

Nathan Deal  
GOVERNOR



Georgia Student Finance Commission  
Georgia Student Finance Authority  
Georgia Higher Education Assistance Corporation  
**GAfutures.org**

Caylee Noggle  
INTERIM PRESIDENT

Publication Date: May 09, 2018  
DCL ID: 2019-01

Subject: 2018-2019 State Scholarship, Grant and Loan Program Regulations  
Tuition Award Charts  
Invoicing and Extension Request Deadlines

Dear Colleague:

The following is information regarding the 2018-2019 (FY 2019) State Scholarship, Grant and Loan Program Regulations (Program Regulations) and the HOPE, Zell Miller, Dual Enrollment, and Georgia National Guard (GNG) Award Charts and the deadline for term and year-end invoicing and extension requests.

### **2018-2019 State Program Regulations**

The Georgia Student Finance Commission (GSFC) and the Georgia Student Finance Authority (GSFA) Boards approved the Program Regulations at their May 4, 2018 Board meeting. The Program Regulations are effective July 1, 2018 and awards are effective Fall Term 2018. The 2018 – 2019 Program Regulations and an executive summary will be posted at [gsfc.org](http://gsfc.org) by May 11, 2018. A link to the 2018-2019 Program Regulations can also be found at **GAfutures.org** under “Shortcuts.”

In addition to the changes made to the Program Regulations for clarity, other changes were made to effectuate legislation passed during the 2018 session of the Georgia General Assembly and as a result of suggestions. Listed below are several regulatory changes that affect postsecondary institutions as they administer state program requirements.

- A three percent increase is approved for HOPE Scholarship – Public and Private Institutions, HOPE Grant, and Zell Miller Scholarship – Private Institutions, effective Fall term 2018 (FY 2019) (HB 684).
- Georgia National Guard members and members of a reserve component of the United States Armed Forces assigned to a reserve unit located in Georgia shall be treated as a Georgia resident for purposes of HOPE and Zell Miller Scholarship and Grant eligibility (SB 82).
- A College HOPE Eligibility Calculation Service (CHECS) section added to the HOPE and Zell Miller Scholarship and Grant Regulations indicating the required participation of Eligible Postsecondary Institutions to submit student academic transcript data for HOPE and Zell Miller Scholarship and Grant GPA calculation, checkpoints and hours.
- Clarified coursework for which a student may receive HOPE or Zell Miller Grant payment and application of awards.

- A Dual Enrollment Program revision allows funding for a maximum of 15 semester or 12 quarter hours per term (HB 684).
- Dual Enrollment Transportation Grant for public high schools is no longer funded (HB 684).
- Georgia National Guard Service Cancelable Loan program has several revisions; including graduate level programs are eligible and a 120 semester or 180 quarter paid-hours limit. Undergraduate applicants must complete a FAFSA and all applicants must agree to a two (2) year service commitment in the Georgia National Guard following the last term of enrollment (HB 700).
- Clarified Scholarship for Engineering Education and Scholarship for Engineering Education for Minorities recipients must be enrolled in an engineering program accredited by the Engineering Accreditation Commission of the Accrediting Board for Engineering and Technology (ABET) at an Eligible Postsecondary Institution and graduate from an approved ABET program to qualify for service cancellation.
- An Eligible Postsecondary Institution definition is revised to include previously approved non-profit private institutions that do not have SACS accreditation for a five-year eligibility period (HB 432).

### **Award Charts**

State Program Award Charts for 2018-2019 for HOPE Scholarships – Public and Private Institutions, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant, and Dual Enrollment, effective Fall Term 2018, will be posted no later than May 11, 2018. Printable award charts are available on [gsfc.org](http://gsfc.org) and searchable award charts are available on [GAfutures.org](http://GAfutures.org) under “Trending.”

### **FY 2019 (Upcoming Fiscal Year) Invoicing**

The [FY 2019 Invoicing and Extension Request deadline chart](#) is now available.

### **FY 2018 Invoicing and Extension Request Deadlines**

As in the past, the Program Regulations require that all invoices for a term be fully submitted, processed, and approved for payment by the invoicing term deadline. Spring term 2018 invoices are due June 8, 2018. A postsecondary institution needing an extension to process current fiscal year invoices beyond June 8 must submit a request for extension to GSFC by June 8. See the [FY 2018 Invoicing and Extension Request deadline chart](#) for reference.

The request for extension must include the reason an extension is needed, program(s), number of invoices, and the approximate total dollar amount of the invoices to be submitted. Extensions for the current fiscal year's invoices may be granted through June 22, 2018.

The Program Regulations require postsecondary institutions to complete a year-end reconciliation of each state program for which funds were received for the year, and submit a year-end reconciliation form by July 15.

### **Prior Year Invoices**

Invoices for prior fiscal years will not be paid except under certain extraordinary and narrowly defined circumstances. The Program Regulations allow an invoice to be paid after the year-end invoicing only if failure to meet the deadline was due to the need for supplemental documentation including, but not limited to, information required for the student's college admission (e.g., proof of citizenship or residency), late grades, grade changes or other adjustments made to the student's official academic transcript that result in a change in a student's eligibility. A postsecondary institution needing to submit a prior year's invoice(s) must email GSFC's Student Aid Services Department with the invoice, student information, and the reason for missing the deadline (e.g., the documentation that became available after the deadline, as noted above).

If a postsecondary institution needs to submit invoices or increase the award amount on existing invoices after the year-end reconciliation, the director of financial aid must submit a written request to GSFC's Student Aid Services Department including the following:

1. The reason for the prior year late invoice request.
2. The number of invoices.
3. The total dollar amount of the invoices to be submitted.

If the requests for the invoices to be paid after the year-end reconciliation total more than ½ percent of the total amount disbursed to the postsecondary institution for the corresponding program in the current fiscal year, the institution's president must submit a written request to GSFC including the following:

1. The reason for the prior year invoice request.
2. The number of invoices.
3. The total dollar amount of the invoices to be submitted.
4. A corrective action plan outlining measures that will be taken in the future to meet the published invoicing deadlines which shall include, but not be limited to, the following:
  - a. Staff and/or system changes implemented that ensure timely submission of invoices.
  - b. Dates and content of training to prepare staff for timely submission of invoices.
  - c. Supplemental documentation relating to delays.

If you have questions relating to regulations, deadlines, or eligibility, please contact Pennie Strong, Vice President, Student Aid Services, at 770.724.9014 or [pennies@gsfc.org](mailto:pennies@gsfc.org).

Sincerely,



Caylee Noggle,  
Interim President



## Fiscal Year 2019 Invoicing and Extension Request Deadlines

### Invoicing Deadlines - All State Scholarship and Grant Programs

| Term   | All State Scholarship and Grant Invoicing Deadline Dates | Yearend Deadline to Request an Extension for any program |
|--------|----------------------------------------------------------|----------------------------------------------------------|
| Summer | October 26, 2018                                         | June 8, 2019                                             |
| Fall   | February 15, 2019                                        | June 8, 2019                                             |
| Winter | April 19, 2019                                           | June 8, 2019                                             |
| Spring | June 8, 2019                                             | June 8, 2019                                             |

### Reconciliation Deadline for all programs - July 15, 2019

**Programs include:** All HOPE Programs (GED, Grant and Scholarship), Zell Miller (Grant and Scholarship), HOPE Career Grant, Dual Enrollment, GA Tuition Equalization Grant, All ROTC and Military Grants & Scholarships, HERO Scholarship, GA Public Safety Grant, Scholarship for Engineering, Minority Scholarship for Engineering, GA National Guard and Student Access Loan Program.

### Return of Funds Deadline for all programs - August 15, 2019

#### Be Advised:

- Extensions for late invoicing may be requested until June 8, 2019. No extension Requests will be considered after June 8, 2019.
- Any extension granted will end no later than June 21, 2019. No extension will extend beyond June 21, 2019.
- No invoices for Fiscal Year 2019 will be processed beyond June 21, 2019.
- The online Reconciliation Process (through SURFER) must be completed and submitted for each program in which funds were received for that fiscal year.
- If June 8 or July 15 falls on a Saturday or Sunday, the deadline is automatically the following Monday.
- The Commission will not issue state scholarship, grant or service cancelable loan funds for the Fall term following the Fiscal Year until the Fiscal Year End Reconciliation process is complete.

FY2019 Invoicing Deadlines

Page 2 of 3

May 9, 2018

If you have any questions or need assistance with the term or Year End Reconciliation process, please, contact:

GSFC's Origination and Disbursement Specialists at: [OandD@gsfc.org](mailto:OandD@gsfc.org) or 800.505.GSFC, option 5, option 1.

Associate Vice President, Student Aid Services, Gary Mann at: [garym@gsfc.org](mailto:garym@gsfc.org) or 770.724.9039 or 800.505.4732 ext. 9039.

The Origination and Disbursement team will be working diligently to process invoices and reconciliations. We appreciate your efforts in administering the State Scholarship, Grant and Loan Programs and in completing the program reconciliations.

Pennie Strong  
Vice President, Student Aid Services