

APA-2

Alabama Commission on Higher Education

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Commission on Higher Education (Commission)

RULE NO. & TITLE: 300 – 4 – 4 - .04, Awarding Procedures

INTENDED ACTION: Amendment

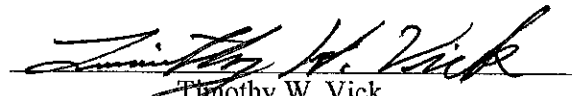
SUBSTANCE OF PROPOSED ACTION:

To update procedures related to deadlines and processing for the Alabama National Guard Educational Assistance Program in order to maintain compliance with provisions of the Title IV Higher Education Act of 1965.

TIME, PLACE, MANNER OF PRESENTING VIEWS: Persons wishing to present views on these amended rules may contact Tim Vick, Director of Operations and Fiscal Services, Alabama Commission on Higher Education, P.O. Box 302000, Montgomery, Alabama 36130-2000, Telephone 334-353-9153 between 8 a.m. and 5 p.m. each day up to and including March 24, 2017.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: March 24, 2017

CONTACT PERSON AT AGENCY: Timothy W. Vick


Timothy W. Vick
Interim Executive Director

CHAPTER 300-4-4: AWARDING PROCEDURES

(1) 300-4-4-.04 Awarding Procedures. The following procedures shall be the method used by the Alabama Commission on Higher Education for making available Alabama National Guard Educational Chapter 300-4-4 Higher Education Supp. 9/30/14 4-4-6 Assistance Program awards to eligible students at eligible institutions:

(a) Applications may be obtained from eligible institutions, the Alabama Military Department, and from the Alabama Commission on Higher Education.

(b) Applications shall be completed by student applicants. All information requested on the Alabama National Guard Educational Assistance Program Application must be completed and the form mailed or delivered to the Alabama National Guard Educational Assistance Program office. Applications will not receive consideration for grant payment if received in the Alabama National Guard Educational Assistance Program office after ~~August 1~~ September 30 of the academic year for which grant funds are being requested. If all items and information requested on the application form are not completed, the application is invalid and the student is ineligible to receive an Alabama National Guard Educational Assistance Program payment.

1. Each application shall have a preliminary review of the Alabama Military Department and the institution to determine if the application is complete and meets the eligibility criteria for a grant.

2. Each student applicant shall be notified by the Alabama Military Department or the institution, as appropriate, when the application is incomplete and additional information is needed. The Alabama Military Department, the institution or the Alabama Commission on Higher Education, as appropriate, shall notify each student who does not meet all eligibility criteria and is, therefore, ineligible for an Alabama National Guard Educational Assistance Program awards.

(c) All applications which pass the preliminary review for eligibility shall be compared to other appropriate departmental or institutional records. Such records shall be used to verify that each student applicant is an eligible student as defined in section .02 (7).

(d) ~~The Unit Commander and the~~ Adjutant General of the Alabama National Guard, or his representative, ~~as well as~~ and the institutional financial aid officer shall sign and complete each application of a student determined to be eligible for an Alabama National Guard Educational Assistance Program award.

(e) Each completed application shall be forwarded to the Alabama National Guard Educational Assistance Program Office. Higher Education Chapter 300-4-4 Supp. 9/30/14 4-4-7

(f) Information received from applicants shall be evaluated by the Alabama National Guard Educational Assistance Program Office.

1. Incomplete applications received shall be returned to the eligible institution or the student applicant.

2. Complete applications of eligible students shall be compared with monies available.

3. All Alabama Student Grant Program proceeds for which the student may be eligible shall be deducted from the tuition figure used for Alabama National Guard Educational Assistance Program purposes.

4. Awards will be determined on a first-in, first-out basis as long as funds are available and as specified in .02(3).

(g) All awards made by the Alabama National Guard Educational Assistance Program shall be made to individual students enrolled in eligible programs at eligible institutions in the State of Alabama.

(h) Disbursement of all grants shall be made by check to individual students (by name) or individual students (by name) and the institutions in the State of Alabama. The Alabama National Guard Educational Assistance Program shall have checks prepared for eligible awardees.

1. The Alabama National Guard Educational Assistance Program Office shall prepare vouchers for eligible students for whom funds are available.
2. The Alabama National Guard Educational Assistance Program Office shall verify that each check is properly prepared.
3. Checks shall be mailed along with a certification roster to the institutional Financial Aid Officer for issuing to students.
4. The institution shall issue checks to students and ensure that the institutional official who issues a check signs and dates the roster whenever such check is issued. The completed certification roster shall be returned to the Alabama National Guard Educational Assistance Program Office no later than sixty (60) calendar days after receipt of the certification roster.
5. All checks which are undeliverable by the institution shall be returned to the Alabama National Guard Educational Assistance Program along with the reason for Chapter 300-4-4 Higher Education Supp. 9/30/14 4-4-8 cancelling the checks, no later than sixty (60) calendar days after receipt of the checks.

Author: Timothy W. Vick. Statutory Authority: Code of Ala. 1975, §§31-10-1, et seq. History: Filed August 28, 1984; Amended Filed: March 27, 2017.