

Agenda Item No. ____
Higher Education Coordinating Board
July 26, 2024

RULES GOVERNING THE WASHINGTON CENTER SCHOLARSHIP

In compliance with Act 413 of 2023, the rules for the Washington Center Scholarship are presented to the Arkansas Higher Education Coordinating Board (AHECB) for initial approval.

The following resolution is offered for the Board's consideration:

RESOLVED, That the Arkansas Higher Education Coordinating Board reviews the rules presented in this agenda item for the Washington Center Scholarship to be administered by the Arkansas Division of Higher Education.

FURTHER RESOLVED, That the Commissioner of the Arkansas Division of Higher Education or his designee is authorized to make technical changes and corrections, when necessary, in the program rules for the Washington Center Scholarship.

FURTHER RESOLVED, That the Washington Center Scholarship rules be approved for public comment release.

**DIVISION OF HIGHER EDUCATION RULES GOVERNING THE
WASHINGTON CENTER SCHOLARSHIP**

Effective Date:

1.00 Program Definitions

1.01 “Approved Institution” means ~~a~~A public-supported or private non-profit postsecondary institution with its primary headquarters located in Arkansas that is eligible to receive Title IV Federal student aid funds and will grant academic credit for participation in The Washington Center Internship Program located in Washington, D.C.

1.02 Professional Judgment. Authority of ADHE professional staff that allows for the special consideration of applications when extraordinary circumstances occur beyond the applicant’s control that may prohibit the student from meeting the exact guidelines as stated.

1.02.1 ~~The student must provide documentation, as required by ADHE, to demonstrate that circumstances were beyond the student’s control.~~

1.03 “The Washington Center” means ~~The Washington Center~~ the center for Internships and Academic Seminars which is an educational nonprofit organization that provides selected students’ opportunities to work and learn for academic credit.

2.00 RULE 1- Organization and Structure

2.01 I. ~~The Arkansas Department~~ Division of Higher Education (ADHE) shall administer The Washington Center Scholarship Program within the policies set by the ~~Arkansas~~ Higher Education Coordinating Board.

2.01.1 All formal communications shall be addressed to or signed by the ~~Director~~ Commissioner of the ~~Arkansas Department of Higher Education board~~ or ~~his/her~~ his or her designee.

2.02 H. ~~The Director~~ Commissioner of the division ~~Arkansas Department of Higher Education~~ has the final responsibility for selecting scholarship recipients pursuant to the provisions of Act 1046 of 2007 and subsequent legislation, and program rules and regulations.

2.03 III. ~~The Arkansas Department of Higher Education~~ division shall follow the provisions of the Administrative Procedures Act when functioning under Act 1046 of 2007 and subsequent legislation.

3.00 ~~RULE 2-~~ Scholarship Eligibility Criteria

3.01 An applicant must meet the following requirements to be eligible to receive The Washington Center Scholarship:

3.01.1 ~~A-~~ The applicant must be a citizen of the United States or a permanent resident alien.

3.01.1.1 If the recipient is not a U.S. citizen, but a permanent resident alien, the recipient must attach a copy of the permanent resident alien card to the application.

3.01.2 ~~B-~~ The applicant must be an bona-fide Arkansas resident, as defined by the ~~Arkansas Department~~ Division of Higher Education, for at least six (6) months prior to the application deadline.

3.01.3 ~~C-~~ The applicant must be enrolled in an approved Arkansas institution that will grant academic credit for participation in The Washington Center Internship Program located in Washington D.C.

3.01.4 ~~D-~~ The applicant must meet The Washington Center (~~TWC~~) admission requirements and be selected by ~~TWC~~ the center to participate in their internship program.

3.01.5 ~~E-~~ The applicant must be enrolled in a program of study, which leads to or is creditable towards a baccalaureate degree.

3.01.5.1 These programs include baccalaureate degree programs and associate degree programs.

4.00 ~~RULE 3-~~ Application Process

4.01 ~~I-~~ Application

4.01.1 Students must submit an application to The Washington Center for Internships and Academic Seminars and be accepted for participation in The Washington Center's internship program.

4.01.1.1 The application and program information can be obtained from ~~The Washington Center~~ the center at:

4.01.1.1.1 www.twc.edu ~~or~~;

4.01.1.1.2 By calling (800) 486-8921 ~~;~~ or

4.01.1.1.3 Students can ~~also~~ contact the campus coordinator at the institution ~~he/she~~ he or she attends.

4.02 ~~II.~~ Submission of Application and Application Deadline

4.02.1 Students must submit an application to ~~The Washington Center (TWC)~~ the center by the established deadline dates.

4.02.1.1 The student is responsible for submitting the application and all supporting documentation to ~~TWC~~ the center in a timely manner.

4.02.1.2 ~~TWC~~ The center will provide a list of all eligible applicants to the ~~Arkansas Department~~ Division of Higher Education.

4.03 ~~III.~~ Amount of Scholarship

4.03.1 The amount of the scholarship for each recipient will be up to \$6,000 for one-time participation in ~~The Washington Center~~ the center's internship program.

4.03.1.1 This includes participating during summer terms, semesters, quarters, or their equivalent, at the postsecondary institution in which the student is enrolled.

4.04 ~~IV.~~ Award Notification and Prioritization of Awards

4.04.1 ~~The Washington Center~~ center will select the students that are eligible to participate in the internship program for each applicable academic period.

4.04.1.1 Of those selected students, ~~ADHE~~ the division will determine the number of students to be awarded the scholarship based on the amount of funds available.

4.04.1.2 In the event there are more eligible applicants than funds available, awards will be determined on a first-come, first-serve basis.

4.04.1.3 Those not awarded will be given priority for participation in a subsequent term.

4.04.2 ~~The Arkansas Department of Higher Education~~ division shall notify each eligible applicant of ~~his/her~~ his or her award.

4.04.2.1 The award notice includes;

4.04.2.1.1 The student's name;;

4.04.2.1.2 Address;;

4.04.2.1.3 Last four (4) digits of the ~~s~~ Social security number; and

4.04.2.1.4 The scholarship amount the student is eligible to receive.

4.04.2.2 The award notice also explains the ~~Arkansas Department of Higher Education's~~ division's disbursement procedures and conditions.

4.04.3 The division shall have the authority to exercise professional judgment in the determination of awards when special circumstances exist.

4.04.3.1 The division may give special consideration of applications when extraordinary circumstances occur beyond the applicant's control that may prohibit the student from meeting the exact guidelines as stated.

4.04.3.2 For such special consideration, the student must provide documentation, as required by the division, to demonstrate that circumstances were beyond the student's control.

5.00 ~~RULE 4-~~ Scholarship Payment Policies

5.01 ~~A.~~ Limits of Payment

5.01.1 The ~~Arkansas Department~~ Division of Higher Education shall disburse scholarship funds to The Washington Center (~~TWC~~) located in Washington, D.C.

5.01.2 Scholarship funds will be disbursed upon receipt of an invoice from ~~TWC~~ the center.

5.01.2.1 Invoices from ~~TWC~~ the center will be accepted by ~~ADHE~~ the division no later than ten (10) days after the beginning of each term.

5.01.2.2 The ~~Arkansas Department of Higher Education~~ division shall send funds to ~~TWC~~ the center via electronic funds transfer or state warrant.

5.02 ~~B.~~ Refunds

5.02.1 The Washington Scholarship Program may be entitled to a refund of the scholarship amount if the recipient of the scholarship:

5.02.1.1 Withdraws;

5.02.1.2 Drops out;

5.02.1.3 Is expelled; or

5.02.1.4 Does not meet the terms of the internship program outlined by ~~The Washington Center (TWC)~~ the center during the payment period.

5.02.1.4.1 If this situation occurs, the student will owe funds to ~~TWC~~ the center, who in turn shall return the refund to the ~~Arkansas Department of Higher Education~~ division.

5.03 ~~C.~~ Overpayment

5.03.1 The ~~Arkansas Department of Higher Education~~ division will report the amount of the scholarship each student receives to the Arkansas institution where the student is enrolled.

5.03.2 If the award of a Washington Scholarship results in an overpayment to the student according to the state law governing the stacking of scholarships, the institution shall follow ~~the ADHE~~ division policy in reducing the student's financial package to prevent the student from receiving funds above the federally recognized cost of attendance.

6.00 ~~RULE 5~~ **Scholarship Recipient's Responsibilities**

6.01 It is the recipient's responsibility to notify the ~~Division~~ Arkansas Department of Higher Education of any change in status within 21 days.

6.02 Changes in status will include, but not limited to, the following:

6.02.1 Change in name;

6.02.2 Change in permanent address; or

6.02.3 Change in institution.

6.03 Failure to notify the ~~Arkansas Department of Higher Education~~ division of a change of status may affect future eligibility.

RULE 6 – Program Definitions

Approved Institution

A public-supported or private non-profit postsecondary institution with its primary headquarters located in Arkansas that is eligible to receive Title IV Federal student aid funds and will grant academic credit for participation in The Washington Center Internship Program located in Washington, D.C.

Professional Judgment Authority of ADHE professional staff that allows for the special consideration of applications when extraordinary circumstances occur beyond the applicant's control that may prohibit the student from meeting the exact guidelines as stated. The student must provide documentation, as required by ADHE, to demonstrate that circumstances were beyond the student's control.

The Washington Center

The Washington Center for Internships and Academic Seminars is an educational nonprofit organization that provides selected students' opportunities to work and learn for academic credit. The Washington Center is located at 1333 16th Street, NW, Washington, D.C. 20036.

1 State of Arkansas
2 94th General Assembly
3 Regular Session, 2023
4

As Engrossed: H2/14/23

A Bill

HOUSE BILL 1412

5 By: Representative J. Mayberry
6 By: Senator J. English
7

For An Act To Be Entitled

9 AN ACT CONCERNING RULES PROMULGATED BY THE DIVISION
10 OF HIGHER EDUCATION; TO REQUIRE THE DIVISION OF
11 HIGHER EDUCATION TO PROMULGATE CERTAIN RULES
12 CONCERNING THE ADMINISTRATION OF SCHOLARSHIPS FUNDED
13 WITH STATE FUNDS AND LOTTERY PROCEEDS; TO DECLARE AN
14 EMERGENCY; AND FOR OTHER PURPOSES.
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Subtitle

18 TO REQUIRE THE DIVISION OF HIGHER
19 EDUCATION TO PROMULGATE CERTAIN RULES
20 CONCERNING THE ADMINISTRATION OF
21 SCHOLARSHIPS FUNDED WITH STATE FUNDS AND
22 LOTTERY PROCEEDS; AND TO DECLARE AN
23 EMERGENCY.
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26 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:
27

28 SECTION 1. Arkansas Code Title 6, Chapter 80, Subchapter 1, is amended
29 to add an additional section to read as follows:

30 6-80-109. Division of Higher Education – Rules.

31 (a) The Division of Higher Education shall promulgate or update
32 existing division rules to allow a student who is a recipient of a
33 scholarship to utilize scholarship funds to enroll in and attend courses
34 offered during a summer term at the postsecondary institution in which the
35 student is enrolled.

36 (b) Rules promulgated under this section shall include without



1 limitation requirements concerning:

2 (1) Student eligibility; and

3 (2) The disbursement and administration of scholarship funds
4 utilized by a student to enroll in and attend courses offered during a summer
5 term.

6 (c) As used in this section, "scholarship" shall include a scholarship
7 program that is:

8 (1) Funded with state funds or lottery proceeds; and

9 (2) Administered by the division.

10
11 SECTION 2. Arkansas Code § 6-85-204(14), concerning the definition of
12 "semester" under the Arkansas Academic Challenge Scholarship Program, is
13 amended to read as follows:

14 (14)(A) "Semester" means one-half ($\frac{1}{2}$) of a traditional academic
15 year at an institution of higher education, or an equivalent approved by the
16 division, in which a student enrolls for not less than:

17 ~~(A)(i)~~ Fifteen (15) credit hours as a full-time student,
18 except that in the first semester as a first-time full-time freshman, a
19 traditional student shall enroll in not less than twelve (12) credit hours;
20 or

21 ~~(B)(ii)~~ Six (6) credit hours as a part-time student.

22 (B) For purposes of summer courses at an institution of
23 higher education, a "semester" shall mean the same as is defined by the
24 division, as required by § 6-80-109;

25
26 SECTION 3. EMERGENCY CLAUSE. It is found and determined by the
27 General Assembly of the State of Arkansas that the Division of Higher
28 Education must make certain arrangements to facilitate the use of Arkansas
29 Academic Challenge Scholarship funds for upcoming summer courses; and that
30 many of these arrangements must occur in time for the 2023-2024 school year.
31 Therefore, an emergency is declared to exist, and this act being necessary
32 for the preservation of the public peace, health, and safety shall become
33 effective on July 1, 2023.

34
35 /s/J. Mayberry

36 **APPROVED: 3/30/23**

Stricken language will be deleted and underlined language will be added.
Act 870 of the Regular Session

1 State of Arkansas As Engrossed: S1/30/23 S2/13/23 S4/3/23

2 94th General Assembly

A Bill

3 Regular Session, 2023

SENATE BILL 75

4

5 By: Joint Budget Committee

6

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For An Act To Be Entitled

8 AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES
9 AND OPERATING EXPENSES FOR THE DEPARTMENT OF
10 EDUCATION - DIVISION OF HIGHER EDUCATION FOR THE
11 FISCAL YEAR ENDING JUNE 30, 2024; AND FOR OTHER
12 PURPOSES.

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Subtitle

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22 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

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SECTION 1. REGULAR SALARIES - GENERAL OPERATIONS. There is hereby established for the Department of Education - Division of Higher Education for the 2023-2024 fiscal year, the following maximum number of regular employees.

Item	Class	Maximum	Maximum Annual Salary Rate
No.	Code	No. of Employees	Fiscal Year
			2023-2024
(1)	U024U	DHE DIRECTOR	1 GRADE SE05
(2)	D022N	IT SENIOR PROJECT MANAGER	1 GRADE IT09
(3)	D012C	DATABASE SPECIALIST	2 GRADE IT08
(4)	D007C	INFORMATION SYSTEMS MANAGER	1 GRADE IT08



1 fiscal year ending June 30, 2024, the following:

2

3 ITEM	FISCAL YEAR
4 <u>NO.</u>	<u>2023-2024</u>
5 (01) REGULAR SALARIES	\$161,777
6 (02) EXTRA HELP	20,000
7 (03) PERSONAL SERVICES MATCHING	51,726
8 (04) MAINT. & GEN. OPERATION	
9 (A) OPER. EXPENSE	63,000
10 (B) CONF. & TRAVEL	4,000
11 (C) PROF. FEES	6,000
12 (D) CAP. OUTLAY	0
13 (E) DATA PROC.	<u>0</u>
14 TOTAL AMOUNT APPROPRIATED	<u><u>\$306,503</u></u>

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16 SECTION 6. APPROPRIATION - STUDENT ASSISTANCE GRANTS AND VARIOUS
 17 SCHOLARSHIPS. There is hereby appropriated, to the Department of Education,
 18 to be payable from the Higher Education Grants Fund Account, for providing
 19 student assistance grants and various scholarships as provided by law of the
 20 Department of Education - Division of Higher Education - Student Assistance
 21 Grants and Various Scholarships for the fiscal year ending June 30, 2024, the
 22 following:

23

24 ITEM	FISCAL YEAR
25 <u>NO.</u>	<u>2023-2024</u>
26 (01) ARKANSAS FUTURE GRANTS	\$5,000,000
27 (02) NATIONAL GUARD TUITION ASSISTANCE	
28 PROGRAM	1,400,000
29 (03) SINGLE PARENT SCHOLARSHIP PROGRAM	175,000
30 (04) STATE TEACHER EDUCATION PROGRAM	4,000,000
31 (05) TEACHER OPPORTUNITY PROGRAM	2,500,000
32 (06) AR GEOGRAPHICAL CRITICAL NEEDS	
33 MINORITY TEACHER SCHOLARSHIPS	150,000
34 (07) DEPENDENTS OF LAW ENFORCEMENT	
35 OFFICERS, ETC SCHOLARSHIPS	400,000
36 (08) DEPENDENTS OF POWS, MIAS,	

1	KIAS-TUITION WAIVER SCHOLARSHIPS	1,500,000
2	(09) GOVERNOR'S HIGHER EDUCATION	
3	TRANSITION SCHOLARSHIP PROGRAM	2,000,000
4	(10) SREB MINORITY DOCTORAL SCHOLARS	175,000
5	(11) WASHINGTON CENTER SCHOLARSHIPS	150,000
6	(12) TUITION ADJUSTMENT	350,000
7	(13) AR ACADEMIC CHALLENGE SCHOLARSHIPS	25,000,000
8	(14) AR GOVERNOR'S SCHOLAR	22,000,000
9	(15) STUDENT UNDERGRADUATE RESEARCH	
10	FELLOWSHIP PROGRAM (SURF)	<u>150,000</u>
11	TOTAL AMOUNT APPROPRIATED	<u>\$64,950,000</u>

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13 SECTION 7. APPROPRIATION - TECHNICAL EDUCATION - FEDERAL PROGRAMS.

14 There is hereby appropriated, to the Department of Education, to be payable
 15 from the federal funds as designated by the Chief Fiscal Officer of the
 16 State, for personal services and operating expenses of the Department of
 17 Education - Division of Higher Education - Technical Education - Federal
 18 Programs for the fiscal year ending June 30, 2024, the following:

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20	ITEM	FISCAL YEAR
21	<u>NO.</u>	<u>2023-2024</u>
22	(01) REGULAR SALARIES	\$152,979
23	(02) PERSONAL SERVICES MATCHING	49,014
24	(03) MAINT. & GEN. OPERATION	
25	(A) OPER. EXPENSE	108,271
26	(B) CONF. & TRAVEL	80,000
27	(C) PROF. FEES	157,000
28	(D) CAP. OUTLAY	0
29	(E) DATA PROC.	<u>0</u>
30	TOTAL AMOUNT APPROPRIATED	<u>\$547,264</u>

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32 SECTION 8. APPROPRIATION - RESEARCH DEVELOPMENT PROGRAM. There is

33 hereby appropriated, to the Department of Education, to be payable from the
 34 Research Development Fund, for providing Arkansas Research Development
 35 Program Grants to Institutions of Higher Education by the Department of
 36 Education - Division of Higher Education for the fiscal year ending June 30,