Tuition Equalization Grant Program

REGULATIONS - 600.

2019 - 2020 Award Year

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GSFA | Georgia Student Finance Authority

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Tucker, Georgia 30084

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602. Program Overview.

The Tuition Equalization Grant (TEG) Program provides grant assistance toward educational costs to residents of Georgia seeking Degrees as Full-Time students at Private Eligible Postsecondary Institutions. The eligibility requirements of the TEG program do not include academic merit, achievement, or financial need criteria. The TEG program results from recognition that accredited private and independent colleges and universities located within the State of Georgia can be used more effectively in the public interest, by granting financial assistance to citizens who choose to attend such colleges and universities, and that the provision of such assistance will reduce the costs to the taxpayers of the state below the cost of providing similar instruction within the University System of Georgia (USG).

During the legislative session that precedes each Award Year, the Georgia General Assembly establishes the TEG award amount eligible students will receive for the upcoming Award Year and the total amount of funds appropriated to the program. The TEG award amount and total funding for the program may be adjusted during the Award Year.

The Georgia General Assembly created the TEG program, beginning with the 1972-1973 Award Year (State Fiscal Year 1973). State revenues provide funding for this program as authorized each year by the Georgia General Assembly. The Georgia Student Finance Authority (GSFA) administers the TEG program, in accordance with Official Code of Georgia Annotated (O.C.G.A.) §20-3-410, et seq.

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603. Definitions. (Electronic Link)

604. General Eligibility Requirements.

604.1. Citizenship.

1. A student must be a United States Citizen, born or naturalized, or an Eligible Non-Citizen according to the Federal Title IV Regulations, as of the first day of classes of the school term for which TEG payment is sought.

604.2. Georgia Residency.

1. A student attending an Eligible Postsecondary Institution meets the Georgia Residency requirements for purposes of TEG eligibility, if he or she meets the criteria of the *Georgia Residency Requirements for State Programs at Private Institutions Regulations.*

    a. A Freshman student with a non-resident Military Personnel Parent meets the Georgia Residency requirements, if such student graduated from a high school located in Georgia and his or her Military Personnel Parent was stationed in Georgia at the time of the student's high school graduation.

        i. In order to benefit from this provision, a student must be eligible for and begin receiving TEG payment prior to earning 30 semester or 45 quarter hours of Degree credit.

2. A student attending a private Eligible Postsecondary Institution who meets the Georgia Residency requirement 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 TEG payment is sought.

3. A student 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 TEG payment is sought.

4. Military Personnel, Military Spouses, or Dependent Children, shall be treated as a Georgia Resident for purposes of TEG eligibility, if the Military Personnel is stationed in Georgia on Active Duty or lists Georgia as his or her home of record.

5. A student, who was correctly determined to meet the Georgia Residency requirements and began receiving TEG payment, will continue to meet the Georgia Residency requirements for purposes of TEG eligibility unless he or she has a break in Enrollment of two or more consecutive semesters or quarters and resides outside of Georgia for 12 or more consecutive months.

    a. If such student later returns to Georgia, he or she must re-establish Georgia Residency for 12 consecutive months, in accordance with *Section 604.2.1.*, before regaining TEG eligibility.

6. A student who has a break in Enrollment of two or more consecutive semesters or quarters, and who resides outside of 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 TEG eligibility.

604.3. Enrollment Status.

1. A student must be Enrolled at an Eligible Postsecondary Institution in a Matriculated status.

2. A student must be classified and Enrolled as Full-Time through the last day of the Eligible Postsecondary Institution's drop/add period in order to be eligible for TEG payment.

    a. The day after the drop/add period is referred to as the Award Date.

    b. If a student officially or unofficially withdraws, drops out, or is expelled prior to the Award Date, he or she is ineligible to receive TEG payment for that school term.

    c. If the Eligible Postsecondary Institution is unable to document the student's class attendance to the Award Date, the student is considered to have unofficially withdrawn and is ineligible for TEG payment.

604.4. Satisfactory Academic Progress.

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

    a. For state aid programs, Eligible Postsecondary Institutions may establish an appeal process for students with dual-enrollment credit hours that fail to meet the quantitative standard (pace) for degree completion, generally identified as 150 percent of the published length of the program.

b. The appeal should consider attempted hours toward the program in which the student is enrolled, satisfactory qualitative (grade-based) standards, and the student's satisfactory pace in pursuit of completing the program with and without the dual enrollment credits. Eligible Postsecondary Institutions have sole discretion and responsibility for evaluation and approval of any such appeals.

604.5. Selective Service Registration.

1. A student must be in compliance with the United States Selective Service System requirements, where applicable, prior to the TEG program application deadline in order to be eligible for TEG payment for that school term.

604.6. 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 GSFA on behalf of the student.

2. A student's federal default status can be resolved in one of five 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;

   d. Receiving an approved Title IV debt settlement, to include a compromised settlement; or

   e. Making monthly payments over a specified period agreed-upon with the lender of the Student's federal loan; each payment must be on time and voluntary to be in a satisfactory repayment plan.

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 GSFA.

4. A student's default status on a State of Georgia loan can be resolved in one of two ways:

a. Paying off the defaulted loan in full; or

b. Complete an acceptable rehabilitation plan by making voluntary on time payments over a specified period agreed upon with GSFA.

5. 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, grant or loan funds beginning with the school term in which repayment was made in full but not retroactively for previous school terms.

604.7. Georgia Drug-Free Act.

1. A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, may be ineligible for TEG 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- 20, et seq.

604.8. Incarceration.

1. A student is ineligible for TEG payment while incarcerated. Upon release from Incarceration, such student may begin receiving TEG payments, if he or she meets all other TEG eligibility requirements.

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605. Program Specific Eligibility Requirements.

605.1. Undergraduate and Graduate Student Eligibility.

1. A student Enrolled as an Undergraduate in a program of study leading to an Associate Degree or Baccalaureate Degree is eligible for TEG payment, if he or she meets all other TEG requirements including the Paid-Hours limit.

2. A student Enrolled in a program of study leading to a Doctor of Pharmacy Degree, at an Eligible Postsecondary Institution that does not offer a Baccalaureate Degree in Pharmacy, is eligible for TEG payment as an Undergraduate student (third and fourth years) if he or she meets all other TEG requirements, including the Paid-Hours limit. Upon entering the fifth year, such student is no longer considered an Undergraduate student for purposes of the TEG program and is ineligible for TEG payment.

3. A student Enrolled in medicine, dentistry, law, optometry, veterinary, chiropractic, podiatry, or other Graduate programs of study is not considered an Undergraduate student and is ineligible for TEG payment, even though he or she may not have received a Baccalaureate Degree.

4. A student Enrolled in a Graduate program is ineligible for TEG payment, unless funds are specifically appropriated by the Georgia General Assembly for the purpose of providing TEG awards to Graduate students.

605.2. Paid-Hours Limit.

1. A student is eligible to receive TEG payment for a maximum of 127 semester or 190 quarter hours of TEG payments, referred to as Paid-Hours.

    a. As part of the invoicing process, Eligible Postsecondary Institutions must report to GSFA the actual number of hours attempted, not just the hours earned, by each student for which TEG payment is requested for a school term.

    b. For the school term in which a student reaches the Paid-Hours limit of 127 semester or 190 quarter hours, the student can be paid only for the hours up to the Paid-Hours limit. However, a student who will reach the Paid- Hours limit with a fraction of an hour can be paid for a full hour.

    c. A maximum of 12 semester or quarter hours per term will be counted toward the Paid-Hours limit, even if actual enrollment is greater than 12 hours.

605.3. Attainment of a Baccalaureate Degree.

1. A student is eligible for TEG 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 TEG payment.

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606. Eligible and Ineligible Coursework.

606.1. Transient Coursework.

1. A Transient student is eligible for TEG payment if the Private Eligible Postsecondary Institution at which he or she is normally Enrolled and Matriculated (Home Institution) has a written agreement with a Host Institution to transfer the credit hours from the Host Institution, for application toward the student's Degree at the Home Institution.

    a. The TEG payment must take place through the Host Institution, which must also be an Eligible Postsecondary Institution.

    b. The Transient student must be Enrolled Full-Time at the Host Institution and meet all other TEG eligibility requirements.

        i. Less than Full-Time status at the Home Institution and less than Full- Time status at the Host Institution for the same school term cannot be combined to establish Full-Time status.

2. A Transient student is ineligible for TEG payment, if either the Home Institution or the Host Institution is not a private Eligible Postsecondary Institution approved for participation in the TEG program.

3. The Host Institution awards TEG funds to the Transient student based on certification of eligibility from the Home Institution.

    a. The Home Institution is responsible for verifying the eligibility of their Transient students.

    b. The Host Institution must report TEG payment for Transient students to GSFA in the same manner it reports TEG payments for its regular students.

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

606.2 Distance Learning Coursework.

1. A student participating in Distance Learning coursework is eligible to receive TEG payment, if all other eligibility criteria are met, including Enrollment as a Full-Time student at an Eligible Postsecondary Institution.

606.3. Study Away Coursework.

1. A student Enrolled in a Matriculated status at an Eligible Postsecondary Institution, who meets all other TEG eligibility requirements, may qualify for TEG payment while participating in a Study Away program.

2. The Home Institution must have a written agreement with the institution (foreign or non-Eligible Postsecondary Institution) or a single written arrangement with a study-abroad organization to represent an agreement between the Home Institution and the institution at which a student is participating in a Study Away program.

3. 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.

4. The TEG award must be the amount the student would normally receive at the Home Institution for an equal number of credit hours attempted.

5. The Home Institution must maintain documentation of the student's actual tuition charges for the Study Away program at the Host Institution.

6. At the time of disbursement, a current enrollment verification for the student from the Host Institution indicating the courses and number of hours must be on file with the Home Institution.

7. The TEG payment must take place through the Home Institution.

8. The Eligible Postsecondary Institution must have on file the student's written or electronic permission to have any specific fees withheld from the TEG disbursement.

9. If the student is participating in a Study Away program via another private Eligible Postsecondary Institution serving as the student's Host Institution. In this situation, the Host Institution must treat the Study Away student as a Transient student, as prescribed by *Section 606.5.*

606.4. Joint and Dual Credit Enrollment Coursework.

1. A student is ineligible for TEG payment for Degree coursework attempted while participating in Joint Enrollment or Dual Enrollment coursework.

606.5. Learning Support Coursework.

1. A student seeking a Degree who Enrolls in Learning Support coursework is eligible for TEG payment for such coursework, if he or she meets all TEG program eligibility requirements. Learning Support credit hours are counted as Paid-Hours.

606.6. Coursework Exemptions.

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

606.7. Continuing Education and Audit Coursework.

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

606.8. Total Withdrawal from Coursework.

1. A student is ineligible for TEG 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 code or identification for such a withdrawal.

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607. Student Application Requirements.

607.1. Application Forms.

1. In order to be considered for a TEG award, a student must have one of the following application forms on file and in an approved status with GSFA:

    a. GSFAPPS; or

    b. Current year FAFSA.

        i. A student who applies for TEG by completing and submitting a FAFSA must complete and submit a new FAFSA for each Award Year.

2. In addition to one of the two applications identified above, 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 TEG eligibility.

3. Once a student has submitted a GSFAPPS or FAFSA, and it has been accepted on GSFA's system as a valid application, it will remain on GSFA'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 TEG invoice to GSFA on behalf of the student during the 84-month period. Upon conclusion of the 84-month period, the student's application will expire.

    b. Once an application has expired, the student will be required to submit a new application in order for a TEG invoice to be processed for the student by GSFA.

    c. If during the original application's 84-month period, the student submits to GSFA a new application for TEG, or an application for a program other than TEG, both applications will remain valid for 84 consecutive months following the second application's approval date.

    d. The above stipulations apply to all GSFAPPS accepted as valid applications on GSFA's system, including such applications that were submitted to and accepted prior to the 2008-2009 Award Year.

607.2. Application Deadline Date.

1. Pursuant to *Section 607.1* above, students must have a completed and approved application on file with GSFA before the Eligible Postsecondary Institution can receive payment.

2. Eligible Postsecondary Institutions may institute their own student application deadline dates exclusive of the TEG regulations or requirements.

607.3. Application for Subsequent Years.

1. It is not mandatory, except as provided for in *Section 607.1.1.b.i.*, for a student to complete a new application for TEG for each Award Year. However, Eligible Postsecondary Institutions may have separate application requirements.

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608. Award Requirements.

608.1. Award Amounts.

1. The TEG award amounts per semester or quarter are provided below. Award changes become effective beginning with the Fall term. A student who meets all TEG eligibility requirements, including Full-Time Enrollment, may receive payment for three semesters or four quarters for the Award Year. However, these award amounts are subject to change during the Award Year (refer to *Section 608.5*.).

Term	FY	Semester System	Quarter System
Summer 2019	20	$475.00	$317.00
Fall 2019	20	$475.00	$317.00
Winter 2020	20	Not Applicable	$317.00
Spring 2020	20	$475.00	$316.00
Summer 2020	21	$475.00	$317.00

2. For a student Enrolled Full-Time during a term in which he or she reaches the Paid-Hours limit, such student can receive payment only for hours up to the limit. The Per Credit Hour award for such student is:

Term	Semester System	Quarter System
Per Credit Hour	$40.00	$27.00

608.2. Awards Per School Term.

1. TEG payment 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 only be awarded TEG funds for a maximum of three semesters or four quarters per Award Year.

608.3. Student Notification of Award.

1. An Eligible Postsecondary Institution must notify each TEG recipient of the amount of TEG funds he or she is awarded for the Award Year and identify such funds as a TEG award.

2. A student who wishes to decline a TEG 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 theaward.

    a. A student's decision to decline a TEG award becomes final and irrevocable on the last day of the term for which the TEG award wasmade.

608.4. Adjustments to Award Amounts.

1. A student's TEG award amount must be reduced if the student is receiving any other student financial aid from federal, state, institutional or private sources, which in combination with the TEG award amount would exceed the student's Cost of Attendance. The student's TEG award, plus any other student financial aid, must not exceed the student's Cost ofAttendance.

608.5. Insufficient Funding.

1. Should TEG funds available to GSFA from state appropriations be insufficient to fulfill TEG payments for all eligible students for the Award Year, it may be necessary to reduce the TEG award amounts payable to students for a particular school term or terms or to eliminate TEG payments, altogether, for a school term or terms.

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609. Invoicing Requirements.

609.1. Submission of Invoices.

1. A student must have a completed and approved application for TEG on file with GSFA before an Eligible Postsecondary Institution can successfully submit a TEG invoice to GSFA for such student for a school term.

2. Eligible Postsecondary Institutions may submit TEG invoices to GSFA as early as 15 calendar days prior to the first day of classes for the school term. This provision does not release an Eligible Postsecondary Institution from its responsibility to verify the Enrollment requirements of *Section 604.3*.

3. Invoices must be submitted through GSFA's online invoicing system, Scholarship Up-to-date Records for Electronic Reporting (SURFER), processed, and approved by GSFA by the Invoicing Deadline Date as established by GSFA. Each invoice submitted by the Eligible Postsecondary Institution must include Enrolled-Hours, Paid-Hours, and the student's program of study information, when applicable to the program.

4. TEG invoices submitted to GSFA by Eligible Postsecondary Institutions after the Invoicing Deadline Date for a school term will not be honored or paid by GSFA.

5. Invoices submitted prior to the Invoicing Deadline Date but for which resolution of any applicable Invoicing Reject was not reached until after the Invoicing Deadline Date will not be paid by GSFA.

6. Prior to the beginning of any Award Year and no later than June 30 of each year GSFA shall establish and publish the Invoicing Deadline Dates for each school term for the upcoming Award Year.

    a. An invoice may be honored or paid after the Invoicing Deadline Date if the failure to meet the date was due to:

        i. The need for supplemental documentation required by the Eligible Postsecondary Institution or GSFA to support or verify a student's eligibility; or

        ii. Late grades, late completions, grade changes; or

        iii. 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.

7. The President of GSFA has sole discretion in the determination of invoice deadlines and extensions. The decision of the President of GSFA shall be final.

609.2. Payment of Invoices.

1. TEG funds are paid to the Eligible Postsecondary Institution by electronic transfer of funds on behalf of eligible students each school term upon submission to GSFA of a TEG invoice.

609.3. Payment to Students.

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

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610. Calculation of Refunds.

610.1. Student 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 Eligible Postsecondary Institution's TEG fund.

2. If applicable, the Eligible Postsecondary Institution must first apply the Federal Title IV Return of Funds policy for any federal aid the student may have received. To determine the refund due to the TEG Program, the Eligible Postsecondary Institution must then apply the Eligible Postsecondary Institution's refund policy, if different from Federal Title IV Return of Funds policy, to the student's original TEG award.

3. The Eligible Postsecondary Institution must determine the amount of the refund due back to the TEG Program. The amount of the TEG award not determined to be owed back to the TEG 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) calendar days of the determination.

    b. If the Eligible Postsecondary Institution has sufficient funds on hand to return to GSFA the refund owed to the TEG Program, it should return the funds within forty-five (45) calendar days of the refund determination.

        i. The Eligible Postsecondary Institution would then collect the refund amount from the student.

        ii. The student should not be reported with a refund due status to GSFA since the funds have been repaid to GSFA.

4. If the Eligible Postsecondary Institution does not have sufficient funds on hand to return to GSFA the refund owed to the TEG Program, the student is considered to have a refund due to GSFA and the Eligible Postsecondary Institution must report the student to GSFA with a refund due status.

610.2. Collection of Refunds.

1. A borrower in default or who owes a refund may be subject to garnishment of their pay, loss of a professional license, offset of lottery winnings, and/or offset of a state tax refund. GSFA will notify the borrower that they are in default and GSFA intends

to proceed with any of the remedies listed in this subsection. The borrower will be given 60 days from the date of the notification to make the loan current or to put in place a satisfactory payment plan.

610.3. 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 TEG Program who is called to emergency military duty during a school term that is already in progress should not have his or her TEG 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 TEG award to the TEG 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 United States Armed Forces, as determined by the president of the Eligible Postsecondary Institution that such student is attending.

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611. Reconciliation Requirements.

611.1. Term Reconciliation.

1. Eligible Postsecondary Institutions must conduct a Term Reconciliation by the end of each term. A Term Reconciliation consists of an official acknowledgement by an authorized school official, through SURFER that the number of students submitted for payment, amount invoiced, the number of invoices paid, and amount disbursed by GSFA to the Eligible Postsecondary Institution, according to SURFER, is accurate on that date.

   a. GSFA will not issue any state grant funds for the following term until the Term Reconciliation is complete.

   b. Funds are not returned to GSFA as part of the Term Reconciliation process.

611.2. Fiscal Year End Reconciliation.

1. Eligible Postsecondary Institutions must conduct the Fiscal Year End Reconciliation consisting of an official acknowledgement by an authorized school official, through SURFER verifying, student by student, the accuracy of each invoice submitted by the Eligible Postsecondary Institution with respect to the student's Enrolled-Hours, Paid-Hours, Learning Support, and program of study information, when applicable to the program.

   a. Reconciliation certification forms must be completed and submitted electronically, through SURFER by July 15, immediately following the completion of the Fiscal Year for each State Program.

   b. Return to GSFA any funds not utilized according to the Fiscal Year End Reconciliation by August 15 after the beginning of the new Fiscal Year.

   c. GSFA will not issue any state scholarship or grant funds for the Fall term until the previous Fiscal Year End Reconciliation process is complete.

   d. 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).

612. Records Retention Requirements.

612.1. Length of Retention.

1. An Eligible Postsecondary Institution shall maintain accurate records, books, documents and other evidence concerning the TEG Program, including, but not limited to, individual student files for whichever is longer:

    a. Three years after the Award Year in which the aid was awarded; or

    b. For such other period as required by an applicable statute, rule, or regulation; or

    c. Such other time as requested in writing by GSFA.

612.2. Documentation.

1. Documentation contained within an individual student's file or record, which supports the original determination of a student's eligibility, must be retained by the Eligible Postsecondary Institution and available for review by GSFA 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 TEG funds (refer to *Section 614*.).

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, or 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.

        ii. Documentation supporting a student's eligibility that is received and maintained by the Eligible Postsecondary Institution's admissions office, registrar's office, business office, or other administrative operations of the institution, must be available to GSFA 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 TEG funds to the student.

612.3. 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 set forth in *Section 612.1*. 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 a resolution is reached.

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613. Administrative Reviews and Exceptions.

1. A student may request an Administrative Review of the application of a TEG rule, policy or regulation if the student believes such rule, policy, or regulation was incorrectly or improperly applied.

613.1. Administrative Reviews.

1. The TEG Program Regulations are applied to each student considered for TEG funds by appropriate officials of Eligible Postsecondary Institutions and by the administrative staff of GSFA.

2. If a student believes a TEG 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 GSFA.

3. In order for an Administrative Review to be considered, the student must submit a written request for an Administrative Review to GSFA's office within 45 calendar days of receiving notice of denial from the Eligible Postsecondary Institution or GSFA. If additional information is requested from the student, it must be provided within the time frame specified by GSFA.

    a. GSFA 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. GSFA decides a case based only on documentation provided, rather than a personal presentation.

613.2. Exceptions.

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

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614. Compliance Reviews.

614.1. Compliance Review Policy.

1. GSFA shall conduct Compliance Reviews of Eligible Postsecondary Institutions participating in the TEG 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 GSFA's *Compliance Review Process and Procedures* document, which is available at gsfc.georgia.gov, under *Information for School Compliance*.

614.2. Compliance Review Process.

1. GSFA selects a sampling of the Eligible Postsecondary Institution's TEG 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 612*.).

614.3. 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 TEG, the amount of such grant shall be refunded by the Eligible Postsecondary Institution to GSFA.

2. GSFA may suspend an Eligible Postsecondary Institution from receiving TEG payments if it fails to timely 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 wrongfully obtain a TEG award shall be guilty of a misdemeanor.

4. If evidence not available at the time of awarding indicates that a student should not have received the TEG payment, then all future TEG awards for that student must be canceled.

    a. The Eligible Postsecondary Institution is held harmless by GSFA if the student's file is appropriately documented with available evidence and it is determined by GSFA that the Eligible Postsecondary Institution was not at fault.

b. 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 GSFA of a refund due to GSFA.

6. The student is ineligible to receive additional state aid from GSFA until the refund is paid in full, in accordance with *Section 610.2.*

7. If GSFA determines that the student's file is not adequately documented, the Eligible Postsecondary Institution may be solely responsible for the repayment.

614.4. Examination by State Auditor.

1. In addition to Compliance Reviews conducted by GSFA, an Eligible Postsecondary Institution may be subject to examination by the state auditor for the sole purpose of determining whether the Eligible Postsecondary Institution properly certified eligibility of students and credited TEG payments on behalf of students. In the event it is determined that the Eligible Postsecondary Institution knowingly or through error certified an ineligible student to be eligible for TEG payment, such payment must be refunded by the Eligible Postsecondary Institution to GSFA.

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