

TITLE 281, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 6
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
RULES AND REGULATIONS CONCERNING THE ACCESS COLLEGE EARLY
SCHOLARSHIP PROGRAM ACT

Proposed Amendments
(changes to Appendix B only)

TITLE 281 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
CHAPTER 6 – RULES AND REGULATIONS CONCERNING THE ACCESS COLLEGE EARLY
SCHOLARSHIP PROGRAM ACT

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Nebraska Administrative Code

TITLE 281 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
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001 PURPOSE AND OBJECTIVES

The purpose of the Access College Early Scholarship Program is to provide financial assistance to low-income students for courses to be taken for credit from a qualified postsecondary educational institution while still enrolled in high school.

002 STATUTORY AUTHORITY

This rule is adopted pursuant to authority granted to the Coordinating Commission for Postsecondary Education in Neb. Rev. Stat. §§ 85-1411, 85-1412, and 85-2108.

003 DEFINITIONS

003.01 Commission means the Coordinating Commission for Postsecondary Education.

003.02 Extreme hardship means any event, including fire, illness, accident, or job loss, that has recently resulted in a significant financial difficulty for a student or the student's parent or legal guardian.

003.03 Postsecondary educational institution means a two-year or four-year college or university which is a member institution of an accrediting body recognized by the United States Department of Education.

003.04 Qualified postsecondary educational institution means a postsecondary educational institution located in Nebraska which has agreed, on a form developed and provided by the commission, to comply with the requirements of the act. A copy of this form is included in Appendix A.

003.05 Student means a student attending a Nebraska high school with a reasonable expectation that such student will meet the residency requirements of Neb. Rev. Stat. § 85-502 upon graduation from a Nebraska high school.

004 STUDENT APPLICATION

004.01 A student who is applying to take one or more courses for credit from a qualified postsecondary educational institution is eligible for the Access College Early Scholarship Program if:

004.01A Such student or the student's parent or legal guardian is eligible to receive:

- (1) Supplemental Security Income;
- (2) Food stamps;
- (3) Free or reduced-price lunches under United States Department of Agriculture child nutrition programs;
- (4) Aid to families with dependent children; or
- (5) Assistance under the Federal Special Supplemental Nutrition Program for Women, Infants, and Children; or

004.01B The student or the student's parent or legal guardian has experienced an extreme hardship.

004.02 An applicant must complete a form developed by the commission. The student and his or her parent or guardian must sign the form. A copy of this form is included in Appendix B.

004.03 An applicant must attach documentation to the application that verifies enrollment in the course and the cost of the course.

004.03 An applicant must forward the completed and signed application to his or her guidance counselor.

004.04 The applicant's guidance counselor shall verify the student's eligibility for the scholarship. The guidance counselor shall sign the application and forward it to the commission for review within 15 days following receipt of the form from the student.

004.05 If a guidance counselor is not available, the student must forward the application to his or her principal. The principal or his or her designee must fulfill the requirements of subsection 004.04.

004.06 The commission must receive an application before the last day of the course or, if the course is an independent study course, before the student completes the course.

005 COMMISSION RESPONSIBILITIES

005.01 The commission shall verify the student's eligibility under the act by reviewing the submitted application to ensure it has been properly completed and signed.

005.02 The commission shall notify the student and the student's guidance counselor of the verification of eligibility and the estimated award amount in writing within thirty days following receipt of the form from the student's guidance counselor. Notification must be given in writing, whether by U.S. mail or e-mail.

005.03 The commission shall credit the amount of any returned scholarship awards to the Access College Early Scholarship Program Fund to provide additional scholarships.

006 QUALIFIED POSTSECONDARY EDUCATIONAL INSTITUTION RESPONSIBILITIES

006.01 When reporting a student's grade or failure to complete a course, the qualified postsecondary educational institution must provide the identity of the student.

006.02 The commission may withhold payment of the scholarship award amount from a qualified postsecondary educational institution until the period passes when a student may receive a full refund for withdrawing from a course.

006.02A When a student withdraws from a course during the full refund period and the commission has paid a scholarship award to the qualified postsecondary educational institution, the institution must notify the commission of the withdrawn course.

006.02B When a student withdraws from a course during the full refund period and the commission has paid a scholarship award to the qualified postsecondary educational institution, the institution must refund the scholarship money directly to the commission.

006.02C When a student withdraws from a course after the full refund period and the commission has paid a scholarship award to the qualified postsecondary educational institution, the institution

must refund the scholarship money directly to the commission pursuant to the institution's refund policy.

006.03 A qualified postsecondary educational institution must provide a refund when an overpayment occurs for a course for which a scholarship was awarded.

006.03A When an overpayment exists and the student and/or the student's parent/guardian made a payment on the account, the student and/or the student's parent/guardian must be refunded first, up to the amount paid by such person.

006.03B When an overpayment occurs due to a payment from any other source other than the student, the qualified postsecondary educational institution must first refund the overpayment to the commission, up to the amount paid by the commission pursuant to the Access College Early Scholarship Program Act.

007 APPEAL PROCESS

007.01 A student or the student's parent or legal guardian may request in writing a review of any adverse decision by requesting such review within 20 days following notice of the adverse decision, addressed to the executive director of the commission. The review shall be pursuant to the Administrative Procedure Act.

Access College Early Scholarship Program Act Institutional Application to Participate

I agree that the college/university listed below intends to participate in the Access College Early (ACE) Scholarship Program Act and to comply with the following conditions:

- The Coordinating Commission for Postsecondary Education (CCPE) may withhold payment for the class until after the institution's 100% drop/add period to ensure the student remains enrolled in class;
- The student receiving an ACE scholarship will not be assessed any late fees after notification is received from the CCPE that the student will receive funding through the Act;
- The institution will report either the student's grade for the course or the student's failure to complete the course to the CCPE within thirty days after the end of the course or within one hundred eighty days after receipt of a payment if the course for which the scholarship was awarded does not have a specified ending date (a copy of the student's authorization for this release will be forwarded to the school);
- The scholarship funds will be returned to the CCPE according to the institution's refund policy should the student withdraw from the class;
- The institution will comply with all requirements of the ACE Act, pursuant to Neb. Rev. Stat. §§ 85-2101, et seq.

Institution

Name of Authorizing Official (Printed)

Title

Signature

Date

E-mail

Phone

Contact Person (if different from above)

Title

E-mail

Phone

Access College Early Application Student Application

(Please type or print legibly in pen. All information required unless indicated otherwise.)

Student Name	Social Security #
Home Address/City/Zip	City, State, Zip Gender/Birthday/Ethnicity
High School/City	City GPA (A=4.0) & Year in High School
Student/Parent/Guardian E-mail (if available)	Attending College/University

I certify that I am qualified for funding a scholarship under the Access College Early Act based on myself or my parent(s)/guardian(s) qualifying for at least one of the following federal benefit programs or an extreme hardship:

- | | |
|---|---|
| <input type="checkbox"/> Supplemental Security Income (SSI) | <input type="checkbox"/> Food Stamps |
| <input type="checkbox"/> Free or Reduced Price Lunches | <input type="checkbox"/> Special Supplemental Nutrition Program (WIC) |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | <input type="checkbox"/> Other Extreme Hardship |

(Documentation verifying above information required.)

I certify that the above information is accurate and correct. I acknowledge that this scholarship will only apply to tuition and mandatory fees at the college, and that the scholarship will pay the tuition and mandatory fee balance after other discounts grants/scholarships are applied as required in the Act, that I certify that I intend to graduate from a Nebraska high school, and that I intend to maintain Nebraska residency upon graduation, and that I authorize the attending college/university listed above Coordinating Commission for Postsecondary Education to receive and for the institution to release my tuition and/or fees statement and grades from the college/university named above. to the Coordinating Commission for Postsecondary Education upon request. This authorization is good for one year from the date of this form.

Student Signature	Date
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APPENDIX B: SAMPLE STUDENT SCHOLARSHIP APPLICATION: Page 2

I, the parent/guardian of the above named student, verify that the above information is correct, and that I authorize the ~~Coordinating Commission for Postsecondary Education to receive and for the institution~~ high school listed above or the federal agency that administers a benefit program listed above to release documentation confirming eligibility for the benefit program checked above. I authorize the attending college/university listed above to release my child's tuition and fees statement and grades from the college/university named above to the Coordinating Commission for Postsecondary Education when requested.

Parent/Guardian Signature

Date

I, a counselor or other school official at the high school named above, verify, to the best of my knowledge, that the above named student or the student's parent(s)/guardian(s) do qualify for the federal benefit program or has experienced an extreme hardship as ~~described~~ indicated above.

Counselor Signature

Date

E-mail Address

Please return this form via mail to J. Ritchie Morrow, Financial Aid Coordinator, CCPE, PO Box 95005, Lincoln, NE 68509-5005, e-mail to Ritchie.Morrow@Nebraska.gov, or fax to 402.471.2886.

CCPE Use Only

Approved/Denied _____

Counselor/Student Notified _____

College/University Notified _____

Course completed _____

Final Grade Received from College/University _____