

## 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) will not submit payment for the class until after the institution's 100% drop/add period to assure the student remains enrolled in class;
- The student receiving an ACE scholarship will not be assessed any late fees after the notification is received from the CCPE that the student will receive funding through the Act;
- The institution will report to the CCPE the amount of tuition and mandatory fees owed to the school when requested, and either the student's grade for the course or the student's failure to complete the course 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;
- 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; and
- Upon notification from CCPE that federal funds are included as part of the scholarship funds awarded to your students, the institution will comply with all reporting requirements of the Federal Circular A-133, where all subrecipients are required to provide a schedule of expenditures of Federal funds.

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Authorizing Official Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person (if different from above)

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

The CCPE certifies that any personally identifiable student information requested from the institution will not be disclosed to any other party, except as provided under State law, without the prior written consent of the parent of the student.

  
\_\_\_\_\_  
Dr. Mike Baumgartner, CCPE Executive Director

Please return this form via mail to J. Ritchie Morrow, Financial Aid Coordinator, CCPE, PO Box 95005, Lincoln, NE 68509-5005, or e-mail at [Ritchie.Morrow@nebraska.gov](mailto:Ritchie.Morrow@nebraska.gov).