

Dual Enrollment Program

Regulations – 1600.

2024- 2025 Award Year



Effective Date – July 1, 2024

GSFC | Georgia Student
Finance Commission

2082 East Exchange Place
Tucker, Georgia 30084

1601. Table of Contents.

Section	Page
1601. Table of Contents.	2
1602. Program Overview.	5
1603. Definitions. (Electronic Link)	6
1604. Program Specific Eligibility Requirements.	6
1604.1. General Eligibility.....	6
1604.2. Grade Level Eligibility.	6
1604.3. Age Limit.....	6
1604.4. Enrollment Status.	7
1604.5. Length of Eligibility.....	7
1604.6. Funding Cap.....	7
1604.7. Course Withdrawals and Retaking a Course.....	8
1604.8. Satisfactory Academic Progress.....	9
1604.9. Selective Service Registration.....	9
1604.10. Georgia Drug-Free Act.	9
1605.Participating Schools Eligibility Requirements.	10
1605.1. Responsibilities of the Georgia Department of Education.	10
1605.2. Eligible High School or Home Study Program Responsibilities and Participation Agreement.	10
1605.3. Eligible Postsecondary Institution Responsibilities and Participation Agreement.....	11
1606. Eligible Coursework.	13
1606.1. Eligible Coursework.....	13
1607. Ineligible Coursework.....	14

1607.1. Joint Enrollment Coursework.....	14
1607.2. Exemption by Examination Coursework.....	14
1607.3. Continuing Education and Audit Coursework.....	14
1607.4. Total Withdrawal from Coursework.....	14
1607.5. Impact on HOPE Eligibility.....	14
1608. Application Requirements.....	16
1608.1. Application Process.....	16
1608.2. Application Deadline Date.....	17
1609. Award Amounts.....	18
1609.5. Tuition Amount Reductions.....	19
1609.6. Awards Per School Term.....	19
1609.7. Student Notification of Award.....	19
1610. Invoicing Requirements.....	20
1610.1. Submission of Invoices.....	20
1610.2. Payment of Invoices.....	21
1610.3. Crediting of Student Accounts.....	21
1611. College HOPE Eligibility Calculation Service (CHECS) Reporting Requirements.....	22
1611.1. CHECS.....	22
1612. Return of Funds Requirements.....	23
1612.1. Calculation of Return of Funds.....	23
1612.2. Collection of Refunds.....	24
1613. Reconciliation Requirements.....	25
1613.1. Term-Reconciliation.....	25
1613.2. Fiscal Year End Reconciliation.....	25

1614. Records Retention Requirements.....	26
1614.1. Length of Retention.	26
1614.2. Documentation.	26
1614.3. Extended Retention.	27
1615. Administrative Review and Exceptions.....	28
1615.1. Administrative Review.	28
1615.2. Exceptions.....	28
1616. Compliance Reviews.	33
1616.1. Compliance Review Policy.	33
1616.2. Compliance Review Process.....	33
1616.3. Corrective Actions and Institutional Repayment.	34

1602. Program Overview.

The Dual Enrollment (DE) Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours while simultaneously meeting their high school graduation or Home Study completion requirements.

State revenues provide funding for this program in accordance with the Dual Enrollment Act, Official Code of Georgia Annotated (O.C.G.A.) §20-2-161. The total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

GSFC publishes the approved annual award rates for Tuition, Mandatory Fees and required books.

Beginning with the 2020-2021 Award Year, eligible high school students, enrolled in 10th, 11th and 12th grades, may receive Dual Enrollment funding for eligible core courses in English, math, science, social sciences and world (foreign) languages, or Career, Technical and Agricultural Education (CTAE) career pathway courses at eligible participating postsecondary institutions, up to the 30 semester or 45 quarter hours program Funding Cap. Students who receive Dual Enrollment funding for a course may not receive program funding to repeat or retake the course. Students who withdraw from two Dual Enrollment courses, for which program funding was received become ineligible to continue receiving Dual Enrollment funding.

1603. Definitions. (Electronic Link)

1604. Program Specific Eligibility Requirements.

1604.1. General Eligibility.

1. An Eligible High School is any private or public secondary educational institution physically within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. §20-2-690 and completes the program participation agreement.
2. A student who does not live in Georgia may participate in the Dual Enrollment Program if the student is enrolled and physically attending a participating high school in Georgia and meets all other eligibility requirements.
3. An eligible student must be enrolled in an approved eligible core academic area course(s) in English, math, science, social sciences and world (foreign) languages, and Career, Technical and Agricultural Education (CTAE) career pathway course(s) listed on the *Dual Enrollment Course Directory*.

1604.2. Grade Level Eligibility.

1. A student must be a 10th, 11th or 12th grade student at an Eligible High School, subject to the limitations set forth in these program regulations.
 - a. Students in the 11th or 12th grade may enroll in any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG, TCSG or private).
 - b. Students in the 10th grade may enroll in approved Career, Technical and Agricultural Education (CTAE) courses at a participating TCSG institution only.
 - c. Students in the 10th grade with a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, taken prior to the term of enrollment and in the GSFC Dual Enrollment system, may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution.

1604.3. Age Limit.

1. A student must be less than twenty-two (22) years of age on the start date of the postsecondary term of enrollment for which funding is sought.
 - a. A student who reaches twenty-two (22) years of age during the postsecondary term may complete the term.

1604.4. Enrollment Status.

1. A student must be approved and classified by the Eligible High School or Home Study program at which he or she is Enrolled, as a Dual Enrollment student.
2. A student must be admitted and classified as a Dual Credit Enrollment student by an Eligible Postsecondary Institution through the last day of the Eligible Postsecondary Institution's drop/add period in order to be eligible for Dual Enrollment program funding payment.
 - a. If a student officially or unofficially withdraws or drops out prior to the postsecondary institution's drop/add period, he or she is ineligible to receive Dual Enrollment program funding payment for that school term. Students that drop out during the drop/add period are subject to the provisions in accordance with *Section 1612*.
3. A student may Enroll at two or more Eligible Postsecondary Institutions during a single term. An Eligible Dual Enrollment student cannot receive Dual Enrollment funding for hours which exceed the 15 semester or 12 quarter hours per term limit, regardless of the number of Eligible Postsecondary Institutions in which the student is Enrolled.
4. Prior to participating in the Dual Enrollment funding Program and as part of the application process, the student and student's parent/guardian must sign a student participation agreement (SPA) acknowledging an understanding of the responsibilities assumed by the student while participating in Dual Enrollment.
5. A student must abide by the rules of the Eligible High School or Home Study program and the Eligible Postsecondary Institution the student is attending, and a student can be denied participation at any time in the Dual Enrollment Program for violations of such rules.

1604.5. Length of Eligibility.

1. A student's length of eligibility concludes at the end of the term in which the student has reached the age limit, as set forth in *Section 1604.3*, or the Funding Cap or received a high school diploma, a High School Equivalency diploma or completed a Home Study program, whichever occurs first.

1604.6. Funding Cap.

1. A student must not have already received a high school diploma, a High School Equivalency diploma or completed a Home Study program.
2. The Dual Enrollment Program has a 30 semester or 45 quarter hours Funding Cap and a 15 semester or 12 quarter hours per term limit.

NEW

- a. For the term in which a student reaches the Dual Enrollment program Funding Cap of 30 semester or 45 quarter Paid Hours, the student can be paid for hours up to the Funding Cap. However, a student who will reach the Funding Cap with a fraction of an hour remaining can be paid for a full hour.
 - b. Postsecondary credit hours taken while pursuing an Accelerated Career Diploma (ACD), for which Accelerated Career Education (ACE) Grant funds were received by the student are subtracted from the student's Dual Enrollment Program Funding Cap.
 - c. Public high school students pursuing an ACD and receiving ACE Grant funds, cannot receive Dual Enrollment funding and/or HOPE Grant during the same term.
3. Eligible High Schools and Home Study programs may not adjust a student's enrollment or graduation plans or records in order to extend a student's Dual Enrollment eligibility. Doing so may result in loss of state program eligibility and responsibility for repaying Dual Enrollment statefunds.
 4. GSFC retains the right to limit or deny participation in the event of inappropriate program use.
 5. All postsecondary coursework must be completed prior to the student's high school graduation or Home Study completion date in order to receive Dual Enrollment funds. In no case shall Dual Enrollment funds be awarded for postsecondary coursework scheduled, per the Eligible Postsecondary Institution's calendar, for a term in which a student may not be awarded Dual Credit toward graduation and not listed on the high school academic transcript from the Eligible High School or Home Study program.

1604.7. Course Withdrawals and Retaking a Course.

1. A student becomes ineligible to continue receiving Dual Enrollment program funding after his or her second (2nd) course withdrawal from an approved Dual Enrollment course(s), regardless of the total Paid Hours or Funding Cap calculation.
 - a. Lab component corequisite courses, when withdrawn in the same term as the lecture/classroom course, is considered as one course withdrawal.
2. A student is ineligible to receive Dual Enrollment funding to repeat or retake a Dual Enrollment course for which Dual Enrollment funding was received regardless of the total Paid Hours or Funding Cap calculation, unless an Exception is granted in accordance with Section 1615.2.

1604.8. Satisfactory Academic Progress.

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

1604.9. Selective Service Registration.

1. A student must be in compliance with Georgia state law requirements of having registered with the United States Selective Service System requirements, in accordance with O.C.G.A. § 20-3-519.1(b).
2. Selective Service registration, by required males, should be completed prior to the program application deadline in order to be eligible for payment for such school term.
 - a. A late disbursement is permitted if the student meets Selective Service requirements any time during the fiscal year.
3. GSFC will maintain Selective Service registration or exemption status information for state aid program applicants/recipients. The registration status will be available to the postsecondary institution in which the student is enrolled in order for the institution to determine program eligibility.
 - a. The Institution may collect documentation supporting a student's registration status and submit to GSFC for consideration.
4. Male applicants required to register with the Selective Service System must have a registered or exemption status on file with GSFC to be eligible for state aid programs and for a disbursement invoice to be paid.

1604.10. Georgia Drug-Free Act.

1. A student convicted of committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs, may be ineligible for Dual Enrollment 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.

1605.Participating Schools Eligibility Requirements.

1605.1. Responsibilities of the Georgia Department of Education.

1. It is the responsibility of the Georgia Department of Education (GaDOE) to annually specify the eligible core and CTAE courses necessary to update the Dual Enrollment Course Directory and provide the updated information to the Georgia Student Finance Commission (GSFC) by July 1.
 - a. Eligible core courses must be English, math, science, social studies, or foreign language used by GSFC to calculate the grade point average for high school HOPE scholarship eligibility.
 - b. Eligible CTAE courses must be career, technical, and agricultural education courses which are aligned with the GaDOE Career Clusters and Pathways.
2. GaDOE shall develop appropriate forms and provide information and counseling guidelines for the Dual Enrollment Program to public and private Eligible High Schools, Home Study programs and Eligible Postsecondary Institutions no later than February 1 of each year.

1605.2. Eligible High School or Home Study Program Responsibilities and Participation Agreement.

1. The Eligible High School or Home Study program must sign the *Dual Enrollment Participation Agreement* with GSFC, agreeing to abide by Dual Enrollment financial and program requirements for all eligible participating high school and Home Study program students as follows:
 - a. Furnish program information and materials, provided by the GaDOE, to each eighth (8th) grade public and private school student and Home Study student at the time he or she is developing his or her individual graduation plan.
 - b. Provide general Dual Enrollment Program information to all students no later than February 1 of each year.
 - c. Provide counseling services to interested students and their parent/guardian before enrolling in the program.
 - d. Obtain consent of a parent/guardian to allow the student to participate in the Dual Enrollment Program prior to approving courses for terms during the academic year.
 - e. Inform student and student's parent/guardian of the 30 semester and 45 quarter hour program Funding Cap and the 15 semester or 12 quarter credit hours per term maximum Dual Enrollment funding limit.

- f. Agree to accept toward state, local, or school graduation or Home Study completion requirements, the postsecondary credit of an eligible Dual Credit Enrollment student who successfully completes an approved course at an Eligible Postsecondary Institution.
 - i. Where a student completes his or her graduation or Home Study completion requirements prior to the expiration of his or her Dual Enrollment eligibility, the Eligible High School or Home Study program agrees to accept the postsecondary credit that could have been used towards graduation or Home Study completion requirements.
 - g. Record on the student's high school or Home Study transcript each approved course name, grade, and amount of credit hours and course unit credits earned for each course taken as a Dual Credit Enrollment student as follows:
 - i. One to two semester credit hours = .5 course unit
 - ii. Three to five semester credit hours = 1 course unit
 - iii. One to three quarter credit hours = .5 course unit
 - iv. Four to eight quarter credit hours = 1 course unit
2. Public and private Eligible High Schools must complete the annual underclass (9th, 10th and 11th grade) transcript data upload to GSFC.
- a. Underclass transcript data, of the previous Academic Year, must be reported by September 30th.
 - b. Failure to report underclass transcript data can affect access to online Dual Enrollment student funding applications for the new year.

1605.3. Eligible Postsecondary Institution Responsibilities and Participation Agreement.

1. The Eligible Postsecondary Institution must sign the four-year Institutional Participation Agreement with GSFC.
2. The Eligible Postsecondary Institution must adhere to the annually published rates to be paid for Tuition, Mandatory Fees and required books. Such rates may vary based on course type, course delivery site, institution sector or term of enrollment.
3. The Eligible Postsecondary Institution must accept the award amount as full payment of Tuition, Mandatory Fees and required book costs up to the 15 semester or 12 quarter credit hours per term maximum Dual Enrollment funding limit.

4. The Eligible Postsecondary Institution agrees to waive all mandatory and non-course related fees for eligible high school students participating in the Dual Enrollment funding program, provide required course books to eligible high school students participating in the program at no charge to the student; and accept the amount paid by GSFC as full payment for an eligible high school student's tuition, mandatory and non-course related fees, and required course books.
5. The Eligible Postsecondary Institution may charge students Tuition, Mandatory Fees and required book costs in cases of:
 - a. The term in which the student reaches the Funding Cap, the Eligible Postsecondary Institution may charge Tuition and a prorated portion of the Mandatory Fees and required book costs, based on credit hours not covered by Dual Enrollment funding.
 - b. The Eligible Postsecondary Institution may charge students who chose to continue to enroll in additional terms and courses exceeding the Funding Cap, and such students are not subject to these regulations.
 - c. The Eligible Postsecondary Institution may charge for courses that do not appear on the approved course directory but which the student chooses to enroll, and such students are not subject to these regulations.
6. The Eligible Postsecondary Institution must inform Dual Enrollment students of any costs which may be their responsibility prior to the payment deadline for each term of enrollment.
7. Eligible Postsecondary Institutions have the authority to implement institutional policies of admission acceptances and course offerings for dual enrollment student participation.
8. The Eligible Postsecondary Institution must notify the Eligible High School or Home Study program of each student's Enrollment and must provide one transcript at the end of each term at no charge.
9. The Eligible Postsecondary Institution must invoice for Dual Enrollment Program payment from GSFC (refer to *Section 1610*).
10. The Eligible Postsecondary Institution must utilize the College HOPE Eligibility Calculation Service (CHECS) to report student transcript data for the Dual Enrollment students.

1606. Eligible Coursework.

1606.1. Eligible Coursework.

1. An eligible student may participate and receive Dual Enrollment program funding, based on grade level eligibility, only for eligible postsecondary credit courses selected from the approved *Dual Enrollment Course Directory* and approved by the student's eligible High School or Home Study program and Postsecondary Institution. Approved courses include:
 - a. Core academic areas of English, math, science, social studies and world (foreign) languages used by GSFC to calculate the grade point average for high school HOPE scholarship academic eligibility.
 - b. CTAE (career, technical, and agricultural education) courses which are aligned with the GaDOE Career Clusters and Pathways.
 - c. Approved core and CTAE courses are identified by the first two digits, left of the decimal, of the high school course number.
2. Postsecondary credit courses taken as dual credit courses, including Distance Learning courses, taken by an Eligible High School or Home Study student pursuant to an arrangement at or through an Eligible Postsecondary Institution for which the student receives secondary credit from his or her Eligible High School or Home Study and postsecondary credit, which have been approved by the GaDOE and the Eligible Postsecondary Institution, are eligible for Dual Enrollment payment, except as set forth in *Section 1607*.
3. Courses which the student dropped, withdrew, failed or stopped attending for which the student received funding counts toward the 30 semester and 45 quarter hours program Funding Cap.

1607. Ineligible Coursework.

1. A student is ineligible to receive Dual Enrollment funding payment for courses not listed on the approved Dual Enrollment Course Directory.
2. A student is ineligible to receive Dual Enrollment funding payment, for courses not specific to his or her grade level eligibility.
3. A student is ineligible to receive Dual Enrollment funding to repeat or retake a course.

1607.1. Joint Enrollment Coursework.

1. A Dual Credit Enrollment student seeking a high school diploma or Home Study completion who is Enrolled in postsecondary coursework as a Joint Enrollment student is ineligible for Dual Enrollment payment for coursework that the Eligible High School or Home Study program will not accept as secondary credit.

1607.2. Exemption by Examination Coursework.

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

1607.3. Continuing Education and Audit Coursework.

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

1607.4. Total Withdrawal from Coursework.

1. A Dual Credit Enrollment student is ineligible for Dual Enrollment payment for coursework from which he or she totally dropped or withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "W" or any other code or type of identification for such a withdrawal (refer to *Section 1610.1.*).

1607.5. Impact on HOPE Eligibility.

1. The postsecondary credit hours taken as a Dual Credit Enrollment student, for which Dual Enrollment funding payment was made, are not counted as Attempted-Hours nor are they included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller Scholarship or Grant eligibility at an eligible postsecondary institution.

2. The postsecondary credit hours taken while in high school, (Dual or Joint Enrollment) for which HOPE Grant funding payment is made, are counted as Attempted-Hours and are included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller Scholarship and Grant eligibility.
3. Core courses in English, math, science, social sciences and world (foreign) languages taken as a Dual Enrollment student are included in determining a student's high school Calculated HOPE GPA.
4. Degree-level core courses in English, math, science, social sciences and world (foreign) languages taken as a Dual Enrollment student are eligible for an additional weight in the student's high school HOPE Scholarship GPA calculation.
5. The postsecondary Dual Enrollment coursework attempted prior to high school graduation or home study completion cannot be used to gain HOPE Scholarship eligibility at an Attempted-Hours checkpoint.

(The remainder of this page is intentionally blank.)

1608. Application Requirements.

1608.1. Application Process.

1. A student must complete the Dual Enrollment funding Application each year of participation in the Dual Enrollment funding Program.
 - a. The student should complete the appropriate program year application prior to enrolling at the postsecondary institution for which Dual Enrollment funds are requested.
 - b. A new application is required should the student transfer high schools or home study programs during the academic year.
2. The student's parent/guardian, as part of the application process, must complete the participation agreement prior to the student's enrollment acknowledging an understanding of the responsibilities while participating in the Dual Enrollment funding Program.
3. The Eligible high school or Home Study program must process the application for each specific term of enrollment with the approved secondary high school course(s) from the Dual Enrollment Course Directory.
 - a. Access the students' applications through GSFC's GAfutures High School Functions (HSF) Dual Enrollment Dashboard.
 - b. Applications should be approved prior to the student's enrollment at the postsecondary institution(s).
4. The postsecondary institution must process the application for each specific term of enrollment with the approved postsecondary credit hour course(s) equivalent to the secondary course(s) approved and entered by the high school.
 - a. Access the students' applications through GSFC's GAfutures Postsecondary Functions (PSF) and the Dual Enrollment Dashboard.
 - b. Applications should be approved prior to the student's enrollment at the postsecondary institution(s).
5. The Dual Enrollment funding application is effective for only the postsecondary term(s) for which it was completed by the Eligible High School or Home Study program and Eligible Postsecondary Institution.

1608.2. Application Deadline Date.

1. The student must complete the annual Dual Enrollment funding application no later than the last day of the term for which funding is sought or the student's withdrawal date, whichever occurs first, in order to be paid for a specific 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.
2. Participating Eligible High Schools, Home Study programs and Eligible Postsecondary Institutions must complete the application for each term of enrollment no later than the last day of the specific term for which funding is sought or the student's withdrawal date, whichever occurs first.
3. Participating Eligible High Schools, Home Study programs and Eligible Postsecondary Institutions may set earlier institutional deadline dates for each school term to meet institutional requirements and program regulations.

(The remainder of this page is intentionally blank.)

1609. Award Amounts.

1. GSFC will annually publish the rates to be paid for Tuition, Mandatory Fees and required books at Eligible Postsecondary Institutions. Annual rates may vary based on course type, course delivery site, institution sector or term of enrollment.
2. Where the actual Tuition rate charged for a course is less than the annually published rate, the Dual Enrollment award shall not exceed the approved amount per hour for the institution nor the actual Tuition rate.
3. The Dual Enrollment award can only be applied to Tuition, Mandatory Fees and Books, not other Cost of Attendance (COA) expenses.
4. Eligible Postsecondary Institutions must provide textbooks required for courses taken through the Dual Enrollment Program at no cost to the student. If the course textbook and/or course homework delivery method is provided online or online materials are used in lieu of a physical textbook, the institution must provide the access code at no cost to the student.
 - a. The Eligible Postsecondary Institution is permitted to charge a Dual Enrollment recipient a fine for a lost or damaged book which was loaned to the student. The student may be charged the cost of the book for the specific course or \$75.00, whichever is less.
5. For a student who is enrolled at two or more Eligible Postsecondary Institutions during a single term, the student may receive the published Dual Enrollment rate only for hours listed on the funding application, up to the per term maximum Dual Enrollment funding limit of 15 semester or 12 quarter hours and up to the 30 semester or 45 quarter paid hours Funding Cap.
6. The Eligible Postsecondary Institution may charge students Tuition, Mandatory Fees and required book costs in cases of:
 - a. The term in which the student reaches the Funding Cap, the Eligible Postsecondary Institution may charge Tuition and a prorated portion of the Mandatory Fees and required book costs, based on credit hours not covered by Dual Enrollment funding.
 - b. The Eligible Postsecondary Institution may charge students who chose to continue to enroll in additional terms and courses exceeding the funding cap, are not subject to these regulations.
 - c. The Eligible Postsecondary Institution may charge for courses that do not appear on the approved course directory but which the student chooses to enroll.

1609.5. Tuition Amount Reductions.

1. If a student is receiving student aid from a source other than the Dual Enrollment Program and such aid is required by the donor to be applied to the student's Tuition and Fee charges, and such award plus the Dual Enrollment funds are equal to or greater than the student's Tuition and Fee charges, then the student's Dual Enrollment award must be reduced, so that the total aid is equal to the Tuition and fee charges.

1609.6. Awards Per School Term.

1. The Dual Enrollment Program is available to students for the standard academic 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.
 - i. All approved courses within the term must be listed on the term specific Dual Enrollment funding application.
2. Regardless of the structure of an Eligible Postsecondary Institution's school terms, a student cannot receive Dual Enrollment payment for more than three semesters or four quarters per Award Year.

1609.7. Student Notification of Award.

1. Eligible Postsecondary Institutions must notify each Dual Enrollment recipient of the amount he or she is awarded for the Award Year and identify such funds as a Dual Enrollment Program award.
2. The Eligible Postsecondary Institution must notify the student of charges not covered by Dual Enrollment funding.

1610. Invoicing Requirements.

1610.1. Submission of Invoices.

1. Eligible Postsecondary Institutions may submit Dual Enrollment Tuition Mandatory Fees and book allowance invoices to GSFC as early as 15 calendar days prior to the first day of classes for the postsecondary school term.
2. Invoices must be submitted through GSFC's online invoicing system, Scholarship Up-to-date Records for Electronic Reporting (SURFER), processed, and approved by GSFC by the Invoicing Deadline Date as established by GSFC. Each invoice submitted by the Eligible Postsecondary Institution must include Enrolled-Hours, Paid-Hours, Learning Support and the student's program of study major, when applicable to the program.
 - 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.

1610.2. Payment of Invoices.

1. Dual Enrollment funds are paid to Eligible Postsecondary Institutions by electronic transfer of funds on behalf of eligible students each school term upon submission to GSFC of a Dual Enrollment Program invoice.
 - a. The Dual Enrollment invoice hours must match the hours approved and listed on the student's Dual Enrollment funding Application.
 - b. If the Dual Enrollment courses are not listed on the student's postsecondary transcript, then no Dual Enrollment funds may be retained by the postsecondary institution.

1610.3. Crediting of Student Accounts.

1. Upon receipt of Dual Enrollment payments from GSFC, the Eligible Postsecondary Institution must credit the amount of payment on behalf of an eligible student to the student's Tuition, Mandatory Fees, and book allowance.

(The remainder of this page is intentionally blank.)

1611. College HOPE Eligibility Calculation Service (CHECS) Reporting Requirements.

1611.1. CHECS.

1. All Eligible Postsecondary Institutions must utilize the College HOPE Eligibility Calculation Service (CHECS) to report student transcript data for all Dual Enrollment students.
2. All Postsecondary institutions must timely submit through CHECS student transcript data records for all Dual Enrollment students for the purpose of tracking enrollment and academic performance.
3. The Eligible Postsecondary Institution must submit, for the ending term, Dual Enrollment transcript academic records for CHECS transcript history prior to the upcoming term invoices being paid.
 - a. Invoices for any term will be held in a pending status until transcript academic records for the preceding term are submitted and for CHECS transcript history are processed.
4. Academic transcript data must be submitted regardless of any unpaid balance owed to the Postsecondary Institution.

(The remainder of this page is intentionally blank.)

1612. Return of Funds Requirements.

1612.1. Calculation of Return of Funds.

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 due to the adjustment of tuition charges, a portion of such refund may need to be returned to the Dual Enrollment fund.
 - a. A student is ineligible for the Dual Enrollment funds 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.
 - b. If the Eligible Postsecondary Institution invoiced GSFC prior to the student's total withdrawal, then the Eligible Postsecondary Institution must cancel the student's Dual Enrollment award for that term through the SURFER system.
 - c. If the Dual Enrollment courses are not listed on the student's transcript, then no Dual Enrollment funds may be retained by the postsecondary institution.
2. To determine the refund due to the Dual Enrollment Program, the Eligible Postsecondary Institution must apply the institution's refund policy to the student's Dual Enrollment award amount.
3. The Eligible Postsecondary Institution must determine the amount of the refund due back to the Dual Enrollment Program. The amount of the Dual Enrollment award not determined to be owed back to the Dual Enrollment 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 student only received Dual Enrollment funds, the Eligible Postsecondary Institution should return the funds determined to be owed to the Dual Enrollment Program within forty-five (45) calendar days of the refund determination.
 - c. The Dual Enrollment tuition, book and fee funds can only be received and/or retained by the postsecondary institution if the Dual Enrollment courses appear on the student's transcript.

1612.2. 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. GSFC will notify the borrower that they are in default and GSFC 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.

(The remainder of this page is intentionally blank.)

1613. Reconciliation Requirements.

1613.1. 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 through Postsecondary Functions, that the number of students submitted for payment, total invoiced by the Eligible Postsecondary Institution, the number of students awarded, and total issued by GSFC, according to Postsecondary Functions, 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.

1613.2. Fiscal Year End Reconciliation.

1. In addition to the Term-Reconciliations, the Eligible Postsecondary Institution must conduct the Fiscal Year End Reconciliation through Postsecondary Functions.
 - 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 form by July 15, immediately following the completion of the Fiscal Year for each State Program, verifying accuracy of each invoice submitted by the Eligible Postsecondary Institution with respect to Enrolled-Hours, Paid-Hours, Learning Support and the student's program of study information, when applicable to the program; and
 - ii. Return to GSFC any funds not utilized according to the Fiscal Year End Reconciliation by August 15 after the beginning of the new Fiscal Year.
 - b. GSFC will not issue any state scholarship or grant funds for the Fall term until the previous Fiscal Year End Reconciliation process is complete.
 - c. The Eligible Postsecondary Institution must have a procedure in place to ensure that the state scholarship and grant funds do not go to an unintended third party (i.e., state, postsecondary institution).

1614. Records Retention Requirements.

1614.1. Length of Retention.

1. An Eligible High School, Home Study program and an Eligible Postsecondary Institution shall maintain accurate records, books, documents and other evidence concerning the Dual Enrollment Program, including, but not limited to, individual student files for whichever is longer:
 - a. Three years after the academic year the student participated or 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 GSFC.

1614.2. 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 and available for review by GSFC on the 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 Dual Enrollment funds (refer to *Section 1613*).
2. Documents are permitted to be maintained 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. Documentation regarding a student's eligibility is not limited to files, records, and other information received and maintained.
 - b. Documentation supporting a student's eligibility that is received and maintained by admissions office, registrar's office, business office, or other administrative operations of the high school or institution must be available to GSFC for the purpose of Compliance Reviews.
3. It is the Eligible High School, Home Study program or Eligible Postsecondary Institution's responsibility to resolve any inconsistencies or conflicting information within a student's records, prior to awarding or disbursing Dual Enrollment funds to the student.

1614.3. Extended Retention.

1. An Eligible High School, Home Study program or 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 1613.1*. If the three-year retention period expires before the issue in question is resolved, the high school, home study or Institution must continue to retain all associated records until resolution is reached.

(The remainder of this page is intentionally blank.)

1615. Administrative Review and Exceptions.

1615.1. Administrative Review.

1. The Dual Enrollment Program Regulations are applied to each student considered for Dual Enrollment funds by appropriate officials of Eligible Postsecondary Institutions and by the administrative staff of GSFC.
2. If a student believes a Dual Enrollment Program rule or regulation was incorrectly applied in his or her case, the student has the right to file a request for an Administrative Review with GSFC.
3. In order for an Administrative Review to be considered, the student must submit a written request for an Administrative Review to GSFC's office within 45 calendar days of receiving notice of denial. 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 by the student, rather than a personal presentation.

1615.2. Exceptions.

1. The Board of Commissioners of GSFC may grant a Dual Enrollment Exception to a student who fails to meet the regulatory requirements for Dual Enrollment funds in very limited and exceptional cases, as provided by *Section 1615.3 Guidelines for Approval of an Exception Request*. The Board of Commissioners has sole discretion to grant an Exception based on the circumstances presented by a student.
 - a. No student has the right to a Dual Enrollment award under any circumstances described in *Section 1615.4*.
 - b. No student has the right to appeal the denial of an Exception by the Board of Commissioners.
 - c. Each individual Dual Enrollment recipient is limited to one Exception, as granted by the Board of Commissioners, and such Exception shall only apply to one school term, during which Dual Enrollment funds were received.

- d. The authority of the Board of Commissioners to grant Exceptions extends only to the determination to continue enrollment after the withdrawals or to retake a course and only to the extent the Exception would not be contrary to the 30 semester or 45 hours program Funding Cap or to state law. The Board of Commissioners does not have authority to revise a student's high school nor postsecondary academic transcript record nor allow for additional hours of Dual Enrollment program funding eligibility. The Exception solely allows for continued participation in the Dual Enrollment program, up to the Funding Cap.
2. Exceptions which indicate the student's inability to attend class(es) and complete coursework may be granted in cases of:
 - a. A Serious Illness, Serious Injury experienced by the student in which the student was unable to function and received treatment during the academic term, and within forty-five days preceding the term for which the Exception is being requested; or
 - b. An Immediate Family Member and/or stepparent or stepsibling experienced a Serious Illness or Serious Injury and the student had to provide temporary care of the family member. The family member's Serious Illness or Serious Injury must have occurred during the academic term, and within forty-five days preceding the term for which the Exception is being requested; or
 - c. Death of an immediate family member and/or stepparent or stepsibling which occurred during the term for which Dual Enrollment program funding was received will be considered. In cases, the family member's death must have occurred during the academic term, and within forty-five days preceding the term for which the Exception is being requested.
 - d. Written support from the high school and postsecondary institution may be required based on the circumstance of the Exception request.
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 the Exception Request form with supporting documentation to GSFC's office during the academic term, and within forty-five days preceding the term for which the Exception is being requested.
 - b. Exception requests may be submitted to GSFC via US mail, email, or hand delivery. All required documentation must be provided at the time of submission. Incomplete submissions cannot be considered.

- c. Documentation required to be considered for an Exception by GSFC must be received by close of business on the deadline date listed below. In some cases, it may be necessary to wait until the next board meeting to convene before a decision can be rendered.

Deadline Submission Dates:

Submission Deadline	Board Meeting
First Friday in July	August
First Friday October	November
First Friday in January	February
First Friday in April	May

- 4. GSFC staff shall review each request for an Exception to determine whether such request satisfies the Guidelines for Approval of an Exception set forth in *Section 1615.3*.

Each request for an Exception that has been determined by GSFC staff to satisfy the Guidelines for Approval of an Exception as set forth in *Section 1615.3* shall be summarized by staff and presented to the Public Policy and Law Committee of the Board of Commissioners. 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.

- a. GSFC staff will notify the student, the student’s high school and the postsecondary institution of the Board of Commissioners’ decision within seven calendar days of the approval or denial.
- b. The Board of Commissioners has heretofore authorized staff to deny, on its behalf, each request for an Exception that has been determined by GSFC staff to fall within the Guidelines for Denial of an Exception as set forth in *Section 1615.4*. Such requests for an Exception shall not be presented to the Public Policy and Law Committee of the Board of Commissioners, unless the student, having been informed of the denial, shall have requested that such request be submitted to the Public Policy and Law Committee, by the deadline set forth in *Section 1615.2.c above*.

1615.3. Guidelines for Approval of an Exception

1. Exceptions classifications are based on the following guidelines:

A1D During participation withdrawal from two (2) Dual Enrollment courses for which funding was received due to a Serious Illness, Serious Injury experienced by the student or Immediate Family Member and the student had to provide temporary care of the family member or Death of an Immediate Family Member.

- a. Requests for an Exception may be granted for a Dual Enrollment student who, has withdrawn from two (2) Dual Enrollment courses. A lab component corequisite course, when withdrawn in the same term as the lecture/classroom course, is considered as one course withdrawal.
- b. The granting of an Exception allows the student to continue to receive Dual Enrollment funding up to the 30 semester or 45 quarter hours Funding Cap. Exceptions do not allow for additional hours of Dual Enrollment program funding eligibility. Students must meet all other eligibility requirements.

A2D During participation wishes to retake or repeat a Dual Enrollment course, for which funding was received and experienced a Serious Illness, Serious Injury experienced by the student or Immediate Family Member and the student had to provide temporary care of the family member or Death of an Immediate Family Member requests for an Exception may be granted for a Dual Enrollment student who wishes to retake or repeat a Dual Enrollment course which the student was enrolled.

- a. The student may continue to receive Dual Enrollment funding up to the 30 semester or 45 quarter hours Funding Cap. Exceptions do not allow for additional hours of Dual Enrollment program funding eligibility. Student must meet all other eligibility requirements.

1615.4. Guidelines for Denial of an Exception

1. Requests for an Exception based on the following classifications will be denied:

- D1D If the student does not provide an Exception Request form and supporting documentation in writing during the academic term, and within forty-five days preceding the term of withdrawal or requesting to retake a course and be approved for Dual Enrollment funding.
- D2D If the student does not provide the Exception Request form with documentation prior to or before the student's last term of high school enrollment.
- D3D If the student withdrew from a course(s) while continuing to attend other postsecondary and/or high school or home study program courses, during the term or time period.
- D4D If the basis of the request is the diagnosis of or presence of a learning disability.
- D5D 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.
- D6D If the basis of an Exception request is to have a student's postsecondary grade(s) earned in the Dual Enrollment funding Program forgiven or altered by GSFC staff.
- D7D If the basis of the request is the death of an Immediate Family Member and/or stepparent, stepchild or step-sibling, and the death did not occur within the six months immediately preceding the student's official date of withdrawal from the academic term for which the Exception is being requested.
- D8D If the student is beyond his or her Funding Cap.
- D9D If the student no longer enrolled at an eligible high school or home study program.
- D10D If the basis of the request is a reason other than those specifically listed in *Section 1615.3.* of these regulations.

1616. Compliance Reviews.

1616.1. Compliance Review Policy.

1. GSFC may conduct Compliance Reviews of Eligible High School, Home Study program or Eligible Postsecondary Institutions participating in the Dual Enrollment Program in order to assess institutional administration of the program and compliance with the program's regulations. Compliance Reviews are conducted in accordance with GSFC's *Compliance Review Process and Procedures* document, which is available at gsfc.georgia.gov, under *Information for School Compliance*.

1616.2. Compliance Review Process.

1. GSFC selects a sampling of the Eligible High School or Home Study Program eligible students, for the Award Year under review, and the school'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 Eligible High School or Home Study program (refer to *Section 1614.*).
 2. GSFC selects a sampling of the Eligible Postsecondary Institution's recipients, for the Award Year under review, and the 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 1614.*).
- a. GSFC will exclude SAP determinations, in the selected sample of any USG or TCSG institution, that has submitted a signed certification to GSFC's Compliance Department 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 SAP requirements;and
 - ii. The SAP determinations have been fairly and consistently applied with respect to all students receiving the Dual Enrollment awards.
 - b. Such certification must be submitted annually to the Compliance Department of GSFC.
 - i. Failure to provide such certification will result in a review of SAP determinations made for Dual Enrollment recipients in the selected sample.

1616.3. Corrective Actions and Institutional Repayment.

1. In the event it is determined that an Eligible High School or Home Study program, knowingly or through error certified an ineligible student to be eligible for the program established under these regulations, GSFC may institute corrective actions, including but not limited to suspension or removal of the Eligible High School's or Home Study Program's program participation eligibility.
2. In the event it is determined that an Eligible Postsecondary Institution knowingly or through error certified an ineligible student to be eligible for Dual Enrollment, the amount of such grant shall be refunded by the Eligible Postsecondary Institution.
3. GSFC may suspend an Eligible Postsecondary Institution from receiving Dual Enrollment payments if the Eligible Postsecondary Institution fails to timely refund any monies deemed due based on the Compliance Review.
4. 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 purposes of enabling an ineligible student to wrongfully obtain a Dual Enrollment award shall be guilty of a misdemeanor.
5. If evidence not available at the time of awarding indicates that a student should not have received Dual Enrollment funds, then all future Dual Enrollment awards for that student must be canceled.
 - a. 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 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.).
6. The Eligible Postsecondary Institution must notify the student and GSFC of a refund due to GSFC.
7. If GSFC determines the student's file is not adequately documented, then the Eligible Postsecondary Institution may be solely responsible for the repayment.