

**University of North Georgia
ROTC Grant Program**

REGULATIONS - 1300.

2014 - 2015 Award Year



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Tucker, Georgia 30084

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1302. Program Overview.

The University of North Georgia (UNG) ROTC Grant Program provides grant assistance to residents of Georgia seeking Undergraduate Degrees and participating in the Reserve Officers' Training Corps as Full-Time students at UNG. The Georgia General Assembly finds that it is essential for the national defense that persons are encouraged to consider military leadership positions as an honorable and rewarding career, and that UNG performs a significant role in preparing and training students for professional life in the military. The ROTC Grant Program promotes this effort by providing eligible students with financial assistance toward their educational costs at UNG.

State revenues provide the funding for this program. The award amount received by the students each Award Year, and the total amount of funds appropriated for the program, is established by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

The University of North Georgia ROTC Grant Program began with the 1977-1978 Academic Year (State Fiscal Year 1978). The Georgia Student Finance Commission (GSFC) administers the ROTC Grant Program, in accordance with the Official Code of Georgia Annotated §20-3-430 et. seq., in its entirety.

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1303. Definitions. (Electronic Link)

1304. General Eligibility Requirements.

1304.1. 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 ROTC Grant payment is sought.

1304.2. Georgia Residency.

1. A student attending UNG meets the Georgia Residency requirements for purposes of ROTC Grant eligibility, if he or she meets the requirements to be classified as a Georgia Resident according to the Board of Regents' In-State Tuition Classification policy for 12 consecutive months immediately prior to the first day of classes of the school term for which the ROTC Grant was sought.
 - a. If UNG grants a Military Personnel Out-of-State Tuition Waiver, then such student meets the Georgia Residency requirements of the ROTC Grant. No Out-of-State Tuition Waiver, other than for Military Personnel and their dependents, qualifies a student for ROTC Grant eligibility.
2. A student, who was correctly determined to meet the Georgia Residency requirements and began receiving ROTC Grant payment, will continue to meet the Georgia Residency requirements for purposes of ROTC Grant eligibility, unless he or she has a break in Enrollment of two or more consecutive semesters or quarters and resides outside of Georgia for 12 or more consecutive months.
 - a. If such student later returns to Georgia, he or she must re-establish Georgia Residency for 12 consecutive months, (refer to *Section 1304.2.1.*), before regaining ROTC Grant 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 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 ROTC Grant eligibility.

1304.3. 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 ROTC Grant payment for the school term.

1304.4. Satisfactory Academic Progress.

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

1304.5. 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 ROTC Grant Program application deadline in order to be eligible for ROTC Grant payment for that school term.

1304.6. 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.

1304.7. Georgia Drug-Free Act.

1. A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, is ineligible for ROTC Grant 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.

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1305. Program Specific Eligibility Requirements.

1305.1. ROTC Participation.

1. A student must be Enrolled in the Reserve Officers' Training Corps at UNG in order to receive ROTC Grant payment for a school term.

1305.2. Eligibility Limit.

1. A student who meets all ROTC Grant eligibility requirements is eligible for ROTC Grant payment, regardless of the number of credit hours or school terms for which he or she has received ROTC Grant payment.
2. A student is eligible for ROTC Grant payment regardless of whether he or she has earned a Baccalaureate Degree. 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 ROTC Grant payment.

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1306. Eligible and Ineligible Coursework.

1306.1. Joint Enrollment and Dual Credit Enrollment Coursework.

1. A student is ineligible for ROTC Grant payment for coursework attempted while classified as a Joint Enrollment or Dual Credit Enrollment student.

1306.2. Learning Support Coursework.

1. A student seeking a Degree who is required by UNG to participate in Learning Support coursework is eligible for ROTC Grant payment for such coursework, if he or she meets all program eligibility requirements.

1306.3. Coursework Exemptions.

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

1306.4. Distance Learning Coursework.

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

1306.5. Transient Coursework.

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

1306.6. Study Away Coursework.

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

1306.7. Continuing Education and Audit Coursework.

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

1306.8. Total Withdrawal from Coursework.

1. A student is ineligible for ROTC Grant 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 type of identification.

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1307. Student Application Requirements.

1307.1. Application Forms.

1. A student must apply for a ROTC Grant by completing the UNG ROTC Grant Application, which is printable from www.GAcollge411.org.
 - a. In addition, UNG may require applicants to complete an institutional form to provide supplemental information for the purpose of determining ROTC Grant eligibility.

1307.2. 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.
 - a. The last day of the school term is the last day of classes or exams for the Eligible Postsecondary Institution, whichever occurs later.
 - i. 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.

1307.3. Application Renewal.

1. A UNG ROTC Grant Application must be completed and submitted for each Award Year. An application on file from a student for a previous Award Year cannot be used to renew a ROTC Grant award for subsequent Award Years.

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1308. Award Requirements.

1308.1. Award Amounts.

1. The maximum ROTC Grant award amount is set by the Georgia General Assembly each year, and is subject to change during the Award Year.
2. The ROTC Grant award amount for the Award Year shall be no greater than \$750 for Fall semester and \$750 for Spring semester, for a total of no more than \$1,500 for the Award Year.

1308.2. Award Amount Reduction.

1. A student's ROTC Grant award amount shall not be reduced or withheld because of other aid the student may be receiving, even if the student's total aid exceeds the student's Cost of Attendance. (refer to *Section 1309.3.*)
 - a. However, a student is ineligible to receive ROTC Grant payment for a school term in which he or she is receiving payment from the UNG Future Officers ROTC Grant Program or the UNG Military Scholarship Program.

1308.3. Awards Per School Term.

1. ROTC Grant payment is available to students for the standard school terms of Fall semester and Spring semester.
 - a. UNG does not currently offer the ROTC Program of study for the Summer term.
 - b. UNG may combine mini-terms or modules to form the equivalent of a standard semester.
 - c. 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. Regardless of the structure of the school terms, a student may only receive ROTC Grant funds for a maximum of two semesters per Award Year.

1308.4. Student Notification of Award.

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

1309. Invoicing Requirements.

1309.1. Submission of Invoices.

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

1309.2. Payment of Invoices.

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

1309.3. Payment to Students.

1. ROTC Grant 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 ROTC Grant award to the student.

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1310. Student Refund Requirements.

1310.1. 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 ROTC Grant fund.
2. If applicable, UNG must first apply the Federal Title IV Return of Funds policy for any federal aid the student may have received.
 - a. To determine the refund to the ROTC Grant, the Eligible Postsecondary Institution must then apply the Eligible Postsecondary Institution's refund policy, which may or may not be identical to the Federal Title IV Return of Funds policy, to the student's original ROTC Grant award.
3. UNG must determine the amount of the refund due back to the ROTC Grant Program. The amount of the ROTC Grant award not determined to be owed back to the ROTC Grant Program is retained by UNG to cover the Eligible Postsecondary 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.
 - b. If UNG has sufficient funds on hand to return to GSFC the refund owed to the ROTC Grant 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.
 - c. If UNG does not have sufficient funds on hand to return to GSFC the refund owed to the ROTC Grant 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.

1310.2. 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.

1310.3. Emergency Military Duty.

1. A student who is a member of the United States Armed Services, National Guard, or Armed Forces Reserve receiving funds from the ROTC Grant Program who is called to emergency military duty during a school term that is already in progress should not have his or her ROTC Grant 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 ROTC Grant award on SURFER, and return the full amount of the student’s ROTC Grant payment to the ROTC Grant account.
3. This regulation may also be applied to students who are not members of the military but are otherwise unusually and detrimentally affected by the emergency activation of members of the military, as determined by the President of UNG.

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1311. Reconciliation Requirements.

1311.1. 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.

1311.2. 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).

1312. Records Retention Requirements.

1312.1. Length of Retention.

1. UNG shall maintain accurate records, books, documents and other evidence concerning the ROTC Grant 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.

1312.2. 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 ROTC Grant funds (refer to *Section 1314.2.*).
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 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 ROTC Grant funds to the student.

1312.3. Extended Retention.

1. UNG must 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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1313. Administrative Reviews and Exceptions.

1313.1. Administrative Reviews.

1. The UNG ROTC Grant Program Regulations are applied to each student considered for ROTC Grant funds by appropriate officials of UNG and by the administrative staff of GSFC. If a student believes a ROTC Grant 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.
 - 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.
2. In order for an Administrative Review to be considered, the student must write a 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. GSFC decides a case based only on documentation provided, rather than a personal presentation.

1313.2. Exceptions.

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

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1314. Compliance Reviews.

1314.1. Compliance Review Policy.

1. GSFC may conduct Compliance Reviews of the ROTC Grant 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 Review Process and Procedures* documents, which is available on the *gsfc.org* website, under *School and Lender Information - Compliance Documents*.

1314.2. Compliance Review Process.

1. When conducting Compliance Reviews, 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.

1314.3. Institutional Repayment.

1. If a recipient is determined to be ineligible for payment, the Eligible Postsecondary Institution may be required to repay to GSFC the funds awarded to the recipient. The recipient, rather than the Eligible Postsecondary Institution, may owe the repayment to GSFC, as described in *Section 1310*.
2. If later evidence, not available at the time of awarding, indicates that a student should not have received the ROTC Grant payment, then all future awards must be canceled.
3. 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.
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 1310.2.1*.
7. If GSFC determines the student's file is not to be adequately documented, UNG may be responsible for the repayment.