

**University of North Georgia  
Military Scholarship Program**

**REGULATIONS - 3100.**

**2014 - 2015 Award Year**



**Effective Date – July 1, 2014**



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

## **3101. TABLE OF CONTENTS.**

Section	Page
3100. University of North Georgia Military Scholarship.	1
3101. TABLE OF CONTENTS.	2
3102. Program Overview.	5
3103. Definitions. (Electronic Link)	6
3104. General Eligibility Requirements.	6
3104.1. Citizenship.	6
3104.2. Georgia Residency.	6
3104.3. Enrollment Status.	6
3104.4. Satisfactory Academic Progress.	7
3104.5. Selective Service Registration.	7
3104.6. Defaulted Loan or Refund Due.	7
3104.7. Georgia Drug-Free Act.	7
3105. Program Specific Eligibility Requirements.	9
3105.1. Eligibility Requirements for a Four-Year Award.	9
3105.2. Eligibility Requirements for a Three, Two, and One-Year Award.	9
3105.3. Maintaining Eligibility.	9
3106. Eligible Coursework.	11
3106.1. Joint and Dual Credit Enrollment Coursework.	11
3106.2. Learning Support Coursework.	11
3106.3. Coursework Exemptions.	11
3106.4. Distance Learning Coursework.	11
3106.5. Transient Coursework.	11
3106.6. Study Away Coursework.	11

3106.7. Continuing Education and Audit Coursework.	11
3106.8. Total Withdrawal from Coursework.	12
3107. Student Application Requirements.	13
3107.1. Application Forms.	13
3107.2. Application Deadline Date.	13
3108. Selection Process and Duties.	14
3108.1. Selection of Recipients of Four-Year Awards.	14
3108.2. Selection of Recipients of Three, Two, and One-Year Awards.	14
3108.3. Additional Duties of the Selection Committee.	14
3109. Award Requirements.	16
3109.1. Awards Amounts.	16
3109.2. Award Amount Reductions.	16
3109.3. Awards Per School Term.	16
3109.4. Student Notification of Award.	16
3110. Invoicing Requirements.	17
3110.1. Submission of Invoices.	17
3110.2. Payment of Invoices.	17
3110.3. Payment to Students.	17
3111. Refund Requirements.	18
3111.1. Calculation of Refund Amounts.	18
3111.2. Collection of Refunds.	18
3111.3. Emergency Military Duty.	19
3112. Reconciliation Requirements.	20
3112.1. Term-Reconciliation.	20
3112.2. Fiscal Year End Reconciliation.	20

3113. Records Retention Requirements.	21
3113.1. Length of Retention.	21
3113.2. Documentation.	21
3113.3. Extended Retention.	22
3114. Administrative Reviews and Exceptions.	23
3114.1. Administrative Reviews.	23
3114.2. Exceptions.	23
3115. Compliance Reviews.	24
3115.1. Compliance Review Policy.	24
3115.2. Compliance Review Process.	24
3115.3. Institutional Repayment.	24
3116. Fulfillment of Military Scholarship Obligation.	26
3116.1. Obligation Upon Loss or Surrender of Military Scholarship.	26
3116.2. Obligation Upon Graduation.	26
3116.3. Service Cancellation.	27
3116.4. Deferments.	28
3116.5. Forbearance of Repayment.	28

### **3102. Program Overview.**

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

The UNG Military Scholarship Program was created beginning with the 1981-1982 Award Year (State Fiscal Year 1982). This program is funded by state general revenue. The Georgia Student Finance Commission (GSFC) administers the program, in accordance with the Official Code of Georgia Annotated §20-3-420 et. seq., in its entirety.

(The remainder of this page is intentionally blank.)

### **3103. Definitions.** (Electronic Link)

### **3104. General Eligibility Requirements.**

#### **3104.1. 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 Military Scholarship payment is sought.

#### **3104.2. Georgia Residency.**

1. A student must meet the Georgia Residency requirements of the Board of Regents for 12 consecutive months immediately prior to the first day of classes of the school term for which Military Scholarship payment is sought.
  - a. If UNG grants a Military Personnel out-of-state tuition waiver, then such student meets the Georgia Residency requirements of the Military Scholarship. No out-of-state tuition waiver, other than for Military Personnel and their dependents, qualifies students for Military Scholarship eligibility.
2. A student, who was correctly determined to meet the Georgia Residency requirements and began receiving Military Scholarship payment, will continue to meet the Georgia Residency requirements for purposes of Military Scholarship eligibility, unless he or she has a break in Enrollment of two or more consecutive semesters or quarters and resides outside of Georgia for 12 or more consecutive months.
  - a. If such student later returns to Georgia, he or she must re-establish Georgia Residency for 12 consecutive months, (in accordance with *Section 3104.2.1.*), before regaining Military Scholarship eligibility.
3. A student who has a break in Enrollment of two or more consecutive semesters or quarters, and who resides outside Georgia for less than 12 consecutive months, and then later returns to Georgia and Enrolls in UNG within 12 consecutive months from his or her most recent date of Enrollment at UNG, will continue to meet the Georgia Residency requirements for purposes of Military Scholarship eligibility.

#### **3104.3. Enrollment Status.**

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

#### **3104.4. Satisfactory Academic Progress.**

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

#### **3104.5. 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 Military Scholarship Program application deadline date.

#### **3104.6. Defaulted Loan or Refund Due.**

1. A student must not be in default on a Federal Title IV or State of Georgia educational loan, or owe a refund due to an over-award on a Federal Title IV or State of Georgia student financial aid program, or in any other way be in violation of Federal Title IV Programs Regulations or State of Georgia student financial aid program regulations. A student must meet the requirements of this section at the time funds are disbursed by 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.

#### **3104.7. Georgia Drug-Free Act.**

1. A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, is ineligible for Military Scholarship payment from the date of conviction to the completion of the following school

term, in accordance with the Georgia Drug-Free Postsecondary Education Act of 1990, O.C.G.A. § 20-1-24.

(The remainder of this page is intentionally blank.)

## **3105. Program Specific Eligibility Requirements.**

### **3105.1. Eligibility Requirements for a Four-Year Award.**

1. In order for a student to be eligible for a Four-Year Award, he or she must meet all of the eligibility requirements of *Section 3104.* and the following:
  - a. A student must have demonstrated Academic Excellence at the high school level, as defined in these regulations.
  - b. A student must meet the mental and physical standards required for commission in the Army National Guard, as determined and certified by the Army National Guard.
  - c. A student must qualify for regular admission as an entering Freshman at UNG.

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

1. A Three-Year Award, Two-Year Award, or One-Year Award may become available to an eligible student if a recipient of the Military Scholarship fails to maintain eligibility in accordance with *Section 3104.* or chooses to terminate his or her participation, therefore creating a vacancy in the Military Scholarship Program.
2. The Selection Committee may choose an eligible student to fill a vacancy for the remaining period of the vacated Military Scholarship award.
3. In order for a student to be eligible for a Three-Year Award, Two-Year Award, or One-Year Award, he or she must meet all of the eligibility requirements of *Section 3104.*

### **3105.3. Maintaining Eligibility.**

1. A student must be Enrolled and participating in the ROTC program at UNG in order to receive Military Scholarship payment for the school term.
2. A student must maintain the Required Academic Standards, as defined in these regulations, unless waived by the Selection Committee by majority vote.
3. A student must maintain membership in good standing in the Army National Guard.
4. A student must demonstrate qualities required of a commissioned officer of the United States Armed Forces, as determined and certified by the commandant of cadets at UNG and the student's unit commander with the Army National Guard.

5. A student, who continues to meet all of the eligibility requirements of the Military Scholarship Program, may receive Military Scholarship payment for no more than eight semesters of Full-Time study, or the equivalent.
6. An otherwise eligible student who has already obtained a Baccalaureate Degree, and who is in a Matriculated status working toward a second or additional Undergraduate Degree, is eligible for Military Scholarship payment.

(The remainder of this page is intentionally blank.)

## **3106. Eligible Coursework.**

### **3106.1. Joint and Dual Credit Enrollment Coursework.**

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

### **3106.2. Learning Support Coursework.**

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

### **3106.3. Coursework Exemptions.**

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

### **3106.4. Distance Learning Coursework.**

1. A student participating in Distance Learning coursework is eligible to receive Military Scholarship payment if all other eligibility criteria are met, including Enrollment as a Full-Time student at UNG.

### **3106.5. Transient Coursework.**

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

### **3106.6. Study Away Coursework.**

1. A student Enrolled in a Matriculated status at UNG, who meets all other Military Scholarship eligibility requirements, may qualify for payment while participating in a Study Away program.
  - a. Prior to the student's departure, UNG must approve the Study Away program for credit toward the student's Degree.
  - b. The Military Scholarship award must be the amount the student would normally receive while attending UNG.
  - c. The Military Scholarship payment must take place through UNG.

### **3106.7. Continuing Education and Audit Coursework.**

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

### **3106.8. Total Withdrawal from Coursework.**

1. A student is ineligible for Military Scholarship payment for coursework from which he or she totally withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "W" or any other type of identification.

(The remainder of this page is intentionally blank.)

## **3107. Student Application Requirements.**

### **3107.1. Application Forms.**

1. A student must apply for a Military Scholarship by completing the UNG Military Scholarship application, which is printable from the GAcollge411 website.

### **3107.2. Application Deadline Date.**

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

(The remainder of this page is intentionally blank.)

### **3108. Selection Process and Duties.**

#### **3108.1. Selection of Recipients of Four-Year Awards.**

1. GSFC shall, on or before February 1st of each year, select six eligible students from each of Georgia's 14 congressional districts, who were nominated for a Four-Year Award by members of the Georgia General Assembly.
2. From the nominees selected by GSFC, three from each of the 14 congressional districts shall be selected by the Selection Committee as recipients of a Four-Year Award.
3. In the event a congressional district does not have three qualified nominees, the Selection Committee may select a candidate at-large from the alternate nominees, without regard to the nominee's congressional district of residence. The total number of Four-Year Awards shall not exceed 42.

#### **3108.2. Selection of Recipients of Three, Two, and One-Year Awards.**

1. A Three-Year Award, Two-Year Award, or One-Year Award may become available if a recipient of the Military Scholarship fails to maintain eligibility in accordance with *Section 3105.3*. or chooses to terminate his or her participation, therefore creating a vacancy in the Military Scholarship Program.
2. The Selection Committee may choose a UNG student to fill such vacancy for the remaining period of the vacated Military Scholarship award.
3. In order for a student to be eligible for a Three-Year Award, Two-Year Award, or One-Year Award, he or she must meet all of the eligibility requirements of *Section 3104* and *3105.2*.

#### **3108.3. Additional Duties of the Selection Committee.**

1. The Selection Committee shall officially notify each nominee who was selected as a recipient of a Four-Year Award.
2. The Selection Committee shall officially notify each member of the Georgia General Assembly of the names of the recipients of Four-Year Awards from their congressional district.
3. The Selection Committee shall officially notify GSFC of the names and addresses of the recipients of Four-Year Awards, Three-Year Awards, Two-Year Awards, and One-Year Awards.
4. The Selection Committee shall publish and maintain the Required Academic Standards and conduct necessary for the continued eligibility for a Military Scholarship, in accordance with *Section 3105*.

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

(The remainder of this page is intentionally blank.)

## **3109. Award Requirements.**

### **3109.1. Awards Amounts.**

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

### **3109.2. Award Amount Reductions.**

1. A student's Military Scholarship award amount shall not be reduced or withheld because of aid the student may be receiving from Federal Title IV Programs or private sources, even if the student's total aid exceeds the student's Cost of Attendance.
  - a. A student is ineligible to receive Military Scholarship payment for a school term in which he or she is receiving any other financial aid authorized by the laws of the State of Georgia, including, but not limited to, the UNG ROTC Grant Program and the UNG ROTC Grant for Future Officers Program.

### **3109.3. Awards Per School Term.**

1. Military Scholarship payment is available to students for the standard school terms of Fall semester and Spring semester. UNG does not currently offer the ROTC program of study for the Summer term.
  - a. UNG may combine mini-terms or modules to form the equivalent of a standard semester.
  - b. UNG may offer Non-Standard Terms or Non-Terms, in which courses or modules are taken consecutively to form the equivalent of a standard semester.
  - c. A student may only receive Military Scholarship funds for a maximum of two semesters per Award Year, regardless of the structure of the school terms.
2. The amount disbursed on behalf of a student for each semester is half of the Award Year amount.

### **3109.4. Student Notification of Award.**

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

## **3110. Invoicing Requirements.**

### **3110.1. Submission of Invoices.**

1. UNG may submit 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 Institution 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 UNG 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.

### **3110.2. Payment of Invoices.**

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

### **3110.3. Payment to Students.**

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

(The remainder of this page is intentionally blank.)

## **3111. Refund Requirements.**

### **3111.1. Calculation of Refund Amounts.**

1. If the student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of Enrollment, and is entitled to a refund, a portion of such refund may need to be returned to the Military Scholarship fund.
2. If the student received Federal Title IV Program funds, in addition to Military Scholarship funds, UNG must first apply the Federal Title IV Return of Funds policy for any federal aid received. To determine the refund to the Military Scholarship Program, UNG must then apply the institution's refund policy, if different from Federal Title IV Return of Funds policy, to the student's original Military Scholarship award.
  - a. If the student received Military Scholarship funds, but did not receive Federal Title IV Program funds, UNG must apply the institution's refund policy, if different from Federal Title IV Return of Funds policy, to the student's original Military Scholarship award.
3. UNG must determine the amount of the refund due back to the Military Scholarship Program. The amount of the Military Scholarship award not determined to be owed back to the Military Scholarship Program is retained by UNG to cover the institutions' cost for the portion of the school term that the student was enrolled.
  - a. UNG must adjust the student's invoice in SURFER to the new award amount remaining after the refund is calculated within 45 days of the determination.
4. If UNG has sufficient funds on hand to return to GSFC the refund owed to the Military Scholarship Program, it should return the funds within 45 days of the refund determination. UNG would then collect the refund amount from the student. However, the student should not be reported with a "refund due" status to GSFC since the funds have been repaid to GSFC.
  - a. If UNG does not have sufficient funds on hand to return to GSFC the refund owed to the Military Scholarship Program, 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.

### **3111.2. Collection of Refunds.**

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.

### **3111.3. Emergency Military Duty.**

1. A student who is a member of the Army National Guard receiving funds from the Military Scholarship Program who is called to emergency military duty during a school term that is already in progress should not have his or her Military Scholarship eligibility negatively impacted.
2. If UNG allows the student to totally withdraw and receive a grade such as “WM” for “military withdrawal” or the Eligible Postsecondary Institution totally removes all coursework for that term (grades and corresponding credit hours) from the student’s records, the Eligible Postsecondary Institution should cancel the student’s Military Scholarship award on SURFER, and return the full amount of the award to the Military Scholarship account.
3. If a student is called to active duty while Enrolled at UNG, and otherwise maintaining eligibility for the Military Scholarship Program, GSFC will reserve, to the fullest extent permitted from such funds appropriated by the Georgia General Assembly, such student’s Military Scholarship eligibility for reinstatement upon his or her return to UNG.
  - a. Such student is expected to Enroll again at UNG no later than the second semester beginning after his or her return from active duty or to show cause why Enrollment was postponed.

(The remainder of this page is intentionally blank.)

## **3112. Reconciliation Requirements.**

### **3112.1. 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.

### **3112.2. 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).

### **3113. Records Retention Requirements.**

#### **3113.1. Length of Retention.**

1. UNG shall maintain accurate records, books, documents and other evidence concerning the Military Scholarship 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.

#### **3113.2. 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 years after the most recent Award Year for which the student received Military Scholarship funds (refer to *Section 3115.2.1.*).
2. UNG is permitted to maintain these documents in an imaged media format. The imaged media format must be capable of reproducing an accurate, legible, and complete copy of the original document.
  - a. Such documentation may include, but is not limited to, copies of Permanent Resident Alien Cards, Georgia State Income Tax Returns, and applications for student financial aid.
    - i. Documentation regarding a student's eligibility is not limited to files, records, and other information received and maintained by 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 admission's office, registrar's office, business office, and other administrative operations of the Eligible Postsecondary Institution must be available to GSFC for the purpose of Program 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 Military Scholarship funds to the student.

### **3113.3. Extended Retention.**

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

(The remainder of this page is intentionally blank.)

## **3114. Administrative Reviews and Exceptions.**

### **3114.1. Administrative Reviews.**

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

### **3114.2. Exceptions.**

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

(The remainder of this page is intentionally blank.)

## **3115. Compliance Reviews.**

### **3115.1. Compliance Review Policy.**

1. GSFC may conduct Compliance Reviews of the Military Scholarship Program at UNG in order to assess the Eligible Postsecondary Institution's administration of the program and compliance with the program's regulations. Compliance Reviews are conducted in accordance with GSFC's *Compliance Reviews Process and Procedures* document, which is available on [www.gsfc.org](http://www.gsfc.org) under *School and Lender Information-Compliance Documents*.

### **3115.2. 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 institution.
2. GSFC will exclude from review the Residency determinations and SAP determinations, as they relate to *Sections 3104.2.a.* and *3104.4* of these regulations, made for UNG Military Scholarship recipients in the selected sample for UNG if UNG has submitted to the Compliance Department of GSFC a certification signed by the President of UNG that:
  - a. UNG is in compliance with its policies and procedures in the determination and the administration of the financial aid award process relative to Residency requirements and SAP; and
  - b. The Residency and SAP determinations have been fairly and consistently applied with respect to all students receiving the UNG Military Scholarship awards.
3. Such certification must be submitted annually to the Compliance Department of Georgia Student Finance Commission.
4. Failure to provide such certification will result in a review of Residency determinations and SAP determinations made for UNG Military Scholarship recipients in the selected sample.

### **3115.3. Institutional Repayment.**

1. If a recipient is determined, by GSFC, to have been 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 Military Scholarship payment, then all future awards must be canceled.
  - a. UNG 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. Evidence is considered unavailable at the time of awarding if it is not available in the student's institutional files (i.e. financial aid, admissions, registrar, etc.).
  - b. The Eligible Postsecondary Institution must notify the student and GSFC of a refund due.
  - c. The student is ineligible to receive additional state aid from GSFC until the refund is paid in full, in accordance with *Section 3111.2.1*.
  - d. If GSFC determines the student's file is not adequately documented, UNG may be responsible for the Repayment.

(The remainder of this page is intentionally blank).

## **3116. Fulfillment of Military Scholarship Obligation.**

### **3116.1. Obligation Upon Loss or Surrender of Military Scholarship.**

1. If, while participating in the Military Scholarship Program, a recipient of a One-Year Award, Two-Year Award, Three-Year Award, or Four-Year Award fails to meet the standards and requirements for continued eligibility and retention, in accordance with *Sections 3104 and 3105*, or otherwise surrenders his or her participation in the Military Scholarship Program, the Selection Committee shall promptly notify GSFC of the recipient's removal from participation in the Military Scholarship Program.
2. Such recipient shall fulfill his or her Military Scholarship obligation by either one of the following two methods, at the option of the recipient:
  - a. Such recipient shall serve as an enlisted member of the Army National Guard or United States Army for not less than the number of years corresponding to the period or number of years of his or her Military Scholarship award, as stipulated on the recipient's Military Scholarship promissory note.
  - b. Such recipient shall pay GSFC a dollar amount equal to the amount of Military Scholarship funds received by the recipient, plus 8% per annum simple interest, within five years after graduation from UNG, or within five years of termination of Enrollment at UNG. Interest begins to accrue from the date that participation in the Military Scholarship Program ends.
3. If such recipient is unable to honor his or her service obligation, for bona fide reasons of health, as jointly verified by GSFC and the Selection Committee, then GSFC shall cancel and forgive the recipient's Repayment obligation.

**CLARIFIED**

### **3116.2. Obligation Upon Graduation.**

1. Upon graduation from UNG, a recipient who maintained eligibility for the duration of his or her One-Year Award, Two-Year Award, Three-Year Award, or Four-Year Award, shall accept a commission as a second lieutenant and fulfill his or her Military Scholarship service obligation by one of three methods:
  - a. Such recipient shall serve as a commissioned officer in the Army National Guard for at least the number of years corresponding to the period or number of years of his or her Military Scholarship award, as stipulated on the recipient's Military Scholarship promissory note.
  - b. Upon certification of the adjutant general of the Army National Guard that no need exists in the Georgia Army National Guard at the time of the commencement of the recipient's period of service, such recipient may serve as a commissioned officer on active duty in the United States Army for at

least the number of years corresponding to the period or number of years of his or her Military Scholarship award, as stipulated on the recipient's Military Scholarship promissory note.

- c. Upon certification of the adjutant general of the Georgia Army National Guard that no need exists in the Georgia Army National Guard at the time of the commencement of the recipient's period of service, such recipient may fulfill his or her obligation by a combination of service as a commissioned officer on active duty in the United States Army and the Georgia Army National Guard that totals at least the number of years corresponding to the period or number of years of his or her Military Scholarship award, as stipulated on the recipient's Military Scholarship promissory note.
2. If a recipient fails to honor his or her obligation to serve as a commissioned officer in the Army National Guard or the United States Army, such recipient shall fulfill his or her Military Scholarship obligation by either one of the following two methods, at the option of the recipient.
    - a. Such recipient shall serve as an enlisted member of the Army National Guard or United States Army for not less than the number of years corresponding to the period or number of years of his or her Military Scholarship award, as stipulated on the recipient's Military Scholarship promissory note.
    - b. Such recipient shall pay GSFC a dollar amount equal to the amount of Military Scholarship funds received by the recipient, plus 8% per annum simple interest, within five years after graduation from UNG, or within five years of termination of enrollment at UNG. Interest begins to accrue from the date that participation in the Military Scholarship Program ends.
  3. If such recipient is unable to honor his or her service obligation, for bona fide reasons of health or permanent and total disability as jointly verified by 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

### **3116.3. Service Cancellation.**

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

2. Any period of time that a recipient serves in the Army National Guard or the United States Army after participation in the Military 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 Army National Guard or the United States Army.

a. Recipients must notify GSFC upon serving in the Army National Guard or the United States Army.

b. 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.

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

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

NEW

#### **3116.4. 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 Military 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 to the former recipient.

#### **3116.5. Forbearance of Repayment.**

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

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

- b. To qualify for a deferment or forbearance, a student shall notify 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).