

**Zell Miller Scholarship Program
at Public and Private Institutions**

REGULATIONS – 4000.

2014 - 2015 Award Year



Effective Date – July 1, 2014



2082 East Exchange Place
Tucker, Georgia 30084

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4002. Program Overview.

The Zell Miller Scholarship Program is a merit-based scholarship program with specific academic and grade point average eligibility requirements. The purpose of the Zell Miller Scholarship Program is to encourage the academic achievement of Georgia's high school students and Georgians seeking Degrees from postsecondary institutions located in Georgia.

An eligible student seeking a Degree from a University System of Georgia (USG) or Technical College System of Georgia (TCSG) institution may receive Zell Miller Scholarship funds covering the Standard Undergraduate Tuition amount. An eligible student seeking a Degree from a Private Eligible Postsecondary Institution may receive Zell Miller Scholarship funds based on the amount established by the Georgia General Assembly.

The Zell Miller Scholarship Program, for students attending Georgia's Eligible Postsecondary Institutions, was created beginning with the 2011-2012 Award Year (State Fiscal Year 2012), with awards first available for Fall term 2011. The program is fully funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission (GSFC), in accordance with Official Code of Georgia Annotated § 20-3-519 et. seq., in its entirety.

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4003. Definitions. (Electronic Link)

4004. General Eligibility Requirements.

4004.1. Citizenship.

1. A student must be a United States citizen or an Eligible Non-Citizen for 12 consecutive months immediately prior to the first day of classes of the school term for which the Zell Miller Scholarship is sought. Employees of the Free Trade Area of the Americas (FTAA), their spouses, and their dependents are not exempt from this requirement.

4004.2. Georgia Residency.

1. A First-Tier student attending a USG or TCSG institution who meets the Georgia Residency requirements of the Board of Regents (BOR) or TCSG at the time of his or her high school graduation, Home Study program completion or successful GED test, must also meet such Georgia Residency requirements for 12 consecutive months immediately prior to the first day of classes of the school term for which the Zell Miller Scholarship is sought.
 - a. A First-Tier student attending a USG or TCSG institution, who does not meet the Georgia Residency requirements of the BOR or TCSG at the time of high school graduation, Home Study program completion or successful GED test, must meet such Georgia Residency requirements for 24 consecutive months immediately prior to the first day of classes of the school term for which the Zell Miller Scholarship is sought.
2. A First-Tier student attending a private Eligible Postsecondary Institution who meets the Georgia Residency requirements of the *Georgia Residency Requirements for State Programs at Private Institutions Regulations* at the time of his or her high school graduation, Home Study program completion or successful GED test, must also meet such Georgia Residency requirements for 12 consecutive months immediately prior to the first day of classes of the school term for which the Zell Miller Scholarship is sought.
 - b. A First-Tier student attending a private Eligible Postsecondary Institution who does not meet the Georgia Residency requirements of the *Georgia Residency Requirements for State Programs at Private Institutions Regulations* at the time of high school graduation, Home Study program completion or successful GED test, must meet such Georgia Residency requirements for 24 consecutive months immediately prior to the first day of classes of the school term for which the Zell Miller Scholarship is sought.

3. Military Personnel, his or her Spouse, or Dependent Child, shall be treated as a Georgia Resident for purposes of Zell Miller Scholarship eligibility, if the Military Personnel is stationed in Georgia on active duty, or lists Georgia as his or her home of record.
4. Full-time employees of the FTAA, who are recognized by the United States Department of State as based in Georgia, their spouses, and their dependents are considered to meet the Georgia Residency requirements for participation in the Zell Miller Scholarship Program, regardless of the length of time they have resided in Georgia.
5. A student, who was correctly determined to meet the Georgia Residency requirements for purposes of Zell Miller Scholarship eligibility and began receiving Zell Miller Scholarship payment, will continue to meet the Georgia Residency requirements for purposes of Zell Miller 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, (refer to *Section 4004.2.1. or 4004.2.2.*), before regaining Zell Miller 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 an Eligible Postsecondary Institution within 12 consecutive months from his or her most recent date of Enrollment in an Eligible Postsecondary Institution will continue to meet the Georgia Residency requirements for purposes of Zell Miller Scholarship eligibility.

4004.3. Enrollment Status.

1. A student must be Enrolled at a USG, TCSG, or Private Eligible Postsecondary Institution in a Matriculated status leading to a Degree.
2. A student Enrolled at a USG or TCSG Eligible Postsecondary Institution is eligible for the Zell Miller Scholarship regardless of the number of credit hours for which he or she is Enrolled during a school term. Half-Time or Full-Time Enrollment is not a requirement.
3. A student Enrolled at a Private Eligible Postsecondary Institution must be classified as Full-Time at the end of the Private Eligible Postsecondary Institution's drop/add period in order to be eligible for the Full-Time award amount.

4. A student Enrolled at a Private Eligible Postsecondary Institution must be classified as Half-Time at the end of the Private Eligible Postsecondary Institution's drop/add period in order to be eligible for the Half-Time award amount.
5. For the school term in which a student reaches the Attempted-Hours or Combined Paid-Hours limit of 127 semester or 190 quarter hours, the student can be paid only for the hours up to the Attempted-Hours or Combined Paid-Hours limit.
 - a. A student who will reach the Attempted-Hours or Paid-Hours limit with a fraction of an hour remaining can be paid for a full hour.

4004.4. Satisfactory Academic Progress.

1. A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her Eligible Postsecondary Institution.

4004.5. Selective Service Registration.

1. A student must be in compliance with United States Selective Service System requirements, if such requirements are applicable, prior to the Zell Miller Scholarship application deadline (refer to *Section 4007.2.*) in order to be eligible for Zell Miller Scholarship payment for such school term.

4004.6. 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 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 Federal 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 to the Eligible Postsecondary Institution in 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.

4004.7. Georgia Drug-Free Act.

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

4004.8. Incarceration.

1. A student seeking a Degree from an Eligible Postsecondary Institution is ineligible for Zell Miller Scholarship payment while Incarcerated. Upon release from incarceration, such student may begin receiving Zell Miller Scholarship payments, if he or she meets all Zell Miller Scholarship eligibility requirements. Degree credit hours attempted while Incarcerated must be counted as Attempted-Hours for purposes of Zell Miller Scholarship eligibility.

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4005. Program Specific Eligibility Requirements.

1. A student cannot enter the Zell Miller Scholarship Program if he or she were not academically eligible at the time of high school graduation.

4005.1. Academic Rigor Requirements.

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1. Beginning with the High School Graduating Class of 2015, a student meeting the requirements to be a Zell Miller Scholar at the time of high school graduation must earn a minimum of two full credits from the academic rigor course categories listed below prior to graduating from high school.
2. For the High School Graduating Class of 2016, a student meeting the requirements to be a Zell Miller Scholar at the time of high school graduation must earn a minimum of three full credits from the academic rigor course categories listed below prior to graduating from high school.
3. For the High School Graduating Class of 2017, a student meeting the requirements to be a Zell Miller Scholar at the time of high school graduation must earn a minimum of four full credits from the academic rigor course categories listed below prior to graduating from high school.

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4. Credits received for academic rigor must be selected from the categories¹ below:
 - a. Advanced math, such as advanced algebra and trigonometry, math III, or an equivalent or higher course taken at an Eligible High School or taken for degree level credit at an Eligible Postsecondary Institution;
 - b. Advanced science, such as chemistry, physics, biology II, or an equivalent or higher course taken at an Eligible High School or taken for degree level credit at an Eligible Postsecondary Institution;
 - c. Advanced foreign language courses taken at an Eligible High School or taken for degree level credit at an Eligible Postsecondary Institution; or
 - d. Advanced Placement, International Baccalaureate or Dual Credit Enrollment courses in Core subjects.

4005.2. First-Tier Requirements.

¹ All coursework taken from the applicable categories and which count toward satisfying any student's high school graduation requirement also counts toward the Academic Rigor Requirement. Students completing a home study program are not subject to the academic rigor requirement and thus may only qualify for academic eligibility through a National Administration of the SAT or ACT, or retroactively after 30 Attempted-Hours at an Eligible Postsecondary Institution.

1. Beginning with the High School Graduating Class of 2011 and beyond, in order to meet the academic requirements of the Zell Miller Scholarship at the First-Tier a student must:
 - a. Graduate from an Eligible High School as the Valedictorian or the Salutatorian; or
 - b. Graduate from an Eligible High School with a minimum of a 3.70 Cumulative Grade Point Average on a 4.00 scale as calculated by GSFC for Zell Miller and HOPE Scholarship purposes; and
 - i. Receive a composite scale score of 26 on a single administration of the ACT on a test administration by the time of high school graduation; or
 - ii. Receive a minimum score of 1200 combined critical reading and math on a single National Administration of the SAT on a test administration by the time of high school graduation.
 - iii. For the 2011 high school graduation class, the test administration indicated in *Sections 4005.2.1.b.i* and *4005.2.1.b.ii* may be after the date of the student's high school graduation but must have been taken by June 30, 2011.
2. Each grade earned for attempted coursework in English, mathematics, science, social studies and foreign language during the student's 9th, 10th, 11th, or 12th grade year that could, according to Georgia Department of Education classification, be used to satisfy a Core curriculum graduation requirement must be equated to a grade on a 4.00 scale, such that a grade of "A" equals 4.00, "B" equals 3.00, "C" equals 2.00, "D" equals 1.00, and "F" equals 0.
3. When calculating a student's high school grade average for purposes of Zell Miller Scholarship Scholar designation, and for meeting the Zell Miller Scholarship academic requirements at the First-Tier, GSFC will remove any weighted portion (added by the student's Eligible High School), from any grade earned from Advanced Placement, International Baccalaureate, or Dual Credit Enrollment coursework and convert the grade to a 4.00 scale.
4. GSFC will add a standard weight, up to the maximum 4.00 grade, as indicated in the following chart:

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Academic Year Course Attempted	AP Weight	IB Weight	Dual Credit Enrollment Weight
Prior to 2006-2007	1.0	1.0	0
2006-2007 through 2012-2013	.5	.5	0
2013-2014 and later	.5	.5	.5 for students

			graduating high school July 1, 2013 or later
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5. Grades for Honors or other special courses will not be weighted. GSFC will remove the weighted portion, added by the student's Eligible High School from any grade earned from Honors courses or other special courses.
6. Eligible High Schools located in Georgia are required to provide GSFC with electronic academic transcripts for all graduating students, at the time and in the format as prescribed by GSFC. GSFC shall use such transcript data to calculate each student's cumulative grade point average for purposes of Zell Miller Scholarship eligibility.
 - a. If the transcript for the school from which the student graduated does not show the student's complete academic record for 9th, 10th, 11th, and 12th grades, additional transcripts must be provided from all other schools attended during those years.
 - b. Calculation of the grade point average will not continue until official academic transcripts showing a complete high school academic record are received.
7. A student who graduates from an Eligible High School, which is not located in Georgia, must provide GSFC with an official academic transcript upon high school graduation. GSFC shall use such transcript data to calculate the student's cumulative grade point average for purposes of Zell Miller Scholarship eligibility.
 - a. If the transcript for the school from which the student graduated does not show the student's complete academic record for 9th, 10th, 11th, and 12th grades, the student must provide, to GSFC, additional official academic transcripts from all other high schools attended during those years.
 - b. Calculation of the grade point average will not continue until the student provides official academic transcripts showing a complete high school academic record.
8. A First-Tier student may receive Zell Miller Scholarship payment through the school term in which he or she has accumulated at least 30 semester or 45 quarter Attempted-Hours, unless such student first reaches an End-of-Spring Checkpoint or Three-Term Checkpoint with less than a 3.30 Postsecondary Cumulative Grade Point Average.

9. A First-Tier student Enrolled for 12 or more hours during at least one term must have a Postsecondary Cumulative Grade Point Average of at least a 3.30 at the end of Spring term (End-of-Spring Checkpoint), in order to continue eligibility beyond Spring term.
10. A First-Tier student Enrolled for less than 12 hours for each of his or her first three school terms must have a Postsecondary Cumulative Grade Point Average of at least a 3.30 at the end of his or her third term (Three-Term Checkpoint), in order to continue eligibility beyond the third term.
11. A First-Tier student who was Enrolled in less than 12 hours per term during his or her first two terms, but for 12 or more hours during his or her third term and the third term is after the End-of-Spring Checkpoint, is eligible to continue receiving the Zell Miller Scholarship at the First-Tier until such student has accumulated 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), or reaches the next End-of-Spring Checkpoint, whichever occurs first.
12. A student who, in 2004 or later, completed a Home Study program that is not an Eligible High School, may receive a retroactive Zell Miller Scholarship payment for the First-Tier if such student earns at least a 3.30 Postsecondary Cumulative Grade Point Average after having accumulated 30 semester or 45 quarter Attempted-Hours of Degree credit (not including any degree credit attempted prior to Home Study program completion) and meets all other Zell Miller Scholarship requirements, including the End-of-Spring and Three-Term Checkpoints.

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- a. In order for such student to be eligible for Zell Miller Scholarship at the First-Tier, the student must:
 - i. Have met Georgia Residency requirements at the time he or she completed the Home Study requirements; and
 - ii. Submit the request for payment and all supporting documentation to GSFC prior to the last day of the term following the term (excluding Summer term) in which 30 semester or 45 quarter hours were attempted; and
 - iii. Have received an ACT composite score of 26 on a single test administration by the time of Home Study completion or received a minimum score of 1200 combined critical reading and math score on a single National Administration of the SAT by the time of Home Study completion.

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4005.3. Second-Tier Requirements.

1. A student must have accumulated at least 30 semester or 45 quarter Attempted-Hours, but less than 60 semester or 90 quarter Attempted-Hours,

and have earned a Postsecondary Cumulative Grade Point Average of at least 3.30 at the end of the school term in which he or she has accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), in order to be eligible for Zell Miller Scholarship payment for the Second-Tier.

2. A student who lost his or her Zell Miller Scholarship eligibility as a First-Tier recipient, for failure to earn at least a 3.30 Postsecondary Cumulative Grade Point Average at the End-of-Spring Checkpoint or at his or her Three-Term Checkpoint and who has not yet reached the Second-Tier Checkpoint, can regain Zell Miller Scholarship eligibility for the Second-Tier if:
 - a. His or her Postsecondary Cumulative Grade Point Average is at least a 3.30 at the end of the school term he or she has accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint); and
 - b. Such student meets all other Zell Miller Scholarship requirements; and
 - c. The student has not previously lost Zell Miller Scholarship eligibility at any two Checkpoints since Fall term 2011.
3. A student is eligible to continue receiving the Zell Miller Scholarship at the Second-Tier through the school term he or she has accumulated 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint), unless such student first reaches an End-of-Spring Checkpoint with a Postsecondary Cumulative Grade Point Average less than a 3.30.
4. A student eligible for the HOPE Scholarship, who was Academically Eligible for the Zell Miller Scholarship, by the time of his or her high school graduation, may gain Zell Miller Scholarship eligibility at the Second-Tier if the student had a minimum 3.30 GPA at his or her most recent Checkpoint and meets all other eligibility requirements.
 - a. Receipt of funds at the First-Tier is not a requirement or prerequisite for eligibility at the Second-Tier.

4005.4. Third-Tier Requirements.

1. A student must have accumulated at least 60 semester or 90 quarter Attempted-Hours, but less than 90 semester or 135 quarter Attempted-Hours, and have earned a Postsecondary Cumulative Grade Point Average of at least 3.30 at the end of the school term in which he or she has accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint), in order to be eligible for Zell Miller Scholarship payment for the Third-Tier.
2. A student who lost his or her Zell Miller Scholarship eligibility as a First-Tier recipient, for failure to earn at least a 3.30 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least

30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), or at the End-of-Spring Checkpoint, or at his or her Three-Term Checkpoint, can regain Zell Miller Scholarship eligibility for the Third-Tier if:

- a. His or her Postsecondary Cumulative Grade Point Average is at least a 3.30 at the end of the term he or she accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint); and
 - b. Such student meets all other Zell Miller Scholarship requirements; and
 - c. The student has not previously lost Zell Miller Scholarship eligibility at any two Checkpoints since Fall term 2011.
3. A student who lost his or her Zell Miller Scholarship eligibility as a Second-Tier recipient, for failure to earn at least a 3.30 Postsecondary Cumulative Grade Point Average at the End-of-Spring Checkpoint and who has not yet reached the Third-Tier Checkpoint, can regain Zell Miller Scholarship eligibility for the Third-Tier if:
- a. His or her Postsecondary Cumulative Grade Point Average is at least a 3.30 at the end of the term he or she accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint); and
 - b. Such student meets all other Zell Miller Scholarship requirements, provided the student has not previously lost Zell Miller Scholarship eligibility at any two Checkpoints since Fall term 2011; and
 - c. The student has not previously lost Zell Miller Scholarship eligibility at any two Checkpoints since Fall term 2011.
4. A student is eligible to continue receiving the Zell Miller Scholarship at the Third-Tier through the school term he or she has accumulated 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), unless such student first reaches an End-of-Spring Checkpoint with less than a Postsecondary Cumulative grade Point Average of 3.30.
5. A student eligible for the HOPE Scholarship, who was Academically Eligible for the Zell Miller Scholarship, at the time of his or her high school graduation, may gain Zell Miller Scholarship eligibility at the Third-Tier if the student had a minimum 3.30 GPA at his or her most recent Checkpoint and meets all other eligibility requirements.
- a. Receipt of funds at the First-Tier and/or the Second-Tier is not a requirement or prerequisite for eligibility at the Third-Tier.

4005.5. Fourth-Tier Requirements.

1. A student must have accumulated at least 90 semester or 135 quarter Attempted-Hours, but not more than 127 semester or 190 quarter Attempted-Hours, and have earned a Postsecondary Cumulative Grade Point Average of at least 3.30 at the end of the school term in which he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), in order to be eligible for Zell Miller Scholarship payment at the Fourth-Tier.
2. A student who lost his or her Zell Miller Scholarship eligibility as a First-Tier recipient, for failure to earn at least a 3.30 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least 30 semester or 45 quarter Attempted-Hours (Second-Tier Checkpoint), or at the End-of-Spring Checkpoint, or at his or her Three-Term Checkpoint, can regain Zell Miller Scholarship eligibility for the Fourth-Tier if:
 - a. His or her Postsecondary Cumulative Grade Point Average is at least a 3.30 at the end of the term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint); and
 - b. Such student meets all other Zell Miller Scholarship requirements; and
 - c. The student has not previously lost Zell Miller Scholarship eligibility at any two Checkpoints since Fall term 2011.
3. A student who lost his or her Zell Miller Scholarship eligibility as a Second-Tier recipient, for failure to earn at least a 3.30 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least 60 semester or 90 quarter Attempted-Hours (Third-Tier Checkpoint) or at the End-of-Spring Checkpoint, can regain Zell Miller Scholarship eligibility for the Fourth-Tier if:
 - a. His or her Postsecondary Cumulative Grade Point Average is at least a 3.30 at the end of the term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint); and
 - b. Such student meets all other Zell Miller Scholarship requirements; and
 - c. The student has not previously lost Zell Miller Scholarship eligibility at any two Checkpoints.
4. A Zell Miller Scholarship recipient at the Third-Tier, who failed to earn a 3.30 Postsecondary Cumulative Grade Point Average at an End-of-Spring Checkpoint and who has not yet reached the Fourth-Tier Checkpoint, can regain Zell Miller Scholarship eligibility if:

- a. His or her Postsecondary Cumulative Grade Point Average is at least a 3.30 at the end of the term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint); and
 - b. Such student meets all other Zell Miller Scholarship requirements; and
 - c. The student has not previously lost Zell Miller Scholarship eligibility at any two Checkpoints since Fall term 2011.
5. A Zell Miller Scholarship recipient at the Third-Tier, who failed to earn at least a 3.30 Postsecondary Cumulative Grade Point Average at the end of the school term he or she accumulated at least 90 semester or 135 quarter Attempted-Hours (Fourth-Tier Checkpoint), cannot regain Zell Miller Scholarship eligibility.
 6. A student is ineligible to continue receiving the Zell Miller Scholarship once he or she has accumulated 127 semester or 190 quarter Attempted-Hours, or has accumulated 127 semester or 190 quarter Combined-Paid Hours, or has earned a Baccalaureate Degree, whichever of these limits occurs first.
 7. A student eligible for the HOPE Scholarship, who was Academically Eligible for the Zell Miller Scholarship, at the time of his or her high school graduation, may gain Zell Miller Scholarship eligibility at the Fourth-Tier if the student had a minimum 3.30 GPA at his or her most recent Checkpoint and meets all other eligibility requirements.
 - a. Receipt of funds at the Second-Tier and/or Third-Tier is not a requirement or prerequisite for eligibility at the Fourth-Tier.
 8. A student who is Enrolled in a specific Undergraduate Degree program of study that is designed by the Eligible Postsecondary Institution to require more than 127 semester or 190 quarter hours to earn a Baccalaureate Degree is ineligible to continue receiving the Zell Miller Scholarship once he or she has accumulated 127 semester or 190 quarter Attempted-Hours, or has accumulated 127 semester or 190 quarter Combined-Paid Hours.

4005.6. Grade Changes and Incompletes.

1. A student who obtains a grade change from his or her Eligible Postsecondary Institution is eligible to have his or her Postsecondary Cumulative Grade Point Average recalculated for purposes of Zell Miller Scholarship eligibility at the End-of-Spring Checkpoint, Three-Term Checkpoint, or an Attempted-Hours Checkpoint.
 - a. A student previously denied Zell Miller Scholarship payment because his or her Postsecondary Cumulative Grade Point Average was less than a 3.30 at one of the Checkpoints is eligible for retroactive Zell Miller

Scholarship payment, if the grade change results in a Postsecondary Cumulative Grade Point Average of a 3.30 or higher.

2. Degree hours appearing on a student's transcript as "incomplete", and all other situations in which grades are temporarily unavailable (i.e., overlapping terms, late grades, late transcripts from Transient coursework, etc.) must be counted when determining the student's number of Attempted-Hours, but are not included in the calculation of Quality Points when determining the Postsecondary Cumulative Grade Point Average.
 - a. A student's Zell Miller Scholarship eligibility should be evaluated at each Checkpoint, based on the Postsecondary Cumulative Grade Point Average at that Checkpoint.
3. If the student was denied, but later becomes eligible when the grade is reported, the student is eligible to receive Zell Miller Scholarship payment retroactively. The request for retroactive payment must be submitted to GSFC by the last day of the term following the term in which the grade change occurs.
 - a. If the student was awarded at a Checkpoint, but later becomes ineligible when the incomplete grade is removed, then Zell Miller Scholarship awards must be canceled until the next Checkpoint and the student and GSFC must be notified by the Eligible Postsecondary Institution that the student owes a repayment of the Zell Miller Scholarship funds.
 - b. The student owes the repayment even if it was awarded in a previous award year. The Eligible Postsecondary Institution is held harmless by GSFC for such repayment.

4005.7. Attempted-Hours Limit.

1. A student is ineligible to receive Zell Miller Scholarship payment once he or she reaches the Attempted-Hours limit of 127 semester or 190 quarter hours.

4005.8. Attempted-Hours Calculation.

1. The following coursework is not counted in the Attempted-Hours calculation:
 - a. Credit hours for any college coursework attempted by a student prior to high school graduation, or equivalent;
 - b. Continuing Education and Audit credit hours;
 - c. Credit hours earned by examination or work experience;

- d. Credit hours earned as a result of military training or experience are not counted as Attempted-Hours, unless such hours were granted or accepted as Degree credit by any postsecondary institution that is separate and independent of the military;
 - e. Credit hours earned for Learning Support in Fall term 2011 or later, or accepted for Degree credit in Fall term 2011 or later.
2. The following coursework is counted in the Attempted-Hours calculation:
- a. Degree credit hours, regardless of whether the course was completed, the hours were earned, or a letter grade was recorded on the student's official academic transcript;
 - b. Degree credit hours, regardless of whether the student receives payment for those hours from the Zell Miller Program;
 - c. Degree credit hours, even if those hours were taken at a postsecondary institution outside the State of Georgia or at a postsecondary institution in a foreign country;
 - d. Degree credit hours, even if those hours were taken at an unaccredited postsecondary institution;
 - e. Credit hours attempted as part of a technical Certificate or Diploma program of study are only counted as Attempted-Hours if any postsecondary institution ever accepted those hours as credit hours toward a Degree;
 - f. Courses that appear on a student's transcript with no credit hours must be assigned three semester or five quarter credit hours for the purpose of determining a student's Attempted-Hours, unless the Eligible Postsecondary Institution's official college catalog lists the course as a zero-credit course or the official college catalog lists the course as some value other than zero. In such case, the value listed in the college catalog must be used;
 - g. Students transferring from Certificate or Diploma programs into Associate of Applied Science (AAS) or Bachelor of Applied Science (BAS) Degree programs receive a "block" of credit hours for coursework taken in the Certificate or Diploma program, rather than on a course-by-course basis. In order to determine the number of Attempted-Hours, the value of the "block" of credit hours is dependent upon the number of hours the student is required to complete in order to receive an AAS or BAS Degree. The Postsecondary Cumulative Grade Point Average is based on the cumulative grade point average for the full "block" of credit hours;

- h. Credit hours earned for Learning Support coursework prior to Fall term 2011, are counted as Attempted-Hours, if such coursework was attempted by the student while he or she was Enrolled in a Degree program or while he or she was Enrolled in a Diploma or Certificate program and the coursework was accepted as credit toward the student's Degree program prior to Fall term 2011.

4005.9. Combined Paid-Hours Limit.

1. A student is ineligible to receive Zell Miller Scholarship payment once he or she reaches the Combined Paid-Hours limit of 127 semester or 190 quarter hours from any combination of Zell Miller or HOPE Scholarship Paid-Hours, plus HOPE or Zell Miller Grant Paid-Hours, plus Accel Program Paid-Hours (through FY 2011).
 - a. For a student enrolled at a Public Eligible Postsecondary Institution, a maximum of 15 semester or quarter hours per term is counted toward the Paid-Hours limit, even if actual enrollment is greater than 15 hours.
 - b. For a student enrolled at a Private Eligible Postsecondary Institution, a maximum of 12 semester or quarter hours per term is counted toward the Paid-Hours limit, even if actual enrollment is greater than 12 hours.

4005.10. Attainment of a Baccalaureate Degree.

1. Regardless of the number of Attempted-Hours or Combined Paid-Hours a student has accumulated, such student is ineligible for Zell Miller Scholarship payment if he or she has attained a Baccalaureate Degree, at any time, from any postsecondary institution, including the equivalent of a Baccalaureate Degree from a foreign institution as indicated by the foreign academic transcript and/or foreign academic transcript translation.

REVISED

4005.11. ²Seven Year Limit.

1. A student, who has received HOPE Scholarship payment prior to Summer term 2011, may receive the Zell Miller Scholarship until June 30, 2015, as long as the student continues to meet all other eligibility requirements.
 - a. This would include a student who has received a retroactive HOPE Scholarship payment for a term from Fall term 2010 to Spring term 2011 based on *Section 105.2.14. or 105.2.15. of the HOPE Scholarship Program at Public Institutions* regulations (*Sections 205.2.14. or 205.2.15. of the HOPE Scholarship Program at Private Institutions* regulations); or

² A student who received a HOPE Scholarship award prior to Summer term 2011 (FY2012) is not subject to the seven year limit.

- b. A student who has received a late HOPE Scholarship payment for a term from Fall term 2010 to Spring term 2011 based on *Sections 105.6 or 113 of the HOPE Scholarship Program at Public Institutions* regulations (*Sections 205.6 or 213 of the HOPE Scholarship Program at Private Institutions* regulations).
2. A student who had not received HOPE Scholarship payment prior to Summer term 2011, and meets all other eligibility requirements for Zell Miller Scholarship, may receive the Zell Miller Scholarship until seven years after his or her high school graduation date, the graduation date of the student's high school class if the student withdrew from high school prior to his graduation date, or Home Study program completion date, whichever occurs first.
 - a. The seven year period ends on June 30 of the seventh full year following the student's high school graduation date.
3. A student that serves on active duty in the military during the seven year period after his or her high school graduation (or equivalent) will have that active duty period of military service added to the seven year limit.
4. A student who is Enrolled during a term which begins prior to his or her expiration of eligibility date and ends after his or her expiration of eligibility date may be paid for the term.

4005.12. Eligibility after Losing Zell Miller at Two Checkpoints.

1. A Zell Miller Scholarship recipient who has lost Zell Miller Scholarship Eligibility at two Checkpoints cannot regain Eligibility. A student must have been receiving the Zell Miller Scholarship to be considered as having lost the Zell Miller Scholarship.

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4006. Eligible and Ineligible Coursework.

4006.1. Joint Enrollment and Dual Credit Enrollment Coursework.

1. A student is ineligible for Zell Miller Scholarship payment for Degree coursework attempted while participating in Joint Enrollment or Dual Credit Enrollment.
2. Coursework attempted while participating in Joint Enrollment or Dual Credit Enrollment must not be counted as Attempted-Hours for a student who graduates as a Zell Miller Scholarship Scholar.

4006.2. Learning Support Coursework.

1. A student seeking a Degree who Enrolls in Learning Support coursework is ineligible for Zell Miller Scholarship payment for such coursework. Such Learning Support credit hours must not count as Attempted-Hours and toward the Combined Paid-Hours limit, except as specified in Section 4005.8.1.e.

4006.3. Coursework Exemptions.

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

4006.4. Distance Learning Coursework.

1. A student participating in Distance Learning coursework is eligible to receive Zell Miller Scholarship payment if all other eligibility requirements are met. The institution offering the Distance Learning coursework must be an Eligible Postsecondary Institution.
2. A student taking coursework through more than one Eligible Postsecondary Institution during the same term is eligible to receive Zell Miller Scholarship payment from each Eligible Postsecondary Institution, provided the total Paid-Hours does not exceed 15 for the term. The payment procedure for Distance Learning students is the same as for Transient students. (refer to *Section 4006.5.*)

4006.5. Transient Coursework.

1. A Transient student is eligible to receive Zell Miller Scholarship payment if all other eligibility requirements are met. Both the Home Institution and the Host Institution must be Eligible Postsecondary Institutions.

2. The Host Institution awards Zell Miller Scholarship funds to the Transient student based on certification of eligibility from the Home Institution.
 - a. The Home Institution is responsible for verifying the eligibility of their Transient students. The Zell Miller Scholarship award must be the amount the student would normally receive at the Host Institution if he or she were a regular student.
 - b. The Host Institution must report Zell Miller Scholarship payment for Transient students to GSFC in the same manner it reports Zell Miller Scholarship payments for its regular students.
 - i. Upon the student's return to the Home Institution, the Home Institution must receive from the Host Institution information necessary for the Home Institution to determine continued Zell Miller Scholarship eligibility.
3. The Home Institution is liable for the return of funds the student receives at the Host Institution, if the Home Institution erroneously certifies the student's eligibility to the Host Institution.

4006.6. Study Away Coursework.

1. A student Enrolled in a Matriculated status at an Eligible Postsecondary Institution may qualify for Zell Miller Scholarship payment while participating in a Study Away program.
2. A student's Eligible Postsecondary Institution, which is his or her Home Institution, must approve the Study Away program for credit toward the student's Degree program prior to the student's departure.
3. The Zell Miller Scholarship award must be the amount the student would normally receive at the Home Institution for an equal number of credit hours attempted.
4. Zell Miller Scholarship payment must take place through the Home Institution, unless the student is participating in a Study Away program administered by another Eligible Postsecondary Institution. In such situations, the Transient student process described in *Section 4006.5.* must be followed.
 - a. The Home Institution may also coordinate the Study Away program through institutions that are not Eligible Postsecondary Institutions. For example, the student's Home Institution may have an arrangement with an out-of-state institution's Study Away program.

- b. In such cases, the Zell Miller Scholarship payment must take place through the Home Institution, which must be an Eligible Postsecondary Institution, and the student must be considered to be in a Matriculated status by his or her Home Institution.

4006.7. Continuing Education and Audit Coursework.

1. A student is ineligible to receive Zell Miller Scholarship payment for coursework classified by his or her Eligible Postsecondary Institution as Continuing Education or Audit coursework, and such coursework is not counted as Attempted-Hours.

4006.8. Board of Regents Test Preparation Coursework.

1. A student seeking a Degree at a USG Eligible Postsecondary Institution who is required to participate in coursework to prepare for the Board of Regent's Test (Examination) is eligible to receive Zell Miller Scholarship for such coursework. Credit hours attempted for such coursework must be counted as Attempted-Hours and included in the Combined Paid-Hours limit.

4006.9. First Professional Degree Program.

1. A student enrolled in a First Professional Degree Program may receive Zell Miller Scholarship payment until such student has attempted 127 semester or 190 quarter hours.

4006.10. Total Withdrawal from Coursework.

1. A student is ineligible for Zell Miller 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. (refer to *Section 4010.1.1.a.*) Such coursework is not counted as Attempted-Hours.

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4007. Student Application Requirements.

4007.1. Application Forms.

1. In order to be considered for a Zell Miller Scholarship, a student must complete one of the following application forms:
 - a. GSFAPPS; or
 - b. Current year FAFSA.
 - i. A student who applies for Zell Miller Scholarship by completing and submitting a FAFSA must complete and submit a new FAFSA for each Award Year.
2. In addition to one of these two applications, an Eligible Postsecondary Institution may require students to complete the Eligible Postsecondary Institution's application for student financial aid or other forms to provide supplemental information for the purpose of determining Zell Miller Scholarship eligibility.
3. Once a student has submitted a GSFAPPS, and it has been accepted on GSFC's system as a valid application, it will remain on GSFC's system as a valid application for 84 consecutive months following the application's approval date.
 - a. The student's application will remain valid during the 84 month period, regardless of whether or not an Eligible Postsecondary Institution submits a Zell Miller invoice to GSFC on behalf of the student during the 84 month period. Upon conclusion of the 84 month period, the student's application will expire.
 - i. Once an application has expired, the student will be required to submit a new application in order for a Zell Miller invoice to be processed for the student by GSFC.
 - b. If during the original application's 84 month period, the student submits to GSFC a new application for Zell Miller, or an application for a program other than Zell Miller, both applications will remain valid for 84 consecutive months following the second application's approval date.
 - c. The above stipulations apply to all GSFAPPS accepted as valid applications on GSFC's system, including such applications that were submitted to and accepted by GSFC prior to the 2008-2009 Award Year.

4007.2. Application Deadline Date.

1. A student must file a GSFAPPS or FAFSA on or before the last day of the school term (semester or quarter) or the student's withdrawal date, whichever occurs first, in order to be paid for that school term.
 - a. The last day of the school term is the last day of classes or exams for the Eligible Postsecondary Institution, whichever occurs later. Supplemental documentation required by the Eligible Postsecondary Institution or GSFC to support or verify a student's application information may be submitted after the deadline without jeopardizing the student's eligibility.
2. The Application Deadline Date for a student who is seeking a retroactive Zell Miller Scholarship payment, (refer to *Section 4005.2.13.*), is extended to the school term immediately following the school term in which he or she attempted thirty (30) semester or forty-five (45) quarter hours.
 - a. Such student must file an application on or before the last day of the school term that immediately follows the school term in which he or she attempted thirty (30) semester or forty-five (45) quarter hours, or the student's withdrawal date, whichever occurs first.
3. The Application Deadline Date for a student who is seeking Zell Miller Scholarship payment retroactively due to a grade change or a grade being reported for Degree hours previously appearing on a student's transcript as incomplete (refer to *Section 4005.6.1 or 4005.6.2*) is extended to the school term immediately following the school term in which the grade was changed or a grade was reported for Degree hours previously appearing on a student's transcript as incomplete.
 - a. Such student must file an application on or before the last day of the school term that immediately follows the school term in which the grade was changed or reported for Degree hours, or the student's withdrawal date, whichever occurs first.

4007.3. Application for Subsequent Years.

1. It is not mandatory, except as provided for in *Section 4007.1.1.b.i.*, for a student to complete a new application for the Zell Miller Scholarship each Award Year. However, Eligible Postsecondary Institutions may require the student to complete a new application each Award Year.

4008. Award Requirements.

4008.1. Awards at Eligible USG or TCSG Institutions.

CLARIFIED

1. The Zell Miller Award Amount at a USG or TCSG Institution is equal to the current academic year Standard Undergraduate Tuition amount, on a per hour basis, at the Eligible Postsecondary Institution in which the student is Enrolled, up to a maximum of 15 hours per term.
 - a. Any approved changes to the state scholarship or grant award amounts become effective beginning with the Fall term.
 - b. No award is to exceed the full time award amount.

4008.2. Awards at Eligible Private Postsecondary Institutions.

1. Full-Time Awards.

The Zell Miller Scholarship award amounts per semester or quarter for a Full-Time student are provided below. Any approved changes to the state scholarship or grant award amounts become effective beginning with the Fall term. A student who meets all eligibility requirements may receive payment for three semesters or four quarters for the Award Year.

NEW

	Semester System	Quarter System
Summer	\$2,110.00	\$1,407.00
Fall	\$2,110.00	\$1,407.00
Winter	-----	\$1,407.00
Spring	\$2,110.00	\$1,407.00

2. Half-Time Awards.

The Zell Miller Scholarship award amounts per semester or quarter for a Half-Time student are provided below. Any approved changes to the state scholarship or grant award amounts become effective beginning with the Fall term. A student who meets all eligibility requirements may receive payment for three semesters or four quarters for the Award Year.

	Semester System	Quarter System
Summer	\$1,055.00	\$704.00
Fall	\$1,055.00	\$704.00
Winter	-----	\$704.00
Spring	\$1,055.00	\$704.00

3. Per Credit Hour Awards.

- a. For a student Enrolled at least Half-Time (6-11 hours) during a term in which he or she reaches the Attempted-Hours and/or the Combined Paid-Hours limit such student can only receive payment for hours up to the limit.

Hours to Reach Limit	Semester System	Quarter System
1-5 hours	\$176.00 per hour	\$118.00 per hour
6-11 hours	\$1,055.00	\$704.00

- b. For a student Enrolled Full-Time (12 or more hours) during a term in which he or she reaches the Attempted-Hours and/or the Combined Paid-Hours limit such student can only receive payment for hours up to the limit.

Hours to Reach Limit	Semester System Award	Quarter System Award
1-11 hours	\$176.00 per hour	\$118.00 per hour
12 or more hours	\$2,110.00	\$1,407.00

- c. For a student who is enrolled at two or more Eligible Postsecondary Institutions during a single term, the student can only receive payment for hours up to the term limit of 15.

	Semester System	Quarter System
Per Credit Hour	\$176.00	\$118.00

4008.3. Effect of Other Aid on Zell Miller Scholarship Eligibility.

1. If a student is receiving student financial aid from a source other than the Zell Miller Scholarship and such aid is required by the donor to be applied to the student's Tuition, then the student's Zell Miller Scholarship award must be reduced by the amount of such aid.
2. A student's Zell Miller Scholarship award amount for Tuition is not reduced if the student is receiving financial aid that is applied to educational expenses other than Tuition, even if the student's total aid exceeds his or her Cost of Attendance.

4008.4. Awards Per School Term.

1. The Zell Miller Scholarship is available to students for the standard school terms of Summer, Fall, and Spring semesters or Summer, Fall, Winter, and Spring quarters.

- a. An Eligible Postsecondary Institution may combine mini-terms or modules to form the equivalent of a standard semester or quarter.
- b. An Eligible Postsecondary Institution may offer Non-Standard Terms or Non-Terms, in which courses or modules are taken consecutively to form the equivalent of a standard semester or quarter. Regardless of the structure of an Eligible Postsecondary Institution's school terms, a student may be awarded Zell Miller Scholarship funds for a maximum of three semesters or four quarters per Award Year.

4008.5. Student Notification of Award.

1. An Eligible Postsecondary Institution must notify each Zell Miller Scholarship recipient of the amount of Zell Miller funds he or she is awarded for the Award Year and identify such funds as a Zell Miller Scholarship award.
2. A student who wishes to decline a Zell Miller Scholarship award must do so actively. The Eligible Postsecondary Institution must maintain a record of the student's notification to the Eligible Postsecondary Institution that he or she is declining the award.
 - a. A student's decision to decline the Zell Miller Scholarship award becomes final and irrevocable on the last day of the term for which Zell Miller Scholarship award was made.

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4009. Invoicing Requirements.

4009.1. Submission of Invoices.

1. Eligible Postsecondary Institutions may submit Zell Miller Scholarship invoices to GSFC as early as 15 calendar days prior to the first day of classes for the school term.
2. Invoices must be submitted, processed, and approved by GSFC by the Invoicing Deadline Date as established by GSFC.
 - a. In the event invoices are submitted to GSFC by Eligible Postsecondary Institutions after the Invoicing Deadline Date for a school term, GSFC may issue a notice of failure to meet the Invoicing Deadline Date to the President and/or governing body of the Eligible Postsecondary Institution and the invoices may not be honored.
3. Prior to the beginning of any award year, and no later than June 30 of each year, GSFC shall establish and publish the Invoicing Deadline Dates for each school term for the upcoming Award Year.
4. An Invoice may be honored or paid after the Invoicing Deadline Date if the failure to meet the date was due to:
 - a. The need for supplemental documentation required by the Eligible Postsecondary Institution or GSFC to support or verify a student's eligibility; or
 - b. Late grades, late completions, grade changes; or
 - c. Other adjustments made to the student's official academic transcript that resulted in a change in eligibility, and the student met all other eligibility requirements prior to the deadline.
5. The President of GSFC has sole discretion in the determination of invoice deadlines and extensions. The decision of the President of GSFC shall be final.

4009.2. Payment of Invoices.

1. Zell Miller Scholarship funds are paid to Eligible Postsecondary Institutions by check or electronic transfer of funds on behalf of eligible students each school term, upon submission to GSFC of a Zell Miller Scholarship invoice.

4009.3. Tuition Payments.

1. Upon receipt of Zell Miller Scholarship payments from GSFC, the Eligible Postsecondary Institution must credit the amount of payment toward Tuition, on behalf of an eligible student to the account of the student.

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4010. Student Refunds.

4010.1. Calculation of Refunds.

1. If a student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of Enrollment, and is entitled to a refund, a portion of such refund may need to be returned to the Zell Miller fund.
 - a. A student is ineligible for the Zell Miller Scholarship for coursework from which he or she totally withdrew, if such coursework does not appear on the student's academic transcript as a "W", or any other code or identification for such a withdrawal.
 - b. If the Eligible Postsecondary Institution invoiced GSFC prior to a student's total withdrawal, then the Eligible Postsecondary Institution must cancel the student's Zell Miller award for that term, through the SURFER system.
2. To determine the refund to Zell Miller, the Eligible Postsecondary Institution must first apply the Federal Title IV Programs return of funds policy for any federal aid the student may have received.
 - a. If applicable, 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 Programs return of funds policy, to the student's original Zell Miller award.
3. The Eligible Postsecondary Institution must determine the amount of the refund due back to the Zell Miller Program. The amount of the Zell Miller award not determined to be owed back to the Zell Miller Program is retained by the Eligible Postsecondary Institution to cover the institution's cost for the portion of the school term that the student was enrolled.
 - a. The Eligible Postsecondary Institution must adjust the student's invoice in SURFER to the new award amount remaining after the refund is calculated within forty-five (45) days of the determination.
 - b. If the student only received Zell Miller funds, the Eligible Postsecondary Institution should return the funds determined to be owed to the Zell Miller Program within forty-five (45) days of the refund determination. The Eligible Postsecondary Institution would then collect the refund amount from the student.
 - i. The student should not be reported with a "refund due" status to GSFC since the funds have been repaid to GSFC.

4. If the student received a combination of Federal Title IV Programs funds and Zell Miller funds, the Eligible Postsecondary Institution may not have sufficient funds on hand from the student's award disbursements to return to GSFC, the refund owed to the Zell Miller Program, after applying the Federal Title IV Programs return of funds policy.
 - a. In this instance, the student is considered to have a "refund due" to GSFC and the Eligible Postsecondary Institution must report the student to GSFC with a "refund due" status.

4010.2. 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 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, including, but not limited, garnishment of pay, loss of professional license, offset of lottery winnings, or offset of state tax refund.

4010.3. Emergency Military Duty.

1. A student who is a member of the United States Armed Forces, National Guard, or Military Reserve Forces receiving funds from the Zell Miller Scholarship Program who is called to emergency military duty during a school term that is already in progress should not have his or her Zell Miller Scholarship eligibility negatively impacted.
2. If the Eligible Postsecondary Institution the student attends allows the student to totally withdraw and receive a grade such as "WM" for "military withdrawal" or the Eligible Postsecondary Institution totally removes all grades for that term and corresponding credit hours from the student's records, the Eligible Postsecondary Institution should return the full amount of the Zell Miller Scholarship award to the Zell Miller 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 the Eligible Postsecondary Institution that such student is attending.

4011. Reconciliation Requirements.

4011.1. 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.

4011.2. 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.
2. 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.
3. The Eligible Postsecondary Institution must have a procedure in place to ensure that the state scholarship and grant funds do not go to an unintended third party (i.e., state, postsecondary institution).

4012. Records Retention Requirements.

4012.1. Length of Retention.

1. An Eligible Postsecondary Institution shall maintain accurate records, books, documents and other evidence concerning the Zell Miller 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.

4012.2. 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 Zell Miller funds. (refer to *Section 4014.*)
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.
 - 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 financial aid office.
 - ii. Documentation supporting a student's eligibility that is received and maintained by the Eligible Postsecondary Institution's admissions office, registrar's office, business office, or other administrative operations of the 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 Zell Miller funds to the student.

4012.3. Extended Retention.

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

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4013. Administrative Reviews and Exceptions.

1. A student may request an Administrative Review of the application of a Zell Miller rule, policy or regulation if the student believes such rule, policy or regulation was incorrectly or improperly applied or a student may request an Exception to a Zell Miller rule, policy or regulation if there are exceptional circumstances warranting the request.

4013.1. Administrative Reviews.

1. The Zell Miller Scholarship regulations are applied to each student considered for Zell Miller Scholarship funds by appropriate officials of Eligible Postsecondary Institutions and by the administrative staff of GSFC.
2. If a student believes a Zell Miller 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 and must follow the Zell Miller Scholarship Administrative Review process as set forth in these regulations.
3. In order for a request for an Administrative Review to be considered, the student must submit a written request for an Administrative Review to GSFC office **within forty-five (45) days of receiving notice of denial** from the Eligible Postsecondary Institution or GSFC. If additional information is requested from the student, it must be provided within the time frame specified by GSFC.
 - a. GSFC will review the case and determine whether the rule or regulation was applied correctly and notify the student and Eligible Postsecondary Institution of the determination.
 - b. GSFC decides a case based only on documentation provided, rather than a personal presentation.

4013.2. Requesting an Exception.

1. The Board of Commissioners of GSFC may grant a Zell Miller Scholarship award to a student who fails to meet the regulatory requirements for Zell Miller Scholarship funds in very limited and exceptional cases. The Board of Commissioners has sole discretion to grant an Exception to these regulations based on the circumstances presented by a student who is requesting an Exception.
 - a. No student has the right to a Zell Miller Scholarship award under any circumstances described in *Section 4013.4*.
 - b. No student has the right to appeal the denial of an Exception by the Board of Commissioners.

- c. Each individual Zell Miller Scholarship recipient is limited to one Exception, as granted by the Board of Commissioners, and such Exception shall only apply to one school term.
2. Exceptions may be granted for extenuating circumstances such as a Serious Injury, Psychiatric Disorder, Serious Illness, death of an Immediate Family Member and/or step-parent, step-child or step-sibling, to provide temporary care for an Immediate Family Member and/or step-parent, step-child or step-sibling, or reaching a Zell Miller Scholarship Checkpoint without achieving a GPA.
 - a. In cases where a Serious Illness, Serious Injury or Psychiatric Disorder is the basis for an Exception request, such illness, injury or psychiatric disorder must have been sustained, diagnosed or treated within the 6 months immediately preceding the student's official date of withdrawal from the academic term for which the Exception is being requested.
 - b. In cases where the death of an Immediate Family Member and/or step-parent, step-child or step-sibling is the basis for an Exception request, the death of such family member must have occurred within the 6 months immediately preceding the student's official date of withdrawal from the academic term for which the Exception is being requested.
3. The GSFC Board of Commissioners' decision to approve or deny an Exception request is final and cannot be appealed.
 - a. In order for an Exception to be considered, the student must submit a written request for an Exception to GSFC's office within **45 days of receiving notice of denial** of his/her Zell Miller award. Requests for an Exception may be submitted to GSFC via US mail, email, or hand delivery. All required documentation must be provided at the time of submission.
 - b. Omission of documentation or incomplete requests may not be considered by the GSFC Board of Commissioners and may result in an automatic denial.
4. Items required to be considered for an Exception by GSFC must be received by close of business on the deadline date listed below. These items are to be received by GSFC in one complete packet. Incomplete packets may not be considered. In some cases it may be necessary to wait until the next board meeting to convene before a decision can be rendered.

a. Deadline Submission Dates

Board Meeting

First Friday in August
First Friday in November
First Friday in February
First Friday in May

Submission Deadline

First Friday in July
First Friday October
First Friday in January
First Friday in April

5. Exceptions are processed by GSFC staff and prepared for review by the Board of Commissioners. A summary of each case is prepared by staff. Staff summaries shall be presented to the Public Policy and Law Committee of the Board of Commissioners.
- a. The requests for Exceptions shall be approved or denied by the Public Policy and Law Committee. The Committee's decisions are then presented to the full Board for approval or denial.
- b. GSFC staff is expected to notify the students of the Board of Commissioner's decision within seven days of the approval or denial.
6. Exceptions granted by the Board of Commissioners shall provide for the forgiveness of postsecondary Attempted-Hours and/or Paid-Hours, but:
- a. In no case or circumstance shall a student's postsecondary grade(s), as determined by the student's postsecondary institution, be forgiven or altered by the Board of Commissioners; and
- b. Under no circumstances, shall an Exception be made regarding student data submitted to GSFC by a student's high school for purposes of determining the student's eligibility for a Zell Miller Scholarship.

4013.3. Guidelines for Approval of an Exception Request.

1. GSFC staff, in its summary, shall classify each request for an Exception based on the information presented. The classifications are for guidance only. Final approval or denial of an Exception request is subject to the Board's sole discretion. The classifications are based on the following guidelines:

A1Z Requests for an Exception may be granted for a Zell Miller Scholar who has reached a Zell Miller Scholarship Checkpoint and lost Zell Miller eligibility without yet earning a Postsecondary Cumulative Grade Point Average or has reached an Attempted-Hours Checkpoint for entry into the Zell Miller Scholarship Program without yet earning a Postsecondary Cumulative Grade Point Average.

1. This Exception provides for Zell Miller Scholarship retroactive payment from the point at which the student lost Zell Miller eligibility or from the point at which the student reached an Attempted-Hours Checkpoint for entry into the program if the student has at least a 3.30 Postsecondary Cumulative Grade Point Average after attempting 12 hours of coursework for which he or she received letter grades (A=4.00, B=3.00, C=2.00, D=1.00, F=0.0).
2. The hours from which the student withdrew may be forgiven if extenuating circumstances (Serious Injury, Psychiatric Disorder, Serious Illness, or death of an Immediate Family Member and/or step-parent, step-child or step-sibling) are present so that by forgiving the Attempted-Hours and/or Paid-Hours from which the student withdrew, the student's total length of eligibility for Zell Miller is extended.

A2Z Requests for an Exception may be granted for a Zell Miller Scholarship recipient who has exceeded the Attempted-Hours and/or Paid-Hours limitations for the Zell Miller Scholarship, or has 15 semester hours or less remaining to reach the Attempted-Hours and/or Paid-Hours limits, so that by forgiving the hours from which the student withdrew, the student's total length of eligibility for Zell Miller is extended, if:

1. The student completely withdrew from all courses during a term due to a Serious Illness, Psychiatric Disorder, Serious Injury, or death in the Immediate Family and/or step-parent, step-child or step-sibling; and
2. The student remains academically eligible to receive the Zell Miller Scholarship.

A3Z Requests for an Exception may be granted for a Zell Miller Scholarship recipient who lost Zell Miller Scholarship eligibility at a Zell Miller Checkpoint due to a total withdrawal from a term, if:

1. The student completely withdrew from all courses during a term due to a Serious Illness, Psychiatric Disorder, Serious Injury, or death of an Immediate Family Member and/or step-parent, step-child or step-sibling; and
2. The student has at least a 3.30 Postsecondary Cumulative Grade Point Average at the new Attempted-Hours Checkpoint (withdrawal hours not included).

- a. By forgiving the Attempted-Hours and/or Paid-Hours from which the student withdrew, the student's Attempted-Hours Checkpoint is delayed by a term or terms and the student's total length of eligibility for Zell Miller is extended. In this circumstance, it is necessary to wait for another term or terms of grades to be posted to determine, if:
 - i. The student achieves at least a 3.30 Postsecondary Cumulative Grade Point Average at the new Attempted-Hours Checkpoint (once hours are forgiven); and
 - ii. The student is eligible to retain Zell Miller Scholarship and to be reimbursed from the point at which the student lost Zell Miller eligibility.

A4Z Requests for an Exception may be granted for a Zell Miller Scholarship recipient who withdrew from all courses during a term because the student was required to provide temporary care for an Immediate Family member and/or step-parent, step-child or step-sibling, so that by forgiving the Attempted-Hours and/or Paid-Hours from which the student withdrew, the student's total length of eligibility for Zell Miller is extended, if:

- 1. The student can show that no one else was able to provide the care; and
- 2. The student remains academically eligible to receive the Zell Miller Scholarship.

A5Z Requests for an Exception may be granted for a Zell Miller Scholarship recipient who lost Zell Miller at an Attempted-Hours Checkpoint or exceeded the Attempted-Hours and/or Paid-Hours limitations during a term with a partial withdrawal, if:

- 1. The student experienced a Serious Illness, Serious Injury, Psychiatric Disorder or death of an Immediate Family Member and/or step-parent, step-child or step-sibling, but did not completely withdraw from all courses because the student's instructor(s) allowed the student to take an "incomplete" in the course(s) or the Eligible Postsecondary Institution made it compulsory for the student to withdraw from the course(s); and
- 2. The student has at least a 3.30 Postsecondary Cumulative Grade Point Average at the new Attempted-Hours Checkpoint (once hours are forgiven and all "incomplete" grades are reported).

- a. By forgiving the Attempted-Hours and/or Paid-Hours from which the student withdrew, the student's Attempted-Hours Checkpoint is delayed by a term or terms and the student's total length of eligibility for Zell Miller is extended. In this circumstance, it is necessary to wait for another term or terms of grades to be posted to determine, if:
 - i. The student achieves at least a 3.30 Postsecondary Cumulative Grade Point Average at the new Attempted-Hours Checkpoint (withdrawal hours not included); and
 - ii. The student is eligible to retain Zell Miller and to be reimbursed from the point at which the student lost Zell Miller eligibility.

A6Z Requests for an Exception may be granted for a Zell Miller Scholarship recipient who lost Zell Miller at an End-of-Spring or Three-Term Checkpoint with a Postsecondary Cumulative Grade Point Average greater than 0.00 but less than 3.30 or exceeded the Attempted-Hours and/or Paid-Hours limitations during a term with a partial withdrawal, if:

- 1. The student experienced a Serious Illness, Serious Injury, Psychiatric Disorder or death of an Immediate Family member and/or step-parent, step-child or step-sibling, but did not completely withdraw from all courses because one or more of the student's instructor(s) allowed the student to take an "incomplete" in the course(s) or the Eligible Postsecondary Institution made it compulsory for the student to withdraw from the course(s); and
- 2. The student has at least a 3.30 Postsecondary Cumulative Grade Point Average at the next Attempted-Hours Checkpoint (withdrawal hours not included and all "incomplete" grades are reported).
 - a. By forgiving the Attempted-Hours and/or Paid-Hours from which the student withdrew the student's total length of eligibility for the Zell Miller Scholarship is extended.
 - i. In this circumstance, it is necessary to wait for another term or terms of grades to be posted to determine if the student achieves at least a 3.30 Postsecondary Cumulative Grade Point Average at the next Attempted-Hours Checkpoint (withdrawal hours not included).

A7Z Requests for an Exception may be granted for a Zell Miller Scholarship recipient who withdrew from all courses during a term because the student was required to report for active duty military service outside the state of Georgia or for deployment overseas, so that by forgiving the Paid-Hours from which the student withdrew, the student's total length of eligibility for Zell Miller is extended, if:

1. The student can show that his or her active service began during the term from which he or she withdrew; and
2. The student remains academically eligible to receive the Zell Miller Scholarship.

4013.4. Guidelines for Denial of an Exception Request.

1. GSFC staff, in its summary, shall classify each request for an Exception based on the information presented. The classifications are for guidance only. Final approval or denial of an Exception request is subject to the Board's sole discretion. The classifications are based on the following guidelines:

D1Z If it is Mathematically Impossible for the student to have at least a 3.30 Postsecondary Cumulative Grade Point Average at the new 30-60- or 90- semester-hour (45- 90- or 135-quarter-hour) Zell Miller Scholarship Checkpoint, even after withdrawal hours are forgiven.

D2Z If the student does not provide a request for an Exception in writing within 45 calendar days of receiving notice of ineligibility for the Zell Miller Scholarship.

D3Z If the basis of the request is the diagnosis of or presence of a learning disability.

D4Z If the underlying cause for the student's request for an Exception is attributed to a criminal act committed by the student, that resulted in a conviction or a plea of guilty or nolo contendere.

D5Z If the basis of an Exception request is to have a student's postsecondary grade(s), as determined by the student's postsecondary institution, forgiven or altered by the Board of Commissioners.

D6Z If the basis of the request is student data submitted to GSFC by a student's high school for purposes of determining the student's eligibility for a Zell Miller Scholarship.

- D7Z** If the basis of the request is a Serious Illness, Serious Injury or Psychiatric Disorder that was not sustained, diagnosed or treated within the 6 months immediately preceding the student's official date of withdrawal from the academic term for which the Exception is being requested.
- D8Z** If the basis of the request is the death of an Immediate Family Member and/or step-parent, step-child or step-sibling, and the death did not occur within the 6 months immediately preceding the student's official date of withdrawal from the academic term for which the Exception is being requested.
- D9Z** If the student did not receive HOPE Scholarship or Zell Miller Scholarship funds during the term of withdrawal.
- D10Z** If the request seeks an Exception from the laws governing the Zell Miller Program.
- D11Z** If the student is still beyond the Attempted-Hours and/or Paid-Hours limit even if the hours from which the student withdrew are forgiven.
- D12Z** If the basis of the request is a reason other than those specifically listed in *Section 4013.3*.

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4014. Compliance Reviews.

4014.1. Compliance Review Policy.

1. GSFC shall conduct Compliance Reviews of Eligible Postsecondary Institutions participating in the Zell Miller Scholarship Program in order to assess institutional administration of the program and compliance with the program's regulations. Such Compliance Reviews shall be conducted no less frequently than once every three years in accordance with GSFC's *Compliance Review Process and Procedures* document, which is available on gsfc.org, under *School and Lender Information-Compliance Documents*.

4014.2. Compliance Review Process.

1. GSFC selects a sampling of the Eligible Postsecondary Institution's Zell Miller Scholarship recipients, for the Award Year under review, and the Eligible Postsecondary Institution's files and records for the sample are examined to assure compliance. Records which document and support a student's eligibility must be available for review at the Georgia campus of the Eligible Postsecondary Institution. (refer to *Section 4012*.)
 - a. GSFC will exclude from review, the Residency determinations as they relate to *Section 4004.2.1*, and SAP determinations made for Zell Miller recipients in the selected sample for any USG or TCSG Eligible Postsecondary Institution which has submitted to GSFC's Compliance Department, a certification signed by the President of the Eligible Postsecondary Institution that:
 - i. The Eligible Postsecondary Institution is in compliance with its policies and procedures in the determination and the administration of the financial aid award process relative to Residency requirements and SAP; and
 - ii. The Residency and SAP determinations have been fairly and consistently applied with respect to all students receiving the Zell Miller awards.
2. Such certification must be submitted annually to the Compliance Department of GSFC in the format required by GSFC.
 - a. Failure to provide such certification will result in a review of Residency determinations and SAP determinations made for Zell Miller recipients in the selected sample.

4014.3. Institutional Repayment.

1. In the event it is determined that an Eligible Postsecondary Institution knowingly, or through error, certified an ineligible student to be eligible for Zell Miller Scholarship, the amount of such scholarship shall be refunded by the Eligible Postsecondary Institution to GSFC.
2. GSFC may suspend an Eligible Postsecondary Institution from receiving Zell Miller Scholarship payments if it fails to refund any monies deemed due based on the Compliance Review.
3. Any person who knowingly makes or furnishes any false statement or misrepresentation, or who accepts such statement or misrepresentation knowing it to be false, for the purpose of enabling an ineligible student to obtain wrongfully a Zell Miller Scholarship award shall be guilty of a misdemeanor.
4. If later evidence, not available at the time of awarding, indicates that a student should not have received the Zell Miller Scholarship payment, then all future Zell Miller Scholarship awards must be canceled.
5. The Eligible Postsecondary Institution is held harmless by GSFC, if the student's file is adequately documented with available evidence and it is determined by GSFC that the Eligible Postsecondary Institution was not at fault.
6. 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.).
7. The Eligible Postsecondary Institution must notify the student and GSFC of a refund due.
8. The student will be ineligible to receive additional state aid from GSFC until the repayment is paid in full, in accordance with *Section 4010.2*.
9. If GSFC determines the student's file is not adequately documented, the Eligible Postsecondary Institution may be responsible for the repayment.