

ARKANSAS DIVISION OF HIGHER EDUCATION
RULES GOVERNING THE GOVERNOR’S HIGHER EDUCATION TRANSITION
SCHOLARSHIP PROGRAM

(Effective Date: September 28, 2022)

1.00 REGULATORY AUTHORITY AND PURPOSE

- 1.01 These rules shall be known as the Arkansas Department of Education Division of Higher Education Rules Governing the Governor’s Higher Education Transition Scholarship Program.
- 1.02 These rules are enacted pursuant to the Arkansas Higher Education Coordinating Board’s authority under Ark. Code Ann. §§ 6-82-105 and Acts 2022, No. 215.
- 1.03 The purpose of these rules is to establish the requirements and processes governing the Governor’s Higher Education Transition Scholarship Program.

2.00 GOVERNOR’S HIGHER EDUCATION TRANSITION SCHOLARSHIP

- 2.01 The Arkansas Division of Higher Education (ADHE) shall oversee the establishment of the Governor’s Higher Education Transition Scholarship Program.
- 2.02 Continuation of the Governor’s Higher Education Transition Scholarship Program shall be contingent upon available funding.

3.00 ORGANIZATION AND STRUCTURE

- 3.01 ADHE shall administer the Governor's Higher Education Transition Scholarship Program.
- 3.02 ADHE shall establish application periods and deadlines.

4.00 ELIGIBILITY CRITERIA

- 4.01 The Governor's Higher Education Transition Program Scholarship may only be awarded to those students who are admitted into transition programs that are accredited by The Institute for Community Inclusion as Comprehensive Training Programs.
 - 4.01.1 In order to be considered a qualifying institution, an institution must offer a transition program as described in 4.01 of these rules.

- 4.02 Students, or representatives acting on behalf of students, must complete the online scholarship application provided by ADHE.

5.00 CONTINUED ELIGIBILITY

- 5.01 Recipients of the Governor's Higher Education Transition Scholarship will maintain award eligibility for a maximum of four (4) semesters as long as the recipients are continuously enrolled in a transition program.

6.00 SCHOLARSHIP AMOUNTS

- 6.01 Scholarship awards are contingent upon availability of funds.
- 6.02 Awards may not exceed the institutional cost of attendance. The maximum award amount is \$2,500.00 per semester that the student qualifies for the scholarship.
- 6.03 Awards may be applied to tuition, mandatory fees, programmatic fees, room and board, supplies, or extended support services.

7.00 PAYMENT OF SCHOLARSHIPS

- 7.01 ADHE shall disburse scholarship funds to the qualifying institution of the recipient's choice via electronic funds transfer or state warrant.
- 7.02 After verification of enrollment, the institution will disburse the scholarship funds to the student according to the institution's disbursement procedures.
- 7.03 The scholarship payment will correspond to academic terms, semesters, quarters, or equivalent time periods at the institution.
- 7.04 In no instance may the entire amount of the scholarship disbursement for an educational year be paid in advance to or on behalf of such student.
- 7.05 If the recipient of a scholarship withdraws, drops out, or is expelled on or after the first day of class of a payment period, the institution will determine whether the student received an overpayment of financial aid funds for non-institutional expenses.

7.05.1 Overpayment is the difference between the amount received as cash

disbursements and the amount incurred for non-institutional costs during the portion of the payment period that the student was actually enrolled.

7.05.2 It is the institution's responsibility to contact students and recover overpayment(s).

7.05.3 The institution shall refund the overpayment(s) to ADHE.

7.06 If the award of a Governor's Higher Education Transition Program Scholarship results in an overpayment to the student per Ark. Code Ann. § 6-80-105, the institution shall follow the ADHE Scholarship Stacking Policy in reducing the student's financial package so that the student does not receive funds above the federally-recognized cost of attendance.

8.00 RESPONSIBILITIES OF QUALIFYING INSTITUTIONS

8.01 The chief executive officer of the qualifying institution is responsible for appointing one representative from the financial aid office to act as administrator of the Governor's Higher Education Transition Scholarship Program and to receive all communications, forms, and other correspondence related to the program. This representative will be responsible for verification, data and compliance with all program rules.

8.02 The institution shall maintain information regarding disbursement of scholarship funds.

8.03 The deadline for disbursement of funds is no later than ten (10) days after receipt of funds.

8.03.1 Any outstanding funds not disbursed by these dates must be returned to ADHE.

8.03.2 If ADHE receives an application beyond the deadline referenced in 8.03 of these rules, disbursement will be made within ten (10) business days of receipt of the verification roster and electronic transfer of funds.

- 8.04 In exercising its due diligence requirements as a steward of state funds, ADHE shall periodically review the qualifying institution's records concerning this program.
- 8.05 Upon request, the qualifying institution shall exercise due diligence in providing ADHE with complete, accurate, and timely information regarding current and former Governor's Higher Education Transition Scholarship Program recipients.
- 8.06 Institutions with accredited transition programs will certify students' admittance and enrollment prior to scholarship award.
- 8.07 The institution shall comply with all applicable ADHE rules in order to maintain its status as a qualified institution.

9.00 RESPONSIBILITIES OF RECIPIENTS

- 9.01 It is the recipient's responsibility to notify ADHE of any change in status within twenty-one (21) days. This will include:
 - 9.01.1 Change in name;
 - 9.01.2 Change in address; and
 - 9.01.3 Change in institution.
- 9.02 Failure to notify ADHE of a change in status may affect future eligibility.