

TITLE 281, NEBRASKA ADMINISTRATIVE CODE, CHAPTER  
5

COORDINATING COMMISSION FOR POSTSECONDARY  
EDUCATION

RULES AND REGULATIONS CONCERNING THE  
NEBRASKA SCHOLARSHIP ACT

July 27, 2004 Adoption

TITLE 281 **B** COORDINATING COMMISSION FOR POSTSECONDARY  
EDUCATION  
CHAPTER 5 - RULES AND REGULATIONS CONCERNING THE NEBRASKA  
SCHOLARSHIP ACT

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EDUCATION  
CHAPTER 5 - RULES AND REGULATIONS CONCERNING  
THE NEBRASKA SCHOLARSHIP ACT

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NEBRASKA ADMINISTRATIVE CODE

TITLE 281 - COORDINATING COMMISSION FOR POSTSECONDARY  
EDUCATION

CHAPTER 5 - RULES AND REGULATIONS CONCERNING THE NEBRASKA  
SCHOLARSHIP ACT

001 PURPOSE AND OBJECTIVES

001.01 The purpose of the Nebraska Scholarship Act is to enhance the educational opportunities of Nebraska resident students by providing direct financial assistance to eligible students, based on financial need, attending eligible postsecondary institutions.

002 STATUTORY AUTHORITY

This rule is adopted pursuant to authority granted to the Coordinating Commission for Postsecondary Education in Chapter 85, Sections 1901 through 1919.

002.01 Chapter 85, Sections 1903 through 1910 relating to definitions of eligible students, eligible postsecondary institutions, and tuition and mandatory fees.

002.02 Chapter 85, Sections 1911, 1912, and 1914 relating to the process and procedures for distribution of grants to students based on financial need.

002.03 Chapter 85, Sections 1915 and 1916 relating to criteria for granting an award to an eligible student.

002.04 Chapter 85, Sections 1917 and 1919 relating to the Coordinating Commission for Postsecondary Education's responsibilities.

002.05 Chapter 85, Sections 1913 and 1918 relating to eligible postsecondary educational institutions responsibilities.

### 003 DEFINITIONS

003.01 Commission shall mean the Coordinating Commission for Postsecondary Education.

003.02 Postsecondary Education shall mean the provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education.

003.03 Eligible Postsecondary Educational Institution shall mean a public or private educational institution located in Nebraska which: (1) is primarily engaged in the instruction of students; (2) is satisfying the provisions of Nebraska law relating to the approval and licensure of schools, colleges, and universities; (3) is maintaining accreditation by an accrediting organization recognized by the U.S. Department of Education; (4) is offering courses of instruction in regularly scheduled classes to regularly enrolled undergraduate students who reside in Nebraska and who have

received high school diplomas or the equivalent; and (5) shall have adopted award refund and repayment policies and must make the policies available for inspection by all who request such information.

003.04 Eligible Student shall mean an individual who is domiciled in Nebraska as provided in Nebraska Statute, Section 85-502, and (1) is enrolled as a full- or part-time undergraduate student in an eligible program at an eligible postsecondary institution and (2) is eligible to receive U.S. Department of Education Federal Pell Grant student financial assistance.

003.05 Full-time Equivalency shall mean: the sum of (1) all eligible full-time students (each counting as 1.0) together with (2) the total number of credit or clock hours taken by eligible part-time students divided by 24 semester, 36 quarter, or 900 clock hours as appropriate. The determination of full-time students shall be based upon the directives in 003.06 of these rules and regulations and an award year shall be as defined in 003.11.

003.06 Full-time Student shall mean

(1) For enrollment calculations of full-time equivalent students, an individual who is enrolled in at least 24 semester credit hours, 36 quarter credit hours, or 900 clock hours per award year; or

(2) For tuition and mandatory fee determination, an individual who is enrolled in at least 30

semester credit hours, 45 quarter credit hours, or 900 clock hours per award year.

003.07 Enrollment shall mean the establishment and maintenance of an individual's status as a student in a postsecondary institution, regardless of the definition used at that institution.

003.08 Undergraduate Student shall mean an individual who has not earned a first baccalaureate or professional degree and is enrolled in a postsecondary educational program which leads to, or is creditable toward, a first baccalaureate degree, associate degree, certificate, diploma, or equivalent.

003.09 Financial Need shall mean the financial need determined by an eligible postsecondary educational institution for each student in accordance with the federal needs analysis prescribed in Part F of Title IV of the Higher Education Act of 1965 as amended.

003.10 Substantial Financial Need shall mean the need required by a student who is eligible to receive a Federal Pell Grant.

003.11 Award shall mean a grant of money to an eligible student for educational expenses. Awards shall not exceed:

year: (1) For award years prior to the 2006-07 award

(a) For students who received an award from the Postsecondary Education Award Program

Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2002-03 award year, the greater of the total awards received by the student pursuant to such acts for the 2002-03 award year or one-half of the tuition and mandatory fees for a full-time, resident, undergraduate student for the last completed award year at the University of Nebraska-Lincoln; or

(b) For students who did not receive an award from the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2002-03 award year, one-half of the tuition and mandatory fees for a full-time, resident, undergraduate student for the last completed award year at the University of Nebraska-Lincoln; and

(2) For the 2006-07 award year and each award year thereafter, twenty-five percent of the tuition and mandatory fees for a full-time, resident, undergraduate student for the last completed award year at the University of Nebraska-Lincoln.

003.12 Award Year shall mean that period from July 1<sup>st</sup> of one year through June 30<sup>th</sup> of the succeeding year.

003.13 Award Period shall mean that period of time, as defined by the institution, for which an award is given (example: semester, quarter, 450 contact hours, etc.)

- 003.14      Tuition and Mandatory Fees shall mean (1) for students who received an award from the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2002-03 award year, the student's costs for tuition and mandatory fees for a full-time resident undergraduate student for the last completed award year at the eligible postsecondary educational institutions; or (2) for students who did not receive an award from the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2002-03 award year, the lesser of the student costs for tuition and mandatory fees for a full-time resident undergraduate student for the last completed award year at the eligible postsecondary educational institution or the student costs for tuition and mandatory fees for a full-time resident undergraduate student for the last completed award year at the University of Nebraska-Lincoln.
- 003.15      Educational Expenses shall mean student costs for tuition, mandatory fees, other education related fees, room and board, books, and other costs related to student's education.
- 003.16      Eligible Program shall mean one that is Federal Pell Grant eligible as defined by federal regulations.
- 003.17      Target Level of Funds shall represent the maximum amount of state and federal dollars that may be awarded pursuant to the Act to eligible

students enrolled in eligible postsecondary  
educational institutions.

004 COMMISSION RESPONSIBILITIES

004.01 The Commission shall determine a target level of funds to be distributed to students at each eligible postsecondary educational institution. The target is the maximum total amount that may be awarded to eligible students enrolled at eligible postsecondary education institutions, as determined pursuant to the section.

004.01A Determination of Institutional Target Level of Funds.

(1) Award years prior to the 2006-07 award year. For eligible postsecondary educational institutions when the student cost for tuition and mandatory fees for a full-time, resident, undergraduate student for the last completed award year at the eligible postsecondary educational institution was greater than the student costs for tuition and mandatory fees for a full-time, resident, undergraduate student for the last completed award year at the University of Nebraska-Lincoln:

(a) Determine the number of eligible full-time-equivalent students enrolled at the eligible postsecondary educational institution for the last completed award year;

(b) Determine the number of eligible full-time-equivalent students enrolled at the eligible postsecondary educational institution for the last completed award year who received an

award pursuant to the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2002-03 award year;

(c) For the 2003-04 award year, multiply the number determined in subdivision (1)(b) of this section by the ratio equal to the number of eligible full-time-equivalent students who received an award pursuant to the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act in 2001-02 as well as in 2002-03 at the eligible postsecondary educational institution divided by the number of eligible full-time-equivalent students who received an award pursuant to the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2001-02 award year at the eligible postsecondary educational institution;

(d) For the 2004-05 award year, multiply the number determined in subdivision (1)(b) of the section by the ratio equal to the number of eligible full-time-equivalent students who received both an award pursuant to the Nebraska Scholarship Act for the 2003-04 award year as well as an award pursuant to the Postsecondary

Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2001-02 award year at the eligible postsecondary educational institution divided by the number of eligible full-time-equivalent students who received an award pursuant to the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act in 2002-03 award year as well as in the 2001-02 award year at the eligible postsecondary educational institution;

(e) For the 2005-06 award year, multiply the number determined in subdivision (1)(b) of this section by the ratio equal to the number of eligible full-time-equivalent students who received both an award pursuant to the Nebraska Scholarship Act for the 2004-05 award year as well as an award pursuant to the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2001-02 award year at the eligible postsecondary educational institution divided by the number of eligible full-time-equivalent students enrolled at the eligible postsecondary educational institution who received both an award pursuant to the Nebraska Scholarship Act for the 2003-04 award year as well as an award pursuant to

the Postsecondary Education Award Program Act, the Scholarship Assistance Program Act, or the State Scholarship Award Program Act for the 2001-02 award year at the eligible postsecondary educational institutions;

(f) Multiply the difference of the number determined pursuant to subdivision (1)(a) of this section minus the number determined pursuant to subdivision (1)(c), (d), or (e) of this section by the tuition and mandatory fees determined pursuant to subdivision (2) of division 003.14 of section 003 of this rule;

(g) Multiply the number determined pursuant to subdivision (1)(c), (d), or (e) of this section by the tuition and mandatory fees determined pursuant to subdivision (1) of division 003.14 of section 003 of this rule;

(h) Divide the sum of the products derived pursuant to subdivisions (1) (f) and (g) of this section for each eligible postsecondary educational institution by the sum of the products derived pursuant to subdivisions (1) (f) and (g) and (2) (b) of this section for all eligible postsecondary educational institutions; and

(i) Multiply the total of state and federal funds appropriated for

purposes of distribution pursuant to the Nebraska Scholarship Act by the ratio derived pursuant to subdivision (1)(h) of this section; and

(2) For award years prior to 2006-07. For eligible postsecondary educational institutions when the student costs for tuition and mandatory fees for a full-time, resident, undergraduate student for the last completed award year at the eligible postsecondary educational institution was less than or equal to the student costs for tuition and mandatory fees for a full-time, resident, undergraduate student for the last completed award year at the University of Nebraska-Lincoln:

(a) Determine the number of eligible full-time-equivalent students enrolled at the eligible postsecondary educational institution for the last completed award year;

(b) Multiply the number determined in subdivision (2)(a) of this section by the tuition and mandatory fees as limited pursuant to subdivision (2) of division 003.14 of section 003 of this rule;

(c) Divide the product derived pursuant to subdivision (2) (b) of this section for each eligible postsecondary educational institution

by the sum of the products derived pursuant to subdivisions (1) (f) and (g) and (2) (b) of this section for all eligible postsecondary educational institutions; and

(d) Multiply the total of state and federal funds appropriated for purposes of distribution pursuant to the act by the ratio derived pursuant to subdivision (2)(c) of this section.

(3) For award years 2006-07 and each award year thereafter for all eligible postsecondary educational institutions:

(a) Determine the number of eligible full-time-equivalent students enrolled at the eligible postsecondary educational institution for the last completed award year;

(b) Multiply the number determined in subdivision (2)(a) of this section by the tuition and mandatory fees as limited pursuant to subdivision (2) of division 003.14 of section 003 of this rule;

(c) Divide the product derived pursuant to subdivision (2) (b) of this section for each eligible postsecondary educational institution by the sum of the products derived pursuant to subdivisions (1) (f) and (g) and (2) (b) of this section for

all eligible postsecondary educational institutions; and

(d) Multiply the total of state and federal funds appropriated for purposes of distribution pursuant to the act by the ratio derived pursuant to subdivision (2)(c) of this section.

004.02 Prior to June 1 of each award year, the Commission shall receive recommendations as often as necessary from each eligible postsecondary educational institution listing proposed awards to eligible students, including name, social security number of each eligible student, and amount of proposed award for each eligible student and other information necessary for the Commission to determine compliance with the Act.

004.03 Within thirty days after receiving recommendations pursuant to 004.02 of this rule, the Commission shall review the recommended awards for compliance with the Nebraska Scholarship Act and its rules and regulations, and notify each eligible postsecondary educational institution of the approval or disapproval of recommended awards.

004.04 If awards are disapproved, the eligible postsecondary institution may resubmit the recommended list of awards to eligible students after modifying the recommendation to address the disapproved awards. The Commission will review the modified list of recommendations in a timely manner.

- 004.05 Upon approval of awards, the Commission shall distribute funds appropriated to the Nebraska Scholarship Act to each eligible institution, based on the level of approved awards, for direct disbursement to eligible students as determined by the Commission according to the provisions of the Act.
- 004.06 As a separate requirement for federal reporting purposes, due to the state's participation in the federal LEAP and SLEAP programs, each eligible institution shall report annually to the Commission information required by the U.S. Department of Education pertaining to the federal funds distributed to students within the last completed award year. Only those institutions providing this information are eligible for participation in the program. The Commission shall then report this information to the Department of Education.
- 004.07 The Commission shall supervise the issuance of public information concerning the Nebraska Scholarship Act, which will be commonly known as the Nebraska State Grant (NSG) program.
- 004.08 The Commission shall assure through regular audits and reports that institutions, as agents of the Commission, maintain fiscal control and fund accounting procedures as are necessary to assure proper disbursement of funds and compliance with the Act.

005 INSTITUTIONAL RESPONSIBILITIES (as agents of the Commission)

- 005.01 The eligible postsecondary educational institution shall act as an agent of the Commission to disburse the awards directly to eligible students during the award year.
- 005.02 As agents of the Commission, the eligible postsecondary educational institutions shall:
- 005.02A Receive and process applications for awards from enrolled students as determined by the Nebraska Scholarship Act.
  - 005.02B Determine eligibility of students based on criteria established in Commission rules and regulations as set forth in the definitions of the Act.
  - 005.02C Determine awards without regard to race, creed, color, national origin, ancestry, age, sex, or handicap.
  - 005.02D Submit, prior to June 1 of each award year, recommendations as often as necessary to the Commission for awards to eligible students, including the name of each eligible student, social security number of each eligible student, the recommended amount for each eligible student, and other information necessary for the Commission to determine compliance with the Act.
  - 005.02E After notification of approval of awards to eligible students and distribution of total award amounts approved for eligible students by the Commission, disburse the awards directly to the eligible students during the award year.

005.02F Require all award recipients to certify that the award will be used only for educational expenses.

005.03 Maintenance of all recipient records of awards shall be the responsibility of the eligible postsecondary educational institution.

005.04 Disbursement of awards made by an institution shall cover at least one award period but no more than one award year. This does not prevent an institution from making awards to the same students in successive years.

005.05 To participate in the Act, all eligible postsecondary educational institutions shall complete an annual application provided by the Commission for such purpose. Postsecondary educational institutions failing to complete the application, in its entirety within the time period allowed, may be deemed ineligible to participate in the Act for the application award year. (See Appendix A and B)

005.06 An audit trail shall be established by each participating institution. Institutional and student records are subject to normal auditing procedures by the State of Nebraska and the Coordinating Commission for Postsecondary Education pursuant to the requirement that institutions maintain fiscal and fund accounting procedures necessary to assure proper disbursement of funds and compliance with the Act.

005.07 Any award recipient that discontinues attendance before the end of the award year shall remit any award balance allowable to the eligible postsecondary institution pursuant to the institution's withdrawal policy.

005.08 Prior to June 1 of each award year, an institution may make new recommendations to the Commission as needed when funds are returned in accordance with its institutional refund policy. The Commission shall review the submissions pursuant to 004.03 of this rule. Award funds not awarded within the award year in which the funds were allocated shall be returned to the Commission by the institution at a time specified by the Commission.

005.09 Eligible institution reporting requirements:

005.09A The eligible postsecondary educational institution shall submit a year-end report as requested by the Commission. The report shall include, but not be limited to: recipient's name, recipient's Social Security number, amount disbursed to recipient, and the institution's unmet need data as defined by the Commission.

005.09B As a separate requirement for federal reporting purposes, due to the state's participation in the federal LEAP and SLEAP programs, each eligible institution shall report annually to the Commission information required by the U.S. Department of Education pertaining to the federal funds distributed to students within the last completed award year. Only those

institutions providing this information are eligible for participation in the program.

005.09C The eligible postsecondary educational institution shall comply with the Commission's requests for reports to verify award amounts and eligibility of individual student recipients. The eligible institutions shall also comply with requests for reports necessary to complete federal reporting requirements. Any eligible postsecondary educational institution not providing the requested reports as outlined by the Commission within the time period allowed shall be deemed in non-compliance with the Nebraska Scholarship Act and may be ineligible to participate in the Act and receive scholarship funding for eligible students.

005.10 Aid may not be awarded or disbursed from this Act if that aid, when combined with all other resources, would exceed the student's financial need or is not in compliance with federal award guidelines.

## 006 STUDENT RESPONSIBILITIES

006.01 A student shall be eligible to receive a Federal Pell grant from the United States Department of Education.

006.02 The student shall complete a financial aid application at the eligible postsecondary education institution to be eligible to be considered for an award.

- 006.03 A student shall be an undergraduate and a resident who is domiciled in Nebraska as provided by section 85-502.
- 006.04 A student receiving an award under the Nebraska Scholarship Act shall certify to use the award for educational expenses only.
- 006.05 The student shall maintain satisfactory academic progress, as defined by the institution.
- 006.06 If the student award recipient discontinues attendance before the end of an award period, the student shall remit to the institution any award balances in accordance with the institution's withdrawal or refund policy addressing that issue.

007 STUDENT APPEAL PROCESS

- 007.01 Students who are adversely affected by the actions of the Commission or an eligible postsecondary educational institution in the distribution of funds or granting of awards may appeal the decision.
- 007.01A Students shall first make an appeal directly through the eligible postsecondary educational institution's financial aid appeal procedure.
- 007.01B Students who desire further consideration of an institutional decision may appeal, in writing, to the Coordinating Commission for Postsecondary Education within 21 calendar

days of the institutional decision. The decision of the Commission shall be final unless appealed to the District Court pursuant to the Administrative Procedure Act.

Appendix A - Application for Schools whose Tuition and Fees are Greater than the University of Nebraska - Lincoln

**Nebraska State Grant Application**

Information for the Nebraska Scholarship Program Act

[YYYY-YY]

Institution \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Please read the instructions carefully.** Complete and return to J. Ritchie Morrow, Coordinating Commission for Postsecondary Education, P.O. Box 95005, Lincoln, NE

68509-5005, by [Month Day, Year]. Please make sure that the application **and** the Statement of Assurance are signed and dated.

The final Electronic Statement of Account (ESOA) for [YYYY-YY] must be submitted to the Commission when received by the institution but no later than December 1, [YYYY]. The ESOA will provide the total number of unduplicated Pell Grant recipients. If there is a discrepancy between the number of recipients reported on the grant application and the number reported on the ESOA, the Commission will make the appropriate adjustment in the second disbursement for [YYYY-YY].

\_\_\_\_A. Is the teaching calendar at your institution based on semester credit hours (SCH), quarter credit hours (QCH), or clock hours (CH)?

\_\_\_\_B. **Pell eligible Nebraska residents** - for the award year July 1, [YYYY] to June 30, [YYYY], the total number of all Pell eligible students who were also Nebraska residents.

\_\_\_\_1. Of those students listed in "B" above, the number of students enrolled in at least 24 SCH, 36 QCH, or 900 CH.

\_\_\_\_2. Of those students listed in "B" above, the number of students enrolled in less than 24 SCH, 36 QCH, or 900 CH.

\_\_\_\_3. The total number of aggregate hours for the less-than-full-time students listed in Question 2.

[Note: The number of students reported in 1 and 2 should equal the total number of students reported for "B".]

\_\_\_\_C. **The number of Nebraskans receiving state grants in [yy-yy] who are enrolled in [YY-YY]** - the total number of Nebraska resident students (unduplicated) who received awards from any of the three state grant programs (SAP, SSAP, or PEAP) for the award year July 1, [YYYY] to June 30, [YYYY], and who are enrolled in the [YYYY-YY] academic year.

\_\_\_\_1. Of those students listed in "C" above, the number of students

enrolled in at least 24 SCH, 36 QCH, or 900 CH during the [YY-YY] year.

- \_\_\_\_2. Of those students listed in "C" above, the number of students enrolled in less than 24 SCH, 36 QCH, or 900 clock hours during the [YY-YY] year.
- \_\_\_\_3. The total number of aggregate hours for the less-than-full-time students listed in Question 2.

[Note: The number of students reported in 1 and 2 should equal the total number of students reported for "C".]

\_\_\_\_D. **The number of Nebraskans receiving state grants in [YY-YY] and [YY-YY]** - number of students (unduplicated) who were Nebraska residents and who received a state grant (SAP, SSAP, or PEAP) in award year [YYYY-YY] **and** a state grant (NSG) in award year [YYYY-YY].

- \_\_\_\_1. Of those students listed in "D" above, the number of students enrolled in at least 24 SCH, 36 QCH, or 900 CH during the [YY-YY] year.
- \_\_\_\_2. Of those students listed in "D" above, the number of students enrolled in less than 24 SCH, 36 QCH, or 900 CH during the [YY-YY] year.
- \_\_\_\_3. The total number of aggregate hours for the less-than-full-time students listed in Question 2.

[Note: The number of students reported in 1 and 2 should equal the total number of students reported for "D".]

\_\_\_\_ E. **The number of Nebraskans receiving state grants in both [YY-YY] and [YY-YY]** - number of students (unduplicated) who were Nebraska residents and who received a state grant (SAP, SSAP, or PEAP) in both award year [YYYY-YY] **and** award year [YYYY-YY].

- \_\_\_\_1. Of those students listed in "E" above, the number of students enrolled in at least 24 SCH, 36 QCH, or 900 CH within the period July 1, [YYYY], through June 30, [YYYY].
- \_\_\_\_2. Of those students listed in "E" above, the number of students enrolled in less than 24 SCH, 36 QCH, or 900 CH within the period July 1, [YYYY], through June 30, [YYYY].
- \_\_\_\_3. The total number of aggregate hours for the less-than-full-time students listed in Question 2, for the period July 1, [YYYY], through June 30, [YYYY].

[Note: The number of students reported in 1 and 2 should equal the total number of students reported for "E".]

**F. Tuition and mandatory fees**

\_\_\_\_\_ For institutions that charge by the semester or quarter hour, provide the resident, full-time tuition and mandatory fees for your institution's [YYYY-YY] academic year.

*- Full-time is defined as 30 semester credit hours or 45 quarter credit hours.*

*--If your institution has programs with substantially different costs, a weighted average is required.*

*--For independent colleges and universities and private career colleges the resident distinction does not apply.*

For institutions that charge by the program, in the space below provide the name of the program, the cost for the program, and the length of the program for July 1, [YYYY], through June 30, [YYYY], (e.g., cosmetology, \$10,000, 14 months; computer technology,

\$25,000, 18 months). If the institution offers more than one program provide the weighted average program cost and the weighted average program length of all programs.

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I assure that the information contained in this document is, to the best of my knowledge, an accurate portrayal of the records maintained by the institution I represent. I have included the signed Statement of Assurance.

**I understand that any intentional misrepresentation of the facts will void this institution's participation in the Nebraska Scholarship Act Program.**

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Name of Authorized Institutional Representative (Printed or Typed)

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Signature of Authorized Institutional Representative Name \_\_\_\_\_ Date \_\_\_\_\_

Appendix B - Application for Schools whose  
Tuition and Fees are Equal to or  
less than the University of  
Nebraska - Lincoln

**Nebraska State Grant Application**

Information for the Nebraska Scholarship Program Act  
[YYYY-YY]

Institution \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Please read the instructions carefully.** Complete and return to J. Ritchie Morrow, Coordinating Commission for Postsecondary Education, P.O. Box 95005, Lincoln, NE 68509-5005, by **[Month Day, Year]**. Please make sure that the application **and** the Statement of Assurance are signed and dated.

The final Electronic Statement of Account (ESOA) for [YYYY-YY] must be submitted to the Commission when received by the institution but no later than December 1, [YYYY]. The ESOA will provide the total number of unduplicated Pell Grant recipients. If there is a discrepancy between the number of recipients reported on the grant application and the number reported on the ESOA, the Commission will make the appropriate adjustment in the second disbursement for [YYYY-YY].

- \_\_\_\_A. Is the teaching calendar at your institution based on semester credit hours (SCH), quarter credit hours (QCH), or clock hours (CH)?
- \_\_\_\_B. **Pell eligible Nebraska residents** - for the award year July 1, [YYYY] to June 30, [YYYY], the total number of all Pell eligible students who were also Nebraska residents.
- \_\_\_\_1. Of those students listed in "B" above, the number of

students enrolled in at least 24 SCH, 36 QCH, or 900 CH.

- \_\_\_\_\_2. Of those students listed in "B" above, the number of students enrolled in less than 24 SCH, 36 QCH, or 900 CH.
- \_\_\_\_\_3. The total number of aggregate hours for the less-than-full-time students listed in Question 2.

[Note: The number of students reported in 1 and 2 should equal the total number of students reported for "B".]

**C. Tuition and mandatory fees**

\_\_\_\_\_ For institutions that charge by the semester or quarter hour, provide the resident, full-time tuition and mandatory fees for your institution's [YYYY-YY] academic year.

*- Full-time is defined as 30 semester credit hours or 45 quarter credit hours.*

*--If your institution has programs with substantially different costs, a weighted average is required.*

*--For independent colleges and universities and private career colleges the resident distinction does not apply.*

For institutions that charge by the program, in the space below provide the name of the program, the cost for the program, and the length of the program for July 1, [YYYY], through June 30, [YYYY], (e.g., cosmetology, \$10,000, 14 months; computer technology, \$25,000, 18 months). If the institution offers more than one program provide the weighted average program cost and the weighted average program length of all programs.

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I assure that the information contained in this document is, to the best of my knowledge, an accurate portrayal of the records maintained by the institution I represent. I have included the signed Statement of Assurance.

**I understand that any intentional misrepresentation of the facts will void this institution's participation in the Nebraska Scholarship Act Program.**

\_\_\_\_\_  
Name of Authorized Institutional Representative (Printed or Typed)

\_\_\_\_\_  
Signature of Authorized Institutional Representative Name

\_\_\_\_\_  
Date