

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

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

NUMERICAL TABLE OF CONTENTS

SUBJECT	STATUTORY AUTHORITY	CODE SECTION
Purpose and Objectives	Neb. Rev. Stat. § 85-2103	001
Statutory Authority	Neb. Rev. Stat. §§ -85-1411, 85-1412, and 85-2108	002
Definitions	Neb. Rev. Stat. § 85-2102	003
Student Application	Neb. Rev. Stat. §§ 85-2102, 85-2104, and 85-2105	004
Commission Responsibilities	Neb. Rev. Stat. §§ 85-2105, 85-2106	005
Qualified Postsecondary Educational Institution Responsibilities	Neb. Rev. Stat. §§ 85-2102, 85-2105, and 85-2106	006
Appeal Process	Neb. Rev. Stat. § 85-2107	007

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

ALPHABETICAL TABLE OF CONTENTS

SUBJECT	STATUTORY AUTHORITY	CODE SECTION
Appeal Process	Neb. Rev. Stat. § 85-2107	007
Commission Responsibilities	Neb. Rev. Stat. §§ 85-2105, 85-2106	005
Definitions	Neb. Rev. Stat. § 85-2102	003
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Qualified Postsecondary Educational Institution Responsibilities	Neb. Rev. Stat. §§ 85-2102, 85-2105, and 85-2106	006
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~~Nebraska Administrative Code~~

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CHAPTER 6 – RULES AND REGULATIONS CONCERNING THE ACCESS COLLEGE EARLY
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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 but not limited to 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. The form may be found on the Commission's website.

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.

003.06 Career program or plan of study means a sequence of at least three high school courses that (a) may include dual-credit or college credit courses, (b) are part of a career pathway program of study aligned with (i) the rules and regulations of the State Department of Education, (ii) a professional certification requirement, or (iii) the requirements for a postsecondary certification or diploma, and (c) have at least one local member of business or industry partnering as an official advisor to the program.

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:

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

004.01(A)(i) Supplemental Security Income;

004.01(A)(ii) ~~Food stamps~~ Supplemental Nutrition Assistance Program;

004.01(A)(iii) Free or reduced-price lunches under United States Department of Agriculture child nutrition programs;

004.01(A)(iv) ~~Aid to families with dependent children~~; Temporary Assistance for Needy Families; or

004.01(A)(v) Assistance under the Federal Special Supplemental Nutrition Program for Women, Infants, and Children; or

004.01(B) The student or the student's parent or legal guardian has experienced an extreme hardship; or:-

004.01(C) The student is enrolled in a career program or plan of study and the student's family has an annual household income at or below two hundred percent of the federal poverty level.

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. The student must complete an application developed by the Commission for each term. The Commission shall determine the date when the application process for each term opens. The application may be found on the Commission's website.~~

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-submit the completed ~~and signed~~ application to ~~his or her guidance counselor~~ an official designated by the high school.

004.04 The ~~applicant's guidance counselor~~ official designated by the high school shall verify the student's eligibility for the scholarship. The ~~guidance counselor~~ official designated by the high school shall ~~sign the application and forward it~~ the application to the ~~Commission~~ 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 ~~05~~ 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. The

student must submit an application prior to the deadline date established by the Commission for each term.

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~~ official designated by the high school 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~~ enrollment verification from the postsecondary institution. Notification must be given in writing, whether by U.S. mail or e-mail.

005.03 The Commission shall establish priority dates for each term. Priority shall be given to students applying for the scholarship who meet the requirements in subsection 004.01A and 004.01B.

005.04 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~~
The qualified postsecondary educational institution agrees to provide the following information required by the Commission to carry out the act:-

006.01(A) The course ID;

006.01(B) The course credit hours;

006.01(C) The grade earned for the course; and

006.01(D) The tuition and mandatory fees charged for the course. Should the course be a part of a career program or plan of study, the amount the ACE program will reimburse is the actual charges for tuition and mandatory fees or \$250, whichever is less. Otherwise, the amount the ACE program will reimburse is the actual charges for tuition and mandatory fees or an amount equal to the tuition and fees for the same number of credit hours if the student were taking the course as a full-time, resident, undergraduate student from the University of Nebraska-Lincoln, whichever is less.

006.02 The Ceommission 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.

~~006.02(A) 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.~~

006.02(AB) When a student withdraws from a course during the full refund period and the Ceommission has paid a scholarship award to the qualified postsecondary educational institution, the institution must notify the Commission of the withdrawn course and must refund the scholarship money directly to the Ceommission.

006.02(BG) When a student withdraws from a course after the full refund period and the Ceommission has paid a scholarship award to the qualified postsecondary educational institution, the institution must refund the scholarship money directly to the Ceommission 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.

006.03(A) 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.

006.03(B) When an overpayment occurs due to a payment from any ~~other~~ source other than ~~the student~~those identified in 006.03A, the qualified postsecondary educational institution must first refund the overpayment to the Ceommission, up to the amount paid by the Ceommission 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 ~~E~~xecutive ~~D~~irector of the ~~C~~ommission. 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.~~

TITLE 284
CHAPTER 6

APPENDIX A: SAMPLE INSTITUTIONAL APPLICATION TO PARTICIPATE: Page 2

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.)

_____/_____/____ Gender*: Male
First _____ Middle _____ Last _____ Birth Date _____ Female
(MM/DD/YYYY)

Home Address/City/Zip _____ GPA (A = 4.0)* _____

High School/City _____ Year in High School (9, 10, 11 or 12) _____

Student/Parent/Guardian E-mail (if available) _____ Attending College/University _____

Race/Ethnicity* (optional; check one box only):

White, non-Hispanic Black, non-Hispanic Hispanic
 Asian/Pacific Islander Native American Two or more races

* For research purposes only. This information will not be used to determine your eligibility for the ACE Scholarship.

I certify that I am qualified for 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:

Supplemental Security Income (SSI) Temporary Assistance for Needy Families (TANF) Food Stamps
 Special Supplemental Nutrition Program (WIC) Free or Reduced Price Lunches Other Extreme Hardship

(Documentation verifying above information required.)

TITLE 284
CHAPTER 6

APPENDIX B: SAMPLE STUDENT SCHOLARSHIP APPLICATION: Page 2

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 grants/scholarships are applied as required in the Act. I certify that I intend to graduate from a Nebraska high school and that I intend to maintain Nebraska residency upon graduation. I authorize the attending college/university listed above to release my tuition and fees statement and grades 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 _____

I, the parent/guardian of the above named student, verify that the above information is correct. I authorize the 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 to the Coordinating Commission for Postsecondary Education when requested.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (please print) _____ Phone number _____

I, a counselor 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 indicated above.

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 402.471.28