shall be provided for review of a Selection Committee no later than February 8 each year. The Selection Committee shall consist of the following members: a representative of the President of the GMC, a member of the Georgia House of Representatives, a member of the Georgia Senate, a representative of the Georgia National Guard, a representative of the GMC Military Science Department, a GMC civilian faculty member, the GMC Director of Admissions, and a staff member of GSFC.
4. GSFC shall send a copy of all applications and supporting documents of those persons eliminated by the selection process to the Selection Committee. The Selection Committee shall notify the eliminated Nominees.
5. The Selection Committee shall select the 42 most qualified Nominees, three from each District, to be recipients of the State Service Scholarship, plus alternates. The Selection Committee may interview all or some of the Nominees upon their own discretion.
6. In the event that a District does not have three qualified Nominees, the Selection Committee may select a Nominee from alternate Nominees, without regard to District residence, but not to exceed 42 total Nominees.
7. The Selection Committee must name the State Service Scholarship Recipients by March 10 each year.
8. The Recipients and alternates, as necessary, must be given a physical by the Georgia National Guard to verify mental and physical health requirements. Enlistments in the Georgia National Guard must be completed no later than May 1 each year.
9. The Selection Committee must notify all 42 Nominees selected to receive a State Service Scholarship. In addition, they shall provide a list of the names and addresses of all Recipients to: each Legislator who makes a nomination, the GMC Director of Admissions at GMC, the Adjutant General of the Georgia National Guard, and GSFC.

10. Nominees not selected are notified by the Selection Committee.

3207.2. Vacant Slots.

1. In the event that a Recipient fails to meet the Required Academic Standards for retention or terminates participation in the program, the Selection Committee shall award the remainder of that recipient's award to another qualified candidate as appropriate to fill the vacancy. The State Service Scholarship shall begin in the term immediately following the award.
2. Candidates for such Award must be submitted to the Selection Committee by GMC Officials. The candidates shall be required to meet all criteria established for the Two-Year Award, and they shall incur the same obligations as a Two-Year Award Recipient; provided, however, that such Recipients of Scholarships of less than two years shall be required to serve the number of years that corresponds to the period or number of years of such scholarships. The total number of Recipients for an Award Year shall not exceed 84 (42 first year Recipients and 42 renewal Recipients).

(The remainder of this page is intentionally blank.)

3208. Award Requirements.

3208.1. Award Amounts.

1. The maximum State Service Scholarship award amount per school term is set by GSFC for each Award Year. The maximum award amount shall be established by GSFC based upon the Eligible Postsecondary Institution's costs for tuition, fees, books, supplies, uniform deposits and on-campus room and meal charges.

3208.2. Award Amount Reductions.

1. Recipients may qualify for and receive other financial aid authorized by federal and state laws. Financial aid received from federal and state grants will be credited toward a Recipient's tuition and fees first, and then the State Service Scholarship amount awarded under these regulations shall be credited toward the remaining balance of a Recipient's charges.
2. Each individual Recipient's award amount per term shall be determined by GMC, at the time of invoicing GSFC, by subtracting from the maximum award amount established by GSFC, the amount of any non-repayable scholarship or grant awards received by the student. Under no circumstances shall a Recipient's State Service Scholarship award amount exceed the maximum award amount set by GSFC.
3. In no case shall a Recipient be due a refund or directly receive any monies as a result of having been awarded a scholarship or grant created by or provided for under the laws of the State of Georgia.

(The remainder of this page is intentionally blank.)

3209. Invoicing Requirements.

3209.1. Submission of Invoices.

1. GSFC must be notified by GMC of the dollar amount of each State Service Scholarship.
2. A Recipient must sign a promissory note annually acknowledging the terms of the State Service Scholarship, and obligating the student to serve or repay as provided in *Sections 3211.1 and 3211.2* of these regulations before a check will be disbursed.

3209.2. Payment of Invoices.

1. Recipients are entitled to receive an annual State Service Scholarship award for each of the two academic years of study at the GMC, prorated for each quarter or term. For each of these terms, the Recipient's maximum entitlement is 1/3 the annual award for the Academic Year. A Recipient may receive the State Service Scholarship for a maximum of 6 academic quarters.
2. GSFC's check transmittal letter lists each Recipient for the school term by name and Social Security Number. During the registration process, the Recipient picks up the award check, signing the check stub and thereby certifying receipt of the check.
3. GMC must return any un-disbursed award checks to GSFC within 30 days following the school term registration process.
4. In the event GMC loses a check prior to delivery to the student, GMC must contact GSFC and request that a replacement check be issued.
 - a. If a student claims loss of an award check, which has been delivered to the student by GMC, GSFC will verify delivery of the check to the student by GMC.
 - b. After following normal verification procedures that the check has not been cashed, GSFC will place a "stop payment" order on the original check and a replacement check will be issued and forwarded to the GMC for delivery to the student.

3209.3. Payment to Students.

1. GSFC prepares individual Recipient checks for each school term, made payable to the Recipient and mailed to the GMC financial aid office with a check transmittal letter for disbursement to the Recipient upon verification that the Recipient is meeting the standards for maintaining eligibility as stated in *Section 3205.3.* of these regulations.

3210. Loss of the State Service Scholarship.

1. If at any time a Recipient fails to meet the Required Academic Standards for continued eligibility as provided by *Section 3205.3.3.* of these regulations, the Recipients shall thereby lose eligibility for the State Service Scholarship, subject to the discretionary waiver by the Selection Committee under *Section 3205.3.c.* The Selection Committee shall promptly notify GSFC when a Recipient loses eligibility.
2. If a Recipient loses the State Service Scholarship, the total dollar amount received by the Recipient must be repaid to GSFC according to the formula stated in *Section 3211.1.2.* of these regulations.

3210.1. Emergency Military Duty.

1. If a Recipient is called to active duty while Enrolled at GMC and otherwise maintaining eligibility, GSFC will reserve the State Service Scholarship for reinstatement to the fullest extent permitted by appropriations from the Georgia General Assembly, upon the Recipient's return to Enrollment after active duty.
 - a. Upon return from active duty, the Recipient should advise GSFC of re-enrollment plans as soon as possible.
 - i. The Recipient is expected to re-enroll no later than the second term beginning after his or her return from active duty or show cause why re-enrollment was postponed further.

(The remainder of this page is intentionally blank.)

3211. Fulfillment of State Service Scholarship Obligation.

3211.1. Obligation Upon Loss or Surrender of State Service Scholarship.

1. If, while participating in the State Service Scholarship Program, a recipient of a Two-Year Award, or a Partial Award fails to meet the standards and requirements for continued eligibility and retention, in accordance with *Sections 3204. and 3205.*, or otherwise surrenders his or her participation in the State Service Scholarship Program, the Selection Committee shall promptly notify GSFC of the recipient's removal from participation in the State Service Scholarship Program.
2. Such recipient shall fulfill his or her State Service Scholarship obligation by either one of the following two methods, at the option of the recipient:
 - a. Such recipient shall serve on active duty in the Georgia National Guard for not less than the number of years corresponding to the period or number of years of his or her State Service Scholarship award, as stipulated on the recipient's State Service Scholarship promissory note.
 - b. Such recipient shall pay to GSFC a dollar amount equal to the amount of State Service Scholarship funds received by the recipient, plus interest, within five years after terminating enrollment. Interest begins to accrue from the date that participation in the State Service Scholarship Program ends.
3. If such recipient is unable to honor his or her service or payment obligation, for bona fide reasons of health, as jointly verified by GSFC and the Selection Committee, then GSFC 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 GSFC, that a former Military Scholarship recipient is deceased, GSFC shall cancel and forgive the recipient's Repayment obligation.

CLARIFIED

3211.2. Obligation Upon Graduation.

1. Upon graduation from GMC, a recipient who maintained eligibility for the duration of his or her Two-Year Award or Partial Award shall provide active duty service in the Georgia National Guard and fulfill his or her State Service Scholarship service obligation by:
 - a. Such recipient shall serve on active duty in the Georgia National Guard for at least the number of years corresponding to the period or number of

years of his or her State Service Scholarship award, as stipulated on the recipient's State Service Scholarship promissory note.

- b. Upon certification of the adjutant general of the Georgia National Guard that no need exists in the Georgia 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 on active duty in the Georgia National Guard and the United States Armed Forces that totals at least the number of years corresponding to the period or number of years of his or her State Service Scholarship award, as stipulated on the recipient's State Service Scholarship promissory note.
2. If a recipient fails to honor his or her obligation to serve on active duty in the Georgia National Guard or the United States Armed Forces, such recipient shall fulfill his or her State Service Scholarship obligation by the following method:
 - a. Such recipient shall pay GSFC a dollar amount equal to the amount of Military Scholarship funds received by the recipient, plus interest, within five years after graduation from GMC. Interest begins to accrue from the date that participation in the State Service Scholarship Program ends.
3. If such recipient is unable to honor his or her State Service obligation, for bona fide reasons of health or permanent and total disability as jointly verified by GSFC and the Selection Committee, then GSFC shall cancel and forgive the recipient's Repayment obligation.
4. If it can be determined on the basis of a death certificate or other evidence acceptable to GSFC, that a former State Service Scholarship recipient is deceased, GSFC shall cancel and forgive the recipient's Repayment obligation.

CLARIFIED

3211.3. Service Cancelation.

1. Any period of time that a recipient serves in the Georgia National Guard or the United States Armed Forces prior to or while participating in the State Service Scholarship Program shall not reduce or cancel any portion of the recipient's State Service Scholarship obligation.
2. Any period of time that a recipient serves in the Georgia National Guard or the United States Armed Forces after participation in the State Service Scholarship Program shall reduce, on a prorated basis, the dollar amount owed, provided that the recipient notifies GSFC of his or her service in the Georgia National Guard or the United States Armed Forces.
 - a. Recipients must notify GSFC upon serving in the Georgia National Guard or the United States Armed Forces.

- 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.
 - i. Service Cancellation is effective upon receipt of complete documentation and approval by GSFC.
- b. The dollar amount which is cancelled for 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.
- c. Interest on the remaining dollar amount owed begins to accrue from the date that service in the Georgia National Guard or United States Armed Forces ends.

3211.4. Deferments.

1. Deferments may be granted on a case-by-case basis upon the approval of GSFC and the Selection Committee.
2. Each deferment must be in accordance with the intent and purpose of the State 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, including accrued interest, would continue to remain available.
5. To qualify for a deferment, a student shall notify GSFC in writing of his or her claim and provide supporting documentation as required by federal law, state law or program regulations.

3211.5. Forbearance of Repayment.

1. A student may apply for a forbearance of Repayment under certain conditions:
 - 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 forbearance, a student shall notify GSFC in writing of his or her claim and provide supporting documentation as required by federal law, state law or program regulations.

(The remainder of this page is intentionally blank.)

3212. Reconciliation Requirements.

3212.1. 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.
2. GSFC will not issue any state scholarship or grant funds for the following term until the Term-Reconciliation is complete.
3. Funds are not returned to GSFC as part of the Term-Reconciliation process.

3212.2. 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).

3213. Records Retention Requirements.

3213.1. Length of Retention.

1. GMC must maintain accurate records, books, documents and other evidence concerning the State Service Scholarship, 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.

3213.2. 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 GSFC 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 State Service Scholarship 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 State Income Tax Returns, student financial aid applications and academic transcripts from previous institutions.
 - b. 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.
 - c. Documentation supporting a student's eligibility that is received and maintained by the Eligible Postsecondary Institution's admissions office, registrar's office, business office, and other administrative operations of the Eligible Postsecondary Institution must be available to GSFC for review.
 - d. 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 State Service Scholarship funds to the student.

3213.3. Extended Retention.

1. GMC may be required to retain student records involved in a program 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.

(The remainder of this page is intentionally blank.)

3214. Administrative Reviews and Exceptions.

3214.1. Administrative Reviews.

1. *The Georgia Military College State Service Scholarship Program Regulations* are applied to each student considered for State Service Scholarship funds by appropriate officials of GMC and by the administrative staff of GSFC.
2. If a student believes a State 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 GSFC. 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.
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.
 - a. If additional information is requested from the student, it must be provided within the time frame specified by GSFC.
 - b. GSFC decides a case based only on documentation provided, rather than a personal presentation.

3214.2. Exceptions.

1. Requests for Exceptions to the State Service Scholarship Program Regulations cannot be considered, reviewed, or granted under any circumstances.

(The remainder of this page is intentionally blank.)

3215. Compliance Reviews.

3215.1. Compliance Review Policy.

1. GSFC may conduct Program Reviews of the State Service Scholarship Program at GMC in order to assess the Eligible Postsecondary Institution's administration of the program and compliance with the program's regulations. Program Reviews are conducted in accordance with GSFC's *Program Reviews Process and Procedures* document, which is available on the gsfc.org website under *School and Lender Information-Compliance Documents*.

3215.2. Compliance Review Process.

1. GSFC 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 Eligible Postsecondary Institution.

3215.3. 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 funds awarded to the recipient.
2. If later evidence, not available at the time of awarding, indicates that a student should not have received State Service Scholarship payment, then all future awards must be canceled.
3. GMC is held harmless by GSFC, if the student's file is appropriately documented with available evidence and it is determined by GSFC that the Eligible Postsecondary 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 is ineligible to receive additional state aid from GSFC until the refund is paid in full, in accordance with *Section 3204.6.3*.
7. If the student's file is determined not to be adequately documented by GSFC while conducting Program Reviews, then the Eligible Postsecondary Institution may be responsible for the Repayment.