

Commonwealth of Massachusetts

Office of Student Financial Assistance

STATE FINANCIAL AID PROGRAMS

GUIDELINES AND PROCEDURES

2014-2015



Massachusetts Assistance for Student Success Program

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Massachusetts Assistance for Student Success Program

I. General Guidelines

1.A General Guidelines

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LOAN DEFAULT AND ELIGIBILITY FOR MASSACHUSETTS STATE FINANCIAL AID PROGRAMS

Students who are in default of any education loan, including a Massachusetts No Interest Loan, are not eligible to receive assistance from Massachusetts State financial programs until their default status has been cleared. A student is, however, eligible to retain funds from a Massachusetts financial aid program if the institution was notified of the default status after the funds were disbursed to the student's account. The student is not eligible for any subsequent disbursement until the default status has been cleared. A monthly updated roster of No Interest Loan defaulters who filed a current year Free Application for Federal Student Aid (FAFSA) is available for schools to access on-line under the "Reports" section of MASSGrant in MASSAid

STUDY ABROAD PROGRAMS AND ELIGIBILITY FOR MASSACHUSETTS STATE FINANCIAL AID PROGRAMS

In order for a student to be considered eligible for Massachusetts state financial aid programs while attending a study abroad program, the four following conditions must be met:

1. Student must maintain an “enrolled” status at his/her “home institution” while attending program abroad. “Home institution” is defined as institution that will be conferring undergraduate degree upon the student.
2. “Home institution” must also be eligible to participate in Massachusetts state financial aid programs and have filed a Participation Agreement with the Massachusetts Office of Student Financial Assistance.
3. Financial aid has to be processed by the “home institution.”
4. Credits that the student earns while studying abroad must be transferable to and accepted by the “home institution.”

CHANGE IN ENROLLMENT STATUS AND ELIGIBILITY FOR MASSACHUSETTS STATE FINANCIAL AID PROGRAMS

A student who has dropped to below full-time status can, on a term by term basis, remain eligible for a Massachusetts State financial aid program that requires full-time enrollment status when the following conditions are true:

1. Student has not withdrawn from the institution.
2. Student has dropped to below full-time enrollment status after he/she had begun attending his/her classes during a specific term.
3. Changes in student's enrollment status occur after the date for such changes to affect the charges that the student incurs at the institution for that specific term.
4. Institution continues to charge the student on a full-time enrolled basis after he or she has officially dropped to below full-time enrolled status.
5. Institution has fully defined and published policies and guidelines that guide its treatment of changes to enrollment status.
6. Student meets all other eligibility criteria of the Massachusetts State financial aid program.

COMPLIANCE ATTESTATION REQUIREMENTS

Institutions of higher education in Massachusetts that administer funds from Massachusetts State financial aid programs are required to perform and submit an independent compliance attestation report of Massachusetts State financial aid programs on an annual basis, **EXCEPT FOR:**

- Institutions of higher education that expend a total amount of Massachusetts State financial assistance funds equal to or less than \$25,000, or such other amount specified by the Commissioner in any fiscal year.
- Institutions located in a state other than Massachusetts
- Institutions that have been approved by the Massachusetts Office of Student Financial Assistance to participate in the every third-year Attestation Compliance Report Submission Program. Those institutions are, however, required to submit copies of any internal or external reports, and/or program reviews (i.e. A-133 Audit, State or Federally conducted program reviews, etc.) on financial aid, that take place at the institution for the rotation years when a Massachusetts State Financial Aid Program specific Compliance Attestation Report is not required by the Massachusetts Office of Student Financial Assistance.

The annual period to be reviewed coincides with the fiscal year end of the institution. Compliance attestation reports are due 6-9 months following the fiscal year end, unless otherwise agreed upon in writing by the Massachusetts Office of Student Financial Assistance (OSFA). Institutions will be advised annually of their compliance attestation requirements vis-à-vis Massachusetts State financial aid programs.

In performing compliance reviews of Massachusetts State financial assistance programs, the independent auditor shall have available, in addition to the Massachusetts Office of *Student Financial Assistance Attestation Guide*, a fiscal year specific copy of Massachusetts State Financial Assistance Programs Guidelines and Procedures, as well as any and all relevant "Dear Colleague" letters published by OSFA. The *Student Financial Assistance Attestation Guide* was last updated in July of 2013.

Compliance Attestation Reports are to be submitted to the Massachusetts Office of Student Financial Assistance via the Massachusetts Executive Office of Education (EOE) Drop Box Central. Drop Box Central is accessible via the following URL:

<https://gateway.edu.state.ma.us/>

Hard copy paper compliance attestation and/or audit reports are no longer accepted by OSFA.

Please contact OSFA at 617.391.6070 for user account information to access Drop Box Central.

MASSACHUSETTS STATE FINANCIAL AID PROGRAMS REFUND POLICY

In calculating refunds to Massachusetts State financial aid programs, institutions shall apply the following rules:

- a) Refund policy shall apply to any student who withdrew from all classes but attended the institution for at least one day during the period of enrollment or payment period for which refunds to state financial aid programs are due;
- b) Consider state financial aid that is already disbursed as well as financial aid that could be disbursed in calculating the amount earned by the student. Financial aid that could be disbursed primarily refers to No Interest Loans that are to be disbursed on a "Late Disbursement" basis and meet such requirements, or any other financial aid programs that are subject to post-withdrawal disbursement;
- c) Percentage of state aid to be retained by the student shall be the same as earned under Title IV programs for the same period of enrollment or payment period, however;
- d) If the student received Title IV aid and has an unpaid tuition and mandatory fees balance to the institution (for the same enrollment period during which he/she withdrew or took an approved leave of absence) as a result of the application of the Return of Title IV Funds policy, the institution may use additional state financial aid (beyond the percentage earned under the Return of Title IV Funds policy) to cover the unpaid tuition and mandatory fees balance, **but not before** all other aid, including aid from direct institutional funds as well as any scheduled cash payment have been used in the payment of the same tuition and mandatory fees balance;
- e) If the student did not receive any Title IV funds during the same period of enrollment or payment period for which refunds to state aid are due, the institution shall employ the Return of Title IV Funds policy to determine the percentage of state aid the student earned during the period of enrollment or payment period for which he/she is being charged. State aid can be retained **only** after all other non-state aid (including aid from direct institutional funds) disbursed to the student for the same period, as well as any scheduled cash payment have been used in the payment of charges that the student incurred for the same period during which he/she withdrew or took an approved leave of absence;
- f) The institution is responsible for collecting and refunding unearned state aid in excess of \$25 that was disbursed directly to the student. If the institution is unable to collect the unearned state fund(s) from student after three (3) documented attempts, it shall refer the amount to the Massachusetts Office of Student Financial Assistance. Such three (3) attempts to collect unearned State aid shall be in the form of three (3) separate letters to the student, within a 45 day period, requesting the unearned amount
- g) Unearned State financial aid shall be refunded in the following order:
 1. Tuition Waiver (Need Based and Categorical)
 2. Massachusetts No Interest Loan
 3. General Scholarship (MASSGrant)
 4. Christian A. Herter Memorial Scholarship
 5. Foster Child Grant Program
 6. Gilbert Grant

7. Public Service Scholarship
8. Cash Grant (Access Grant Program)
9. Part-Time Grant
10. Early Childhood Educator's Scholarship
11. One Family Inc. Scholarship
12. GEAR UP Scholarship
13. Paraprofessional Teachers Preparation Grant
14. High-Demand Professions Scholarship
15. Completion Incentive Grant Fund
15. Math & Science Teachers Scholarship
16. Scholar-Internship Match Fund
17. National Guard Tuition & Fee Assistance
18. Adopted Children/Foster Children Fee Waiver
19. Children of Fallen Service Member Waiver Program
20. State University Internship Incentive Program

In calculating refunds to Massachusetts State financial aid programs, the institution **must** use the Massachusetts State Financial Aid Programs Refund Worksheet. Please refer to Exhibit 6 in the MASSGrant section for a copy of the Refund Worksheet. Institutions also have the option and are encouraged to use the Massachusetts State Financial Aid Program electronic Refund Worksheet. Such a worksheet can be found under the School Information section at: <http://www.osfa.mass.edu>

STUDENT-OWED REFUND POLICY

Institutions are responsible for collecting and refunding **unearned** state financial aid in excess of \$25 that is disbursed directly to a student. If the institution is unable to collect the unearned state aid from a student after three (3) documented attempts, it is obligated to refer the student-owed refund to the Massachusetts Office of Student Financial Assistance (OSFA). Such three (3) attempts to collect unearned state aid must be in the form of three separate letters to the student, within a 45 day period, requesting the unearned aid. Please refer to the *Massachusetts State Financial Aid Program Refund Policy*.

Students who owe refunds on previously received Massachusetts State financial aid funds are not eligible to receive assistance from Massachusetts State financial aid programs until the outstanding refund has been paid.

OSFA periodically mails an updated list of students who owe refunds on previously received state financial aid funds to all institutions that participate in Massachusetts State financial aid programs.

This list is also available in the "School" section of OSFA's web site.

STATE FINANCIAL AID PROGRAMS RECORD RETENTION REQUIREMENT

Institutions that participate in Massachusetts State financial aid programs are required to maintain records pertaining to their administration of such financial aid programs for a period of seven (7) years following the academic year during which those records were created, unless such records are included in the disposal schedules approved by the Records Conservation Board upon the request of the Office of Student Financial Assistance in accordance with M.G.L.c. 66,s.8.

BOARD OF HIGHER EDUCATION IMMIGRATION AND NATURALIZATION NOTIFICATION

MOVED: It is the policy of the Board of Higher Education that public institutions of higher education in the Commonwealth of Massachusetts notify the Immigration and Naturalization Service (INS) immediately of the name and last known address of any international student requiring a student visa whenever such student does not enroll, enrolls for less than full-time, withdraws or graduates from the institution. The public institutions of higher education shall forward copies of any such INS notifications to the Board of Higher Education.

In accordance with this policy, it is requested that the public institutions of higher education commence in the INS notification process effective October 2, 2001.

Authority: Massachusetts General Laws, Chapter 15A, Section 9.

Background:

Recent media reports have identified problems in the oversight of the international student visa programs in light of the September 11 attack on the World Trade Center. On Sunday, September 23, 2001, the CBS news program, "60 Minutes", ran a story about one of the individuals who committed a terrorist attack on the World Trade Center in 1993. The story said that this person had been allowed into the United States on a student visa to attend one of the public universities in Kansas but was no longer enrolled when the attack occurred. The Globe (9/30/01, p. A30) reported that the Immigration and Naturalization Service gave "only token attention to a monitoring program" of the status and activities of the more than 284,000 international students currently in the United States with student visas for academic or language programs.

As of 1999, the latest year for which data are available, there were approximately 4,500 international students requiring visas enrolled in Massachusetts public higher education institutions.

When a student who lives abroad applies to and is accepted for enrollment into Massachusetts' public institutions, (s)he must apply to the U.S. State Department for a student visa application Form I-20. Students who already live in our country under a different visa must complete and submit Form I-539 to change to student status. The embassy of the student's country of origin and the State Department must both approve the visa application.

If a student does not enroll or enrolls for less than full-time status, (s)he is considered out of compliance with the terms of the student visa. Under current policy and procedure, when a student fails to comply, the institution may notify the student and the INS of his/her lack of compliance. The federal law does not mandate that institutions automatically notify INS; it stipulates only that the institution provide such information whenever asked by the INS. Anecdotal evidence suggests such requests do not occur regularly; for example, Salem State College has not been asked for such information since the late 1980s. Some campuses consider it "good practice" to notify INS whenever a student is no longer in compliance. If a student who was out of compliance wishes to re-enroll, (s)he must begin with a new I-20 or I-539 application before re-admittance.

The Immigration and Naturalization Service (the Service) regulations (in 8 CFR 214.3(g)(2)) state that: *at intervals specified by the Service but not more frequently than once a term or session, the Service's processing center shall send each school (to the address given on Form I-17 as that to which the list should be sent) a list of all F-1 and M-1 students who, according to Service records, are attending school.*

A designated school official at the school must note on the list whether or not each student on the list is pursuing a full course of study and give, in addition to the above information, the names and current address of all F-1 or M1 students, or both, not listed, attending the school and other information specified by the Service as necessary to identify the students and to determine their immigration status. The designated school official must comply with the request, sign the list, state his or her title, and return the list to the Service's processing center within sixty days of the date of the request.

The lack of reliable information about non-citizens living in the United States on a temporary basis has impeded the investigation into the attacks. The proposed new BHE policy to enhance the reporting requirements supports both existing law and good practice. By establishing this policy, it is our intent to be proactive in responding to this threat.

Massachusetts Assistance for Student Success Program

II. MASSGRANT

II. A MASSACHUSETTS ASSISTANCE FOR STUDENT SUCCESS PROGRAM GUIDELINES

PURPOSE:

The Massachusetts Assistance for Student Success Program (MASSGrant) is a grant assistance program funded by appropriations from the Massachusetts State Legislature in accordance with Massachusetts General Laws, Chapter 15, Section 19A. The MASSGrant program provides need-based financial assistance to undergraduate students who reside in Massachusetts and who are enrolled in and pursuing a program of higher education in any approved public or independent college, university, school of nursing or any other approved institution furnishing a program of higher education. The MASSGrant provides financial assistance to Massachusetts students demonstrating the greatest financial aid need.

DEFINITIONS:

ELIGIBLE INSTITUTION:

An eligible institution is defined as a state-approved public, private, independent, for profit or nonprofit, institution in the Commonwealth of Massachusetts authorized to offer undergraduate degrees, certificates or diploma programs and that is also approved by the U.S. Department of Education to administer Title IV programs. Massachusetts state-approved public, private, independent and non-profit Institutions located in states (CT, VT, RI, PA and the District of Columbia) that have reciprocity agreements with and approved by the Commonwealth and award Associate and Bachelor's Degrees are also eligible to participate.

ELIGIBLE PROGRAM:

Any eligible degree or certificate program offered by an institution.

ELIGIBLE STUDENT:

A student enrolled in an eligible program and meeting the following requirements:

- a. a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and a U.S. citizen or non-citizen eligible under Title IV regulations
- b. in compliance with Selective Service Registration requirements
- c. eligible for Title IV financial aid and not in default of any federal or state loan
- d. does not owe a refund on any previously received federal or state financial aid
- e. demonstrates financial need as determined by the Federal Methodology need analysis criteria
- f. has a documented Expected Family Contribution (EFC) between 0-5157 based on an eligibility index system approved by the Massachusetts Board of Higher Education
- g. is enrolled as a full-time student (12 undergraduate credits or its equivalent) in an eligible undergraduate degree, certificate or diploma program and must have maintained eligibility at the time of disbursement.

- h. not have reached the maximum semester of eligibility to continue to receive a MASSGrant award (eligibility is limited to a specific number of semesters based on the type of institution that the student attends)
- i. is maintaining satisfactory academic progress in accordance with institutional and federal standards
- j. must not have received a prior bachelor's degree or its equivalent
- k. if enrolled in a clock hour program, the student must:
 - 1) complete a minimum of 24 clock hours per week
 - 2) complete a minimum of 320 hours during the period of July 1 – December 31 to qualify for a Fall disbursement
 - 3) complete a minimum of 320 hours during the period of January 1 – June 30 to qualify for a Spring disbursement
- l. if enrolled in English as a Second Language (ESL) program courses, the student must be simultaneously enrolled in either a certificate, associate or bachelors degree program in order to be considered eligible for a MASSGrant. Credits a student earns for ESL program courses may be counted towards his/her full-time enrollment status.
- m. must meet all institutional requirements

STUDENT AWARD VALUES:

Awards are determined by an indexing system approved by the Board of Higher Education that considers the federal expected family contribution (EFC), and type of institution the student attends. Individual awards for the academic year may not exceed a student's demonstrated financial aid need. Eligibility for the MASSGrant is restricted to a maximum number of semesters as follows:

- 8 semesters if enrolled in a four-year undergraduate program
- 6 semesters if enrolled in a three-year undergraduate program
- 4 semesters if enrolled in a two-year undergraduate program
- 2 semesters if enrolled in a one-year certificate or diploma program

INSTITUTIONAL DISBURSEMENT OF FUNDS:

- a) MASSGrant funds are disbursed to the institution in two payments for the fall and spring semesters for students who meet all eligibility criteria, as certified by the institution.
- b) Payment of MASSGrant funds is sent directly to the institution from the Commonwealth's Comptroller's Office. One hundred percent of the funds from the MASSGrant award shall be used to credit the student's account. Funds must be disbursed to students during the traditional academic year.
- c) All refunds shall be sent to the Office of Student Financial Assistance and checks made payable to the *Commonwealth of Massachusetts*.

d) Refunds may occur as a result of adjustments to EFC, changes to dependency status, and/or changes to a student's enrollment status. Refunds may also occur if the institution receives payment and becomes aware that a student has withdrawn, dropped below full-time status, taken an approved leave of absence, or otherwise fails to complete the period of enrollment as charged.

AUDIT REQUIREMENTS:

All financial books, records and documents pertaining to this program shall at all reasonable times be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial records for a period of seven years.

Massachusetts Assistance for Student Success Program

III. NO INTEREST LOAN

MASSACHUSETTS NO INTEREST LOAN PROGRAM

Policies and Procedures Manual Program Year 2014-2015

In 1992, the Commonwealth of Massachusetts Legislature created the No Interest Loan (NIL) Program. The NIL program is designed to provide eligible, needy **Massachusetts residents** attending post-secondary educational institutions in Massachusetts with a state-funded loan. Administered by the Massachusetts Office of Student Financial Assistance, the NIL program offers **zero interest** loans to assist in meeting educational costs. Students have a period of ten (10) years to repay their NIL loan(s).

Program Statute

Massachusetts General Laws, Chapter 15A; section 9, cc. provides:

“Administer a program, subject to appropriation, to provide no-interest loans to undergraduate students domiciled in the commonwealth, enrolled in and pursuing a program of higher education in the Commonwealth in any approved public or independent college, scientific or technical institution, or any other approved institution furnishing a program of higher education. Such assistance shall consist of full or partial loans to students in need of assistance. Repayment shall commence within six months of graduation or termination of studies; provided that no repayment schedule shall exceed a term of ten years. Monies received in repayment shall be retained by the Board of Higher Education for the administration of the program without further appropriation. The Massachusetts State Scholarship Office shall establish guidelines to govern said program which shall include, but not limited to, eligibility requirements for students, eligibility requirements for participating institutions, terms of payment, deferment options, provision for default, and a maximum and minimum loan award as determined by an indexing system.”

III. A. *Institutional Eligibility:*

Institutions wishing to participate in the No Interest Loan program must have signed a Participation Agreement with the Massachusetts Office of Student Financial Assistance, meet the program's loan cohort default rate requirements, as well as achieved established performance measures with respect to NIL loan exit counseling process. In addition, the institution must be either private, public, independent, for profit or nonprofit, issuing associate and/or bachelor degrees, or certificate programs and located in Massachusetts. The institution must be eligible to participate in Federal Title IV programs and fully accredited. The institution must continue to meet all of the above and other requirements throughout its participation in the No Interest Loan program.

III. B *No Interest Loan Default:*

Students who are in default of a Massachusetts No Interest Loan are not eligible to receive assistance from any Massachusetts State financial aid programs until their default status has been cleared. A student is, however, eligible to retain funds from a Massachusetts State financial aid program if the institution was notified of the default status after the disbursement was made to the student's account. The student is not eligible for any subsequent disbursement until the default status has been cleared. The NIL defaulters list is also available on-line at <http://www.osfa.mass.edu> (under reports section).

III. C Student Eligibility:

Eligible students who meet the program requirements are included on a NIL Eligibility Roster, which is available to institutions at the beginning and throughout the NIL processing cycle. Schools can, at any point in time, produce and print their own NIL eligibility roster directly from OSFA's web site. Students wishing to become eligible for a No Interest Loan for the academic year 2014-2015 must complete their 2014-2015 Free Application for Federal Student Aid (FAFSA), by the priority deadline date of March 16, 2015. Because OSFA's determination of a student's eligibility is based on an Expected Family Contribution (EFC) derived from Federal Methodology (FM), the institution has the responsibility for validation of such EFC. Likewise, schools have the same responsibility to ensure that the borrower meets all other requirements of the No Interest Loan program prior to advancing a NIL award. The EFC and student dependency requirements are displayed herein (Exhibit B). A student's current year maximum eligibility is listed on the NIL Eligibility Roster under "Maximum Loan Amount". In view of the fact that the program has a lifetime borrowing limit of \$20,000, a student's aggregate loan history is taken into account when determining current year eligibility. The minimum initial NIL award a student can receive is \$1,000.

In addition to meeting the above requirements, students eligible for the NIL program must also meet the following conditions:

- Be a Massachusetts resident for at least 12 months prior to August 1, 2014
- Be a U.S. citizen or a non-citizen eligible under Title IV regulations
- Not yet received a bachelor's Degree and currently pursuing a course of study in an eligible program at an eligible institution
- Be enrolled full-time (minimum 12 credits per semester or its equivalent)
- Maintain satisfactory academic progress in accordance with the school's academic policy
- Not be in default of any federal or state loans or owe a refund for any previous financial aid received
- Comply with Selective Service requirements
- Must provide requested documentation to the school if selected for verification
- Must have a documented Estimated Family Contribution (EFC) between 0-15,000 at the institution
- If enrolled in a clock hour program, the student must:
 - 1) complete a minimum of 24 clock hours per week
 - 2) complete a minimum of 320 hours during the period of July 1 – December 31 to qualify for a Fall disbursement

3) complete a minimum of 320 hours during the period of January 1-June 30 to qualify for a Spring disbursement

- If enrolled in English as Second Language (ESL) program courses, the student must be simultaneously enrolled either in a certificate, associate or bachelors degree program in order to be considered eligible for a No Interest Loan. Credits a student earns for ESL program courses may be counted towards his/her full time enrollment status.

IV. D Disbursement Dates:

When completing the promissory note, schools have the option of selecting either “Fall, Spring and/or Summer” as their disbursement periods, in which case, the system will automatically assign a disbursement date. Institutions may also choose to select their own disbursement dates, which provides them with the flexibility of having disbursed NIL funds arrive on their campus, later than the NIL system defaults would allow. Under either scenario, NIL disbursement dates shall meet the following criteria:

- Each loan must have at least two (2) disbursements, unless the loan meets at least one of the following criteria, in which case, the system will assign one disbursement date only:
 1. The current date is greater by 45 days or less than the loan period end date.
 2. The loan period is less than 155 days in length.
- Each subsequent disbursement date must be greater than or equal to the previous disbursement date.

- **First Disbursement**

If the current date is less than or equal to 20 days prior to the start of the loan period, the current date shall be assigned as the first disbursement date.

If the current date is greater than 20 days prior to the start of the loan period, a first disbursement date equal to 20 days prior to the start of the loan period shall be assigned.

- **Second Disbursement/No Third Disbursement Selected**

If the current date is less than or equal to the mid point of the loan period less 20 days, the mid point of the loan period less 20 days shall be assigned as the second disbursement date. If the current date is greater than the mid point of the loan period less 20 days, the current date shall be assigned as the second disbursement date.

In either case, if the date calculated for the second disbursement date is less than that assigned for the first disbursement, the disbursements will occur in

two consecutive weeks.

- **Second Disbursement/Third Disbursement Selected**

If the current date is less than or equal to the one-third point of the loan period less 20 days, the one-third point of the loan period less 20 days shall be assigned as the second disbursement date.

If the current date is greater than the one-third point of the loan period less 20 days, the one-third point of the loan period less 20 days shall be assigned as the second disbursement date.

In either case, if the date calculated for the second disbursement date is less than that assigned for the first disbursement, the disbursements will occur in two consecutive weeks.

- **Disbursement Amounts**

Disbursement amounts are determined by dividing the loan amount by the number of disbursements. Each disbursement amount must be a whole dollar amount.

In the event that the loan amount is not evenly divisible by the number of disbursements and there are only two disbursements, the first disbursement shall be truncated to a whole dollar amount and the total loan amount less the first disbursement amount is the amount of the second disbursement.

When there are three disbursements, the first and second disbursements shall be truncated to whole dollar amounts and third disbursement amount shall be equal to the loan amount less the first and second disbursement amounts. For example, if a loan for \$2625 must be disbursed in 2 disbursements, the first disbursement would be for \$1312 and the second disbursement would be for \$1313. If a loan for \$2000 must be disbursed in 3 disbursements, the first and second disbursement would be for \$666 and third disbursement would be for \$668.

IV. E *Late Disbursement:*

No Interest Loans that are to be disbursed on a “late disbursement” basis must meet the following conditions:

- Loan is being disbursed late **only** due to the expiration of the loan period.
- Loan application has been certified by institution for the enrollment period and received by OSFA, prior to the expiration of the loan period.
- Loan proceeds **must** be disbursed no later than **45 days** after the expiration

of the loan period.

- Loan proceeds are to be used to pay for educational expenses that the school determines the student incurred for the period during which he/she was enrolled and eligible.
- The student must have appeared on a NIL Eligibility Roster that the school received from OSFA, prior to the expiration of the loan period.

IV. F Refunds:

Institutions are expected to refund to the No Interest Loan Program partial or all amounts from a disbursement that a borrower did not use towards educational expenses at any point during the academic year. Refunds are to occur within thirty (30) days of the school's receipt of the loan funds. In processing refunds, schools must use the **Massachusetts No Interest Loan Refund Form** (Exhibit H) to list the students for whom monies are being returned and the amounts. Please note that no refund will be processed by OSFA unless a check for the correct amount of the refund(s) accompanies the refund form. **It is important for schools to note that refunds are considered repayments of loans, and those funds do not revert to a school's allocation, and therefore, are not available for new awards within the same academic year.**

Refund checks should be made payable to:
The Commonwealth of Massachusetts

Refund Forms and Checks are to be forwarded to:
The Office of Student Financial Assistance
454 Broadway, Suite 200
Revere, MA 02151

Schools should not send refunds/repayments directly to ECSI for processing. If a refund is sent to Educational Computer Services, Inc (ECSI) and processed without the knowledge of OSFA, there is the risk that the student's disbursement record will not be updated on OSFA's NIL History File and the student's eligibility may be adversely affected in the future. Refunds processed by OSFA are subsequently submitted to ECSI's loan servicing department for adjustments to a borrower's account.

IV. G NIL Record Keeping and Audit Requirements:

Institutions that participate in the NIL program shall be subject to audit requirements for the loan program. Guidelines, for such audit requirements, are published by the Massachusetts Office of Student Financial Assistance. Institutions shall also maintain records pertaining to the administration of the No Interest Loan program for a period of seven (7) years. All financial books, records and documents pertaining to the NIL program shall at all times be open for inspection, review and audit by the Commissioner, the State Auditor or their authorized representative who shall have access to the premises where the books, records and documents are located.

Massachusetts No Interest Loan Eligibility Chart

2014-2015

<u>Expected Family Contribution</u>	<u>Maximum Loan Amount</u>	<u>Minimum Loan Amount</u>
0 – 15,000 Dependent: D	\$4000	\$1000
0 – 15,000 Independent: I	\$4000	\$1000

EXHIBIT A

Massachusetts Assistance for Student Success Program

**IV. CHRISTIAN A. HERTER MEMORIAL
SCHOLARSHIP PROGRAM**

CHRISTIAN A. HERTER MEMORIAL SCHOLARSHIP PROGRAM GUIDELINES

In accordance with Massachusetts General Laws, Chapter 15A, Section 16, the Board of Higher Education shall offer a Christian A. Herter Memorial Scholarship Program which offers scholarships to twenty-five students annually of extraordinary need and ability selected in the tenth or eleventh grades by persons or agencies designated by the Board of Higher Education and set forth under the regulations of this program.

PURPOSE:

The Christian A. Herter Memorial Scholarship program was established in 1972 by the Massachusetts State Legislature as an early identification program to assist students whose socio-economic backgrounds may inhibit their ability to pursue higher education.

Each year twenty-five (25) 10th and 11th grade high school students are selected to receive up to fifty percent (50%) of their calculated financial need (following high school graduation) once they enroll at the college of their choice within the continental United States. Students that are selected for this program must have overcome major adversity in their lives (i.e. physical or mental abuse, catastrophic illness, obstacles). Obstacles overcome may be defined as mental, physical, geographic or societal. Students must exhibit academic potential for post-secondary success.

DEFINITIONS:

ELIGIBLE COLLEGE OR UNIVERSITY shall mean any public or private institution in the continental United States and in the Commonwealth of Massachusetts as defined under Section 5, Chapter 15A, of the General Laws or other accredited post-secondary institution.

ELIGIBLE PROGRAM shall mean any degree or certificate program offered by an institution and supported by appropriated funds.

ELIGIBLE STUDENT shall mean any current tenth or eleventh grade student enrolled in high school and upon receipt of the scholarship meets the following requirements:

1. Is enrolled in a public or private secondary school in the Commonwealth of Massachusetts and is a legal resident of Massachusetts.
2. Is a U.S. citizen or eligible non-citizen and eligible to apply for Title IV financial aid.
3. Have a cumulative high school grade point average of at least 2.5 on a 4.0 scale.
4. Exhibit difficult personal circumstances, high financial need, and strong academic promise to pursue higher education beyond the secondary educational level.
5. Upon graduation from high school, be enrolled as a full-time undergraduate student in an eligible program as defined by the institution.
6. Provide evidence of documented financial need as measured by a federally approved system of need analysis.
7. Be in compliance with state law regarding Selective Service Registration.
8. Not be in default of a Federal Perkins Loan, Federal Stafford Loan, or a Federal PLUS Loan for attendance at any institution nor owe a refund for any previous financial aid received.

9. If enrolled in a clock hour program, the student must:
 - a) complete a minimum of 24 clock hours per week
 - b) complete a minimum of 320 hours during the period of July 1-December 31 to qualify for a Fall disbursement
 - c) complete a minimum of 320 hours during the period of January 1-June 30 to qualify for a Spring disbursement
10. If enrolled in English as Second Language (ESL) program courses, the student must be simultaneously enrolled in a certificate, associate or bachelors degree in order to be considered eligible for a Herter Scholarship.
11. If a Herter Scholarship recipient defers enrollment, he/she must be granted approval by the Office of Student Financial Assistance in order to maintain eligibility for the Herter Scholarship. Deferred eligibility for the Herter Scholarship can only be for a period not to exceed two (2) years.

DETERMINATION OF NEED:

All Scholarships awarded under the Christian A. Herter Memorial Scholarship Program, must be made on the basis of demonstrated financial need.

Students qualifying for a scholarship must complete the institution's required application process for student financial aid.

Herter Scholarships, in combination with other resources (excluding MASSGrant) in the student's financial aid package, may not exceed the student's demonstrated financial need.

Students selected by the U.S. Department of Education for verification must complete all required documentation prior to receipt of a Herter Scholarship.

SCHOLARSHIP AWARD VALUE:

Individual scholarships for an award period may vary. The student is to receive an award of up to 50% of his/her financial need for each of the four undergraduate years, provided the student continues to demonstrate need for that level of assistance, utilizing Federal Methodology (Need = Total Cost of Attendance minus Expected Family Contribution).

Herter recipients are **not eligible** to receive the MASSGrant.

APPLICATION PROCESS:

Each public or private secondary school, social service agency, civic or religious organization may nominate up to five eligible candidates for the Herter Scholarship program on an annual basis. Nominations must be submitted to the Office of Student Financial Assistance by the specified date that is annually established.

The nomination package must include a completed Herter Scholarship Application, autobiographical statement, a nominating agency's statement, supporting financial form, required letters of recommendation and an official transcript from the high school.

Information to be included in the nomination packet is subject to revision annually.

AWARD PROCESS:

The Office of Student Financial Assistance convenes a committee to evaluate all nominees, interview and determine the final recipients.

Selection of Herter recipients is based upon a review of the students' application packet and accompanying statements.

The Office of Student Financial Assistance notifies all nominees upon completion of the award review process.

All entities nominating students will be notified.

AWARD DISBURSEMENT:

Awards granted under the Christian Herter Scholarship Program will be disbursed as follows:

- 1) Prior to the start of the academic year, institutions are asked to verify the student's cost of attendance and Expected Family Contribution, enabling OSFA to determine the value of the Herter Scholarship.
- 2) A Certification/Payment Roster is mailed to each institution at the beginning of each academic year detailing the Herter Scholarship recipient, social security number and award amount.
- 3) Payment is sent directly from the Commonwealth's Treasurer's Office to the institution
- 4) The institution must certify the student as eligible according to the guidelines established for the Christian Herter Scholarship Program.
- 5) Students will be responsible for providing the Office of Student Financial Assistance with official transcripts at the end of each academic year.

REFUNDS:

All refunds must accompany the completed Certification/Payment Roster.

AUDIT REQUIREMENTS:

All financial books, records and documents pertaining to this program shall at all reasonable times be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for a period of seven (7) years. An institution may retain records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

V. AGNES M. LINDSAY SCHOLARSHIP

AGNES M. LINDSAY SCHOLARSHIP PROGRAM GUIDELINES

PURPOSE:

In accordance with applicable provisions of section 7A of Chapter 65 of the Acts of 1984, the purpose of the Agnes M. Lindsay Scholarship program shall be to provide scholarships for students with demonstrated financial need from rural areas who attend public institutions of higher education within the Commonwealth of Massachusetts.

DEFINITIONS:

ELIGIBLE INSTITUTION:

An eligible institution shall mean any public college or university in the Commonwealth of Massachusetts as defined under Section 3, Chapter 15A, of General Laws, with the exception of the University of Massachusetts at Amherst.

ELIGIBLE PROGRAM

Any degree or certificate program offered by an institution and supported by appropriated funds.

ELIGIBLE STUDENT:

Shall mean a student enrolled in an eligible program and meeting the following requirements:

- a. Be a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and be a U.S. citizen or a non-citizen eligible under Federal Title IV regulations.
- b. Be in compliance with applicable law regarding Selective Service.
- c. Not be in default of any federal or state Loan for attendance at any institution nor owe a refund for any previous financial aid received.
- d. Provide evidence of documented financial need as measured by a federally approved system of needs analysis.
- e. Be enrolled as a full-time undergraduate student in an eligible program as defined by the institution.
- f. Be maintaining satisfactory academic progress according to institutional standards, with at least an annual review.
- g. Be a permanent resident of a Massachusetts "rural" area.

RURAL AREAS:

Shall mean an area which is outside an urban area and has fewer than 15,000 inhabitants.

DETERMINATION OF NEED:

All scholarships awarded under this Trust must be made on the basis of demonstrated financial need.

- a. Students qualifying for a scholarship must complete the institution's required application process for student financial assistance.
- b. Students selected by the U.S. Department of Education for verification must complete all required documentation prior to receipt of a Lindsay Scholarship.

SCHOLARSHIP AWARD VALUE:

- a. Individual student awards for an award period may vary.
- b. Lindsay Scholarships, in combination with other resources in the student's financial aid package, may not exceed the student's demonstrated financial need.

APPLICATION PROCESS:

- a. Each institution may nominate up to five eligible candidates for the Lindsay Scholarship Program on an annual basis.
- b. Nominations must be submitted by the Financial Aid Director as a package to the Massachusetts Office of Student Financial Assistance by the specified return date annually established.
- c. The nomination package must include a completed student application, an accompanying statement from each student, along with the appropriate certification from the Financial Aid Director.

AWARD PROCESS:

- a. The Office of Student Financial Assistance Committee will convene to review all nominees and determine the final recipients.
- b. Award decisions will be based upon a review of the institutional certification, the student application, and accompanying statement.
- c. The Office of Student Financial Assistance will notify all nominees upon completion of the award process.
- d. All institutions nominating students will be notified.

PAYMENT PROCESS:

- a. A payment roster will be mailed to each institution detailing the student recipient, social security number, and the award amount.
- b. A check in the amount of the total payment will be mailed to each institution under a separate cover.

NOTIFICATION TO THE AGNES M. LINDSAY TRUST:

On an annual basis, the Massachusetts Office of Student Financial Assistance will provide a fully detailed accounting of the program to the Lindsay Trust trustees, including but not limited to: name, address, and social security number of each recipient, the award amount, and the institution attended.

AUDIT REQUIREMENTS:

- a. It shall be the responsibility of each institution to maintain adequate documentation of a recipient student's eligibility for the Agnes Lindsay Scholarship Program.
- b. The Commissioner shall require each institution to complete an annual report to the Department of Higher Education which details recipient data for the Agnes M. Lindsay Scholarship Program.
- c. All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

VI. John & Abigail Adams Scholarship

**BOARD OF HIGHER EDUCATION
JOHN AND ABIGAIL ADAMS SCHOLARSHIP**

DEFINITIONS

ELIGIBLE INSTITUTION:

An institution within the system of public institutions of higher education as identified in Section 5 of Chapter 1 5A of the Massachusetts General Laws, except those institutions retaining Massachusetts resident tuition payments.

ELIGIBLE PROGRAM:

Any state-supported undergraduate degree program offered by an eligible institution.

ELIGIBLE STUDENT:

An undergraduate student who has been **admitted** to an eligible institution and meets the following requirements:

- a) has graduated from or under the auspices of a Massachusetts public high school, and as of June 2005 thru June 2015, and by the end of the junior year, was in the highest 25 percent in their district on the 10th grade Massachusetts Comprehensive Assessment System (MCAS) English Language Arts and Mathematics test, and scored in the Advanced category on one test and Proficient or Advanced on the other test; **or**

as of June 2016 or thereafter, and by the end of their junior year, was in the highest 25 percent in their district on the 10th grade Massachusetts Comprehensive Assessment System (MCAS) English Language Arts, Mathematics and Science test, and scored in the Advanced category on one test and Proficient or Advanced on the other tests

(Note: an earned GED does not fulfill the high school graduation requirement)

- b) is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year and who is a United States citizen or a non-citizen eligible under Federal Title IV guidelines
- c) is enrolled full-time in a Massachusetts public college or university, and has not earned a prior bachelor's degree
- d) maintains a cumulative 3.0 GPA on all academic coursework at the institution awarding the degree; or if transferring, has maintained a cumulative 3.0 GPA at the transfer institution;

(The institution is responsible for verifying the cumulative GPA at the end of the spring semester of each academic year; if the student drops below the required 3.0 GPA, the scholarship is permanently forfeited.)

- e) annually files the Free Application for Federal Student Aid (FAFSA)
- f) maintains Satisfactory Academic Progress in accordance with institutional standards

- g) is in compliance with applicable law regarding Selective Service Registration
- h) is not in default with applicable law regarding any Federal or State student education loans for attendance at any institution or owes a refund for any previous financial aid received

The institution may not grant an exception to the above requirements. In rare and extenuating circumstances, the Commissioner or the Commissioner's designee may permit an exception to the above criteria and authorize (in writing) the institution to award the Adams Scholarship. In such cases, supporting documentation must be provided by the student and maintained by the institution and the Office of Student Financial Assistance.

AWARD VALUE

The award under this program shall be equal to the value of required tuition (not including fees) for all state-supported undergraduate courses.

The scholarship may be awarded to eligible students for a maximum of eight semesters of enrollment (not including summer terms), which must occur within six years following high school graduation.

The program will be awarded at no cost to the institution.

AWARD PROCEDURE

Beginning with the Class of 2005, the State Department of Education will annually certify the eligibility of student recipients for the John and Abigail Adams Scholarship. Consistent with other programs, the State Department of Education will provide students with a letter of eligibility and provide the Board of Higher Education and Office of Student Financial Assistance with a list of eligible students designated as Adams Scholarship recipients.

Each John and Abigail Adams Scholarship recipient shall be responsible for submitting documentation of eligibility to the institution where he/she will enroll.

The Office of Student Financial Assistance shall annually provide institutions with a roster of eligible students that have met the requirements of completing the FAFSA. Institutions may use this roster to verify student eligibility whenever other documentation is not available.

The institution shall award scholarships equal to the value of required tuition. The Adams Scholarship is a non-need based program. Financial need is not a requirement for eligibility. However, recipients must meet all requirements as defined for eligible students including filing the FAFSA.

ANNUAL REVIEW

One year after the date of implementation, the Board of Higher Education shall evaluate the effectiveness of this program to determine adjustments to the selection and eligibility criteria, as necessary and as warranted by state-wide performance of students on the MCAS, and by any changes to the exam contents (e.g., the addition of Science and History test to the competency determination). Thereafter, a comprehensive evaluation will be conducted annually to assess the program's effectiveness, the results of which will be reported to the Governor and members of the Massachusetts Legislature.

PARTICIPATION AGREEMENTS

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the State Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the John and Abigail Adams Scholarship.
- b) The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the John and Abigail Adams Scholarship Program. The Office of Student Financial Assistance will coordinate specification and procedures for this report
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records, and documents are located. The institution shall retain such financial books, records, and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

VII. MASSACHUSETTS PUBLIC SERVICE GRANT PROGRAM

**BOARD OF HIGHER EDUCATION
MASSACHUSETTS PUBLIC SERVICE GRANT PROGRAM**

PURPOSE:

In recognition of the hardship that a family experiences upon the loss of a parent and/or spouse who is killed or missing in the line of public service duty in the Commonwealth, a grant program has been established to provide educational opportunity to the remaining family members. This important program is the only Grant Program not based on demonstrated financial need, but rather on entitlement.

DEFINITIONS:

INSTITUTIONAL ELIGIBILITY:

Shall mean a public or independent college or university in the Commonwealth of Massachusetts which is accredited by the New England Association of Schools and Colleges and is authorized by the Commonwealth to offer undergraduate degree programs.

ELIGIBLE STUDENT:

An eligible student must meet all of the following conditions:

- a) Is a permanent legal resident of Massachusetts for at least twelve months preceding the start of the academic year for which the grant is awarded and is a U.S. citizen or a non-citizen eligible under Federal Title IV regulations.
- b) Has not yet received a first bachelor's degree and is currently pursuing a course of study in an eligible institution.
- c) Will be enrolled full-time (at least twelve credits or its equivalent) in an eligible institution
- d) Is maintaining satisfactory academic progress in accordance with federal regulations as established by the college or university the student is attending.
- e) Is not in default of any federal or state loan or owe a refund for any previous financial aid received.
- f) Is in compliance with Selective Service Registration requirements.
- g) Will provide the necessary documentation to evidence one of the following conditions:
 - Child or widowed spouse of a Massachusetts Police Officer, Firefighter or Corrections Officer who was killed or died from injuries received while performing his or her duties. This shall also include authorized training duty.
 - Child of a Prisoner of War or Military Service Person Missing In Action in Southeast Asia whose war time service was credited to the Commonwealth and whose service was between February 1, 1955 and the termination of the Vietnam campaign.
 - Child of a Veteran whose service was credited to the Commonwealth and who was killed in action or died as a result of such service.
- h) If enrolled in a clock hour program, the student must

- Complete a minimum of 24 clock hours per week
- Complete a minimum of 320 hours during the period of July 1 – December 31 to qualify for a Fall disbursement
- Complete a minimum of 320 hours during the period of January 1 – June 30 to qualify for a Spring disbursement

ACADEMIC YEAR:

Shall mean the period of time between July 1 of one year and June 30 of the subsequent year.

APPLICATION PROCEDURE

All students applying for consideration for a Public Service Grant must complete the following procedures:

- a) Obtain a Public Service Grant Application from the Office of Student Financial Assistance's website at www.osfa.mass.edu.
- b) Provide the necessary documentation as stated on the application.
- c) Return the application and documentation to the OSFA.
- d) Annually file the Free Application for Federal Student Aid (FAFSA)

Awards made under this program shall be as follows:

- a) For a student attending a Massachusetts Public College or University, the award shall be equal to the cost of the institution's full time annual tuition charges.
- b) For a student attending a Massachusetts Independent College or University, the award shall be equal to the full time annual tuition charge to the University of Massachusetts, Amherst not to exceed \$2500.

AWARD DISBURSEMENT

Awards granted under the Public Service Grant Program will be disbursed as follows:

- a) At the beginning of each academic semester a Certification/Payment roster will be mailed to each Massachusetts institution with eligible Public Service Grant recipients.
- b) The Institution must certify the student eligible according to the Massachusetts Public Service Grant Guidelines and return the roster to OSFA.
- c) Payment will be sent directly from the Treasurer's Office to the institution.

REFUNDS

All refunds must accompany the completed Certification/Payment roster.

APPEAL

OSFA maintains an open and fair process for students, parents and institutions. Therefore, an institution or applicant may, at any point in the process, appeal in writing to the OSFA Appeals Committee for

reconsideration. The appeals committee will meet periodically and will inform all concerned parties in writing. The OSFA maintains the right of final approval on all appeals.

PARTICIPATION AGREEMENT

All institutions participating in The Public Service Grant Program must file a State Financial Aid Participation Agreement to be maintained on file in the OSFA.

AUDIT REQUIREMENTS

All financial books, records and documents pertaining to this program shall, at all reasonable times, be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representative who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years.

APPLICATION PROCEDURES

- a) Complete a Public Service Grant Application and submit the necessary documentation.
- b) Applicant must also file a Free Application for Federal Student Aid (FAFSA).
- c) For a child or widowed spouse of a Massachusetts Police Officer, Firefighter, or Corrections Officer whose death occurred in the line of duty, submit a certificate from the Massachusetts Retirement Board.
- d) For a child of a Prisoner of War, Military or Service person missing in action in Southeast Asia between February 1, 1955 and the termination of the Vietnam campaign, or veteran who was killed in action or who died as a result of such service, submit the following:
 - Copy of your birth certificate.
 - Copy of Veteran's death certificate.
 - DD214 Form to show Veteran's service was credited to Massachusetts. You may obtain this form from your local Veterans Administration Office.
 - Proof that Veteran's death was service connected. You may obtain this from:

The Veterans Administration Regional Office
J.F.K. Federal Building
100 Cambridge Street
Boston, Massachusetts 02203

FIRST TIME APPLICANTS ONLY

All first time applicants must complete the application and provide all the supporting documentation that is requested. It is the applicant's responsibility to provide all the necessary information. The Office of Student Financial Assistance reserves the right to request additional documentation if necessary.

RENEWAL APPLICANTS ONLY

To renew the Public Service Grant, recipients must annually, contact the Office of Student Financial Assistance for a renewal application for the Public Service Grant Program.

The application and all supporting documentation must be submitted to:

*DEPARTMENT OF HIGHER EDUCATION
Office of Student Financial Assistance
Massachusetts Public Service Grant Program
454 Broadway, Suite 200
Revere, Massachusetts 02151*

APPLICATION DEADLINE IS MAY 1, 2014

The May 1st deadline applies to new applicants only.

Massachusetts Assistance for Student Success Program

VIII. Part-Time Grant

BOARD OF HIGHER EDUCATION PART-TIME GRANT PROGRAM

PURPOSE:

Demographic changes impacting current and future student populations have a direct relationship to the number of part-time students who seek higher education. In Massachusetts, as in other states, the number of part-time students is expected to continue to grow due to shifts in the state's demographic and economic circumstances; thus, requiring more adults to return to the classroom on a part-time basis. Rapidly increasing college costs have forced students to reconsider their college enrollment plans. More and more, part-time programs are becoming viable alternatives. As colleges continue to shift their financial aid programs towards the full-time population, part-time programs have become even less affordable. The Massachusetts Part-Time Grant Program serves as a bridge between higher education and the part-time student population.

DEFINITIONS:

ELIGIBLE INSTITUTION:

An eligible institution is defined as a public, private, independent, for profit or nonprofit, institution in the Commonwealth of Massachusetts authorized to offer undergraduate degrees or certificate programs. The institution must be accredited and eligible to participate in the Federal Title IV programs.

ELIGIBLE PROGRAM:

Any eligible degree or certificate program offered by an institution.

ELIGIBLE STUDENT:

Student applicants must meet the following criteria to be considered for an award under this program:

- 1) Be a Massachusetts resident domiciled in Massachusetts for at least one year prior to the opening of the academic year; be a U. S. citizen or an eligible non-citizen under Federal Title IV regulations.
- 2) Be in compliance with state law regarding Military Selective Service Act (M.G.L. C.15A, S.16).
- 3) Eligible for Title IV and not be in default on a federal or state education loan or owe a refund on any previously received financial aid.
- 4) Must demonstrate need as determined by the institution and be eligible under the Federal methodology need analysis criteria.
- 5) Be maintaining satisfactory academic progress according to institutional and Federal standards.
- 6) Be enrolled for at least six (or the equivalent) but fewer than twelve undergraduate credits per academic term in an eligible undergraduate degree program or eligible certificate program

- 7) Has not earned a baccalaureate or professional degree, or the equivalent.

NOTE: The Office of Student Financial Assistance maintains an accommodation policy for students with disabilities. Grant awards may be prorated to accommodate the needs of students with disabilities who, with proper medical documentation, must enroll in fewer than six credits per academic term.

INSTITUTIONAL ALLOCATIONS:

- 1) **Base Allocation:** Participation in the Part-Time Grant Program is optional. Part-Time Grant funds will be allocated on the basis of a formula that considers a rolling three-year average of the institutions' Pell Grant Program expenditure for Part-Time Massachusetts residents.
- 2) **Supplemental Allocation:** Supplemental allocation may be granted to an eligible institution demonstrating the need for additional funds.
- 3) **De-obligation/Reallocation:** Institutions must de-obligate any unused/uncommitted funds on or before **December 1st** of each year. Subject to the availability of de-obligated resources, the Senior Deputy Commissioner for Access and of Student Financial Assistance may re-allocate Part-Time Grant funds.

STUDENT AWARDS:

Awards made under this program must be calculated on the basis of the award schedule provided for part-time grants. Individual awards for an academic year may not exceed a student's demonstrated financial need.

NOTE: This Program does not preclude the institution from providing additional funds to meet the student's remaining need.

INSTITUTIONAL DISBURSEMENT OF FUNDS:

One hundred percent of the funds allocated shall be used for awards to students. Funds must be awarded to students during the traditional academic year.

Unexpended/uncommitted funds shall be returned to the Board of Higher Education for re-allocation to other institutions no later than December 1 of each year. All funds must be disbursed by June 30.

AUDIT REQUIREMENTS:

- 1) The Commissioner shall require each participating institution to furnish annually at least the following information:
 - a) Total amount of Part-Time Student Grant Program funds received and expended.
 - b) The total number of Part-Time Student Grant Program awards made to students.
 - c) The average Part-Time Student Grant Program award.
 - d) Amount of Pell Grant dollars received by Massachusetts part-time students

for the previous year and the number of recipients.

- e) Other information as requested.
- 2) All financial books, records and documents pertaining to this grant shall at all reasonable times be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives, who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years after receipt of payment.
- 3) Participating Institutions will be required to include this program in their independent audit of the institution's financial aid programs.

EVALUATION:

An Evaluation process will be conducted to assess the effectiveness of the Part-Time Student Grant Program. The evaluation team may consist of practicing financial aid officers who will work with staff members of the Board of Higher Education.

**MASSACHUSETTS DEPARTMENT OF HIGHER EDUCATION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

PART-TIME GRANT PROGRAM

**DE-OBLIGATION AND FUNDS REQUEST FORM
FISCAL YEAR 2014**

College Name _____ OE Code:

Section I. Projected Expenditure

2013-2014 Part-Time Grant Allocation \$ _____

2013-2014 Part-Time Grant Projected Expenditure \$ _____

Section II. De-Obligated Funds

Amount of Part-Time Grant Funds De-Obligated (If none, enter \$0) \$ _____

Check Enclosed \$ _____

Check Will Be Mailed _____ Date _____

Section III. Additional Funds

Additional Funds Requested \$ _____

College Official's Name _____

Signature _____

Telephone e-mail Date

Please Return To:

**Office of Student Financial Assistance
454 Broadway Suite 200
Revere, MA 02151
(617) 727-0667 Fax**

**MASSACHUSETTS DEPARTMENT OF HIGHER EDUCATION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

**PART-TIME GRANT PROGRAM
2013-2014 ESTIMATED AWARD SCHEDULE**

SCHOOL TYPE	AWARD Minimum/Maximum		EFC
INDEPENDENT	\$200	\$800	0 - 5081
PUBLIC UNIVERSITY	\$200	\$600	0 - 5081
PUBLIC STATE UNIVERSITY	\$200	\$450	0 - 5081
PUBLIC COMMUNITY COLLEGE	\$200	\$400	0 - 5081
PROPRIETARY	\$200	\$300	0 - 5081
VOC TECH	\$200	\$250	0 - 5081
NURSING	\$200	\$400	0 - 5081

Part-time Grant awards may range from the \$200 minimum to the maximum listed for each school type. All students with an EFC range of 0 to 5081 may be eligible, provided all other criteria are met.

Massachusetts Assistance for Student Success Program

IX. Cash Grant

BOARD OF HIGHER EDUCATION CASH GRANT PROGRAM

PURPOSE:

A founding principle of the Tuition Policy adopted by the Board of Higher Education is the belief that the benefits of higher education must be available to all citizens. The Board of Higher Education has developed a system of financial aid policy designed to assure and maintain access to the Commonwealth's public colleges and universities. An underlying goal of the policy is that future public sector tuition increases be matched with a concomitant increase in the maximum award for the financially neediest students. Further, financial aid provides an important tool for improving student quality and collaborations that enhance the efficiency and effectiveness of the system.

The Cash Grant Program was designed to assist needy students in meeting institutionally-held charges such as mandatory fees and non-state-supported tuition. It is a complementary program to the Need-Based Tuition Waiver Program. The Cash Grant is designed as an offset of the Tuition Waiver Program for the purpose of providing financial support to those individuals who would be denied the opportunity for higher education, without such assistance. Since its inception, the Cash Grant has been utilized as supplemental grants in campus-based financial aid packaging strategies, representing an important mechanism for public institutions to assist needy students.

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public institutions of higher education under Section 5 of Chapter 15A of the General Laws.

ELIGIBLE PROGRAM:

Any state supported undergraduate degree or certificate program offered by an institution. Institutions are encouraged, where appropriate, to extend grant eligibility to students enrolled in non-state supported degree or certificate programs. The institutional definition of "certificate" program shall apply.

ELIGIBLE STUDENT:

A student enrolled in an eligible program and meeting the following requirements:

- a) A permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and be a U.S. citizen or non-citizen eligible under Title IV regulations.
- b) In compliance with applicable law regarding Selective Service Registration.
- c) Not in default of any federal or state student loan for attendance at any institution or owe a refund for any previous financial aid received.
- d) Evidences documented financial need as measured by a federally approved system of needs analysis.
- e) Enrolled for at least three undergraduate credits per semester in an eligible program.

- f) Maintaining satisfactory academic progress in accordance with the institution's academic standards policy.
- g) Has not earned a baccalaureate or professional degree.

INSTITUTIONAL ALLOCATION:

- a) **Base Allocation:** The base allocation of Cash Grant is calculated using the same methodology as the Need-Based Tuition Waivers. Allocations are determined by a formula which utilizes three-year average enrollment and financial aid data.
- b) **De-obligation/Reallocation:** On or before November 1 of each year, institutions may request the Commissioner to reallocate any unused/uncommitted Cash Grant funds that are released by other institutions. Subject to the availability of de-obligated resources, the Commissioner may reallocate cash grant resources on or before December 31.

DETERMINATION OF NEED:

Unless otherwise designated, all Cash Grants must be awarded on the basis of demonstrated financial need as follows:

- a) Students qualifying for the Cash Grant must complete the institution's required application process for financial aid.
- b) Students selected by the U.S. Department of Education for verification must complete all required documentation prior to receipt of a Cash Grant.
- c) Awards made for Access Grant Programs must be clearly documented in the student record for auditing purposes.

STUDENT AWARD VALUE:

- a) Unless otherwise designated, an individual student Cash Grant award for an academic period may not exceed the combined institutional tuition and fees charged for the award period.
- b) Cash Grants, in combination with other resources in the student's financial aid package, may not exceed the student's demonstrated financial need.
- c) Students qualifying for the Cash Grant may be granted partial or full grants to cover direct charges, according to the institution's financial aid packaging policies.
- d) Cash Grants should generally be awarded during the financial aid process as a component of the student's financial aid package. Therefore, students should be notified of Cash Grant awards via the financial aid award letter.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) The Commissioner shall require each campus to furnish, annually by August 31, a report detailing the number and characteristics of Cash Grant recipients for the previous academic year.
- b) All financial books, records and documents pertaining to this program shall at all reasonable times be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance Student Success Program

**X. Commonwealth of Massachusetts Foster Child
Grant Program**

**DEPARTMENT OF HIGHER EDUCATION
MASSACHUSETTS FOSTER CHILD GRANT PROGRAM**

DEFINITIONS:

ELIGIBLE INSTITUTION:

An eligible institution shall mean a public, private, independent, for profit or nonprofit institution in the Commonwealth of Massachusetts and the continental United States authorized to offer undergraduate degrees or certificate programs. The institution must be accredited and eligible to participate in Federal Title IV programs.

ELIGIBLE PROGRAM:

Any eligible undergraduate degree or certificate program offered by the institution.

ELIGIBLE STUDENT:

Shall mean a student who has not earned his or her first baccalaureate degree and meets the following conditions:

- a) Is a permanent legal resident of Massachusetts.
- b) Is a U.S. Citizen or noncitizen eligible under Title IV regulations.
- c) Was placed in the custody of the Department of Children and Families through a Care and Protection Petition.
- d) Is under the age of twenty-five (25) at the start of the academic year.
- e) Has signed a voluntary agreement with the Department of Children and Families establishing the terms and conditions for receiving such aid.
- f) Is enrolled full-time (twelve credits or its equivalent).
- g) Has applied for financial aid, using the standard Free Application For Federal Student Aid (FAFSA).
- h) Is in compliance with applicable law regarding Selective Service.
- i) Is not in default of any federal or state student loans for attendance at any institution or owe a refund for any previous financial aid received.
- j) Is in good standing and meets the institution's requirements for satisfactory academic progress

STUDENT AWARD:

The award under this program shall be as follows:

- a) maximum of \$6,000 per academic year for eligible students enrolled in public institutions for no more than 5 consecutive years
- b) maximum of \$6,000 per academic year for students enrolled in private non-profit or private for profit institutions for no more than 5 consecutive years. In all cases, funds must be awarded as "last dollar" grants, with eligibility determined after consideration of all other state, federal and institutional scholarship and grant resources. Institutions may not use the Foster Child Grant to

supplant other state, federal or institutional aid previously awarded to the student. Wherever possible, institutions are encouraged to use the Foster Child Grant to reduce student education loan debt.

INSTITUTIONAL DISBURSEMENT OF GRANT:

Each participating institution must provide information to the Department of Higher Education regarding the student's financial aid award for the current academic year. This information will be used to calculate the student's Foster Child Grant. Institutions must disburse funds in compliance with guidelines governing all state financial aid programs.

PARTICIPATION AGREEMENT:

All institutions receiving Foster Child Grant funds must have an active State Financial Aid Participation Agreement on file with the Office of Student Financial Assistance.

AUDIT:

- a) It shall be the responsibility of each institution to maintain adequate documentation of a recipient student's eligibility for the Foster Child Grant Program.
- b) The Commissioner shall require each institution to complete an annual report to the Department of Higher Education which details recipient data for the Commonwealth of Massachusetts' Foster Child Grant Program
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance Student Success Program

XI. Tuition Waivers

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**BOARD OF HIGHER EDUCATION
TUITION WAIVER PROGRAM
GUIDELINES**

PURPOSE:

A founding principle of the Tuition Waiver Policy adopted by the Board of Higher Education is the belief that the benefits of higher education must be available to all citizens. The Board of Higher Education has developed a system of financial aid policy designed to assure and maintain access to the Commonwealth's public colleges and universities. An underlying goal of the policy is that future public sector tuition increases be matched with a concomitant increase in the maximum award for the financially neediest students. Further, financial aid provides an important tool for improving student quality and collaborations that enhance the efficiency and effectiveness of the system.

The Tuition Waiver Program, originally developed in 1981 to offset tuition increases and declining federal dollars, is fundamentally designed to provide financial support to those individuals who would be denied the opportunity for higher education without such assistance. Over the years, tuition waivers have been utilized as supplemental scholarships in campus-based financial aid packaging strategies. Thus, they represent an important mechanism for campuses to assist needy students.

The Legislature, following the principles of the financial aid policy outlined in the Task Force Report on Financial Aid, mandated that a single Tuition Waiver Program be developed. The single Tuition Waiver Program consists of several components designed to ensure maximum access for Commonwealth residents and provide incentives for improving student quality and institutional collaboration as follows: need based waivers, categorical waivers, graduate tuition waivers, and additional categories of waivers as approved by the Board of Higher Education.

SECTION A. NEED BASED TUITION WAIVERS

DEFINITIONS:

INSTITUTION:

An institution within the system of public institutions of higher education under Section 5 of Chapter 15A of the General Laws.

ELIGIBLE PROGRAM:

Any state supported undergraduate degree or certificate program offered by an institution. Institutions are encouraged, where appropriate, to extend waiver eligibility to students enrolled in non-state supported degree or certificate programs. The institutional definition of "certificate" program shall apply.

ELIGIBLE STUDENT:

A student enrolled in an eligible program and meeting the following requirements:

- a) A permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and be a U.S. citizen or a non-citizen eligible under Federal Title IV regulations.
- b) In compliance with applicable law regarding Selective Service Registration.
- c) Not in default of any Federal Student Loans for attendance at any institution or owe a refund for any previous financial aid received.
- d) Evidences documented financial need as measured by a federally approved system of needs analysis.
- e) Enrolled for at least three undergraduate credits per semester in an eligible program.
- f) Maintaining satisfactory academic progress according to institutional standards developed for federal financial aid programs, with at least an annual review.
- g) Has not earned a baccalaureate or professional degree.
- h) Files a current year Free Application for Federal Student Aid (FAFSA)

INSTITUTIONAL ALLOCATION:

- a) **Base Allocation:** Each institution shall receive an allocation that is calculated using the same methodology as the Cash Grant. Allocations are determined by a formula which utilizes three-year enrollment and financial aid data. Institutions may petition the Commissioner for a base allocation adjustment due to extenuating circumstances. All petition approvals are at the sole discretion of the Commissioner.
- b) **Supplemental Allocation:** In recognition of the need to offset increased tuition costs, the Commissioner may provide a campus with a supplemental allocation. Requests for a supplemental allocation must be received by the Commissioner on or before October 1 of the

academic year for which the allocation is requested. Any supplemental allocation granted shall not exceed the established rate of increase in tuition for that academic year.

- c) **De-obligation/Reallocation:** On or before November 1 of each year, institutions needing additional waiver resources may request the Commissioner to reallocate the unused or uncommitted portions that are released by other institutions. Subject to the availability of de-obligated resources, the Commissioner may reallocate waiver resources on or before December 31.

DETERMINATION OF NEED:

All waivers must be made on the basis of demonstrated financial need.

- a) Students qualifying for a waiver must complete the institution's required application process for student financial aid.
- b) Students selected by the U.S. Department of Education for verification must complete all required documentation prior to receipt of a Tuition Waiver.

STUDENT AWARD VALUE:

- a) An individual student waiver for an award period may not exceed the actual campus tuition charge for the award period.
- b) Tuition Waiver awards, in combination with other resources in the student's financial aid package, may not exceed the student's demonstrated financial need.
- c) Students qualifying for a Tuition Waiver may be granted partial or full waivers depending upon the institution's financial aid packaging policies.
- d) Tuition Waivers should generally be awarded during the financial aid process as a component of the student's financial aid package. Therefore, students should be notified of Tuition Waiver awards via the financial aid award letter.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) The Commissioner shall require each campus to furnish, annually by August 31, a report detailing the number and characteristics of Need Based Tuition Waiver recipients for the previous academic year.
- b) All financial books, records and documents pertaining to this program shall at all reasonable times be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION B. CATEGORICAL TUITION WAIVERS

DEFINITIONS:

INSTITUTION:

An institution within the system of public institutions of higher education Section 5 of Chapter 15A of the General Laws.

ELIGIBLE COURSE:

Any state supported course offered by an institution at a public college or university toward an undergraduate degree program or certificate program. Institutions may include or exclude non-credit courses or short term certificate programs from any or all categorical waivers. Institutions are encouraged to extend, where appropriate waiver eligibility to students enrolled in non-state supported courses and/or certificate programs.

ELIGIBLE STUDENT:

A student enrolled in an eligible course and meeting the following requirements:

- a) A permanent legal resident of Massachusetts for at least one year under the college's residency requirements.
- b) Not in default of any federal student loans for attendance at any institution or owe a refund for any previous financial aid received. An affidavit from the student certifying this requirement will be sufficient documentation for categorical waivers.
- c) A member of an eligible category as defined below.
 1. **Veteran:** As provided in M.G.L. Chapter 4, Section 7(43) including: Spanish War, World War I, World War II, Korean, Vietnam, Lebanese peace keeping force, Grenada rescue mission, the Panamanian intervention force, or the Persian Gulf.

For purposes of tuition waivers, the term "veteran" shall also include any individual who served in the army, navy, marine corps, coast guard or air force of the United States for not less than ninety days at least one of which was served in the theatre of operation for the Somalian mission known as "Operation Restore Hope" and whose last discharge or release was under honorable conditions.

2. **Native American:** As certified by the Bureau of Indian Affairs.
3. **Senior Citizen:** Persons over the age of 60.
4. **Armed Forces:** An active member of the Armed Forces (Army, Navy, Marine Corps, Air Force or Coast Guard) stationed and residing in Massachusetts.
5. **Client of the Massachusetts Rehabilitation Commission or Commission for the Blind:** As certified by the respective commission.

6. If it deems necessary, the institution, consistent with its mission and subject to the Board of Higher Education's approval as of September 1, 1991, may establish additional waivers for specific categories of students.

- d) In accordance with institutional requirements, each student must present documentation of categorical waiver eligibility to the appropriate college officials.

INSTITUTIONAL LEVEL OF EXPENDITURE:

- a) An institution's level of expenditure is determined by the value of the total number of Tuition Waivers granted to students in specific categories.
- b) Consistent with the Board of Higher Education's Tuition Retention Guidelines, tuition revenues that would have resulted from students receiving legislatively mandated categorical tuition waivers, shall be counted toward the amount of revenue retained in the Retained Revenue Account (Refer to Tuition Retention Regulations for further details).

DETERMINATION OF ELIGIBILITY:

Eligible students applying for a waiver under this section shall be eligible on a space available basis for a waiver of full or partial tuition charges, provided that the campus has appropriate documentation to substantiate the student's categorical eligibility. Space available shall be determined in accordance with the normal practices and procedures as published by each institution.

STUDENT AWARD VALUE:

- a) Individual student awards for an award period may not exceed the actual campus tuition charges for the award period.
- b) If the student is the recipient of need-based student financial aid resources and categorical tuition waiver awards, the combination of resources in the student's financial aid package may not exceed the student's demonstrated financial need.
- c) If the student is the recipient of both a need based tuition waiver and a categorical waiver, the total value of both waivers may not exceed the total cost of tuition.
- d) Students qualifying for a categorical tuition waiver may be granted full tuition waivers consistent with the institution's policies.
- e) Campus fees are not included in the waivers. Institutions may, but are not required to, waive specific fees for participants in various categorical waivers. If fees are waived, the campus should publicize the fees waived.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each institution to maintain adequate documentation of a student's categorical waiver eligibility.
- b) The Commissioner shall require each campus to furnish annually by August 31, a report detailing the number and characteristics of categorical tuition waiver recipients.
- c) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION C: GRADUATE STUDENT TUITION WAIVER

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public institution of higher education under Section 5 of Chapter 15A of the General Laws, excluding Community Colleges.

ELIGIBLE PROGRAM:

Any graduate degree or post baccalaureate certificate program offered by an institution.

ELIGIBLE STUDENT:

A student enrolled in an eligible program and meeting the criteria established by the institution.

GRADUATE TUITION WAIVER PROGRAM:

Each institution granting full or partial tuition waivers under this category must file guidelines with the Board of Higher Education. Such Guidelines shall include but not be limited to the award value, criteria for determination of need, and eligibility criteria. Such Guidelines shall be filed with the Board of Higher Education annually on or before September 1 of each year.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) The Commissioner shall require each campus to furnish annually by August 31st a report detailing the number and characteristics of graduate tuition waiver recipients for the previous year.
- b) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

**SECTION D. MASSACHUSETTS EDUCATIONAL FINANCING
AUTHORITY – PREPAID TUITION PROGRAM WAIVERS**

DEFINITIONS:

MASSACHUSETTS EDUCATIONAL FINANCING AUTHORITY:

Authority established pursuant to M.G.L. c. 15c.

PREPAID TUITION PROGRAM:

Program established by MEFA pursuant to M.G.L. c. 15c S 5(f 1/2).

PARTICIPATING PUBLIC INSTITUTION OF HIGHER EDUCATION:

Any institution within the system of public higher education under section 5 of Chapter 15A of the General Laws, that participates in the MEFA Prepaid Tuition Program.

ELIGIBLE STUDENT:

Any student admitted to a participating public institution of higher education that is an owner or a qualifying beneficiary of a MEFA Prepaid Tuition Program.

TUITION CREDITS:

The amount of tuition to be paid by MEFA to participating public institutions of higher education pursuant to the Prepaid Tuition Program.

PREPAID TUITION PROGRAM WAIVER:

Any participating public institution of higher education shall waive the amount of tuition that would otherwise be due from the eligible student if the tuition charged by the participating public institution exceeds the amount received as a tuition credit pursuant to the Prepaid Tuition Program for the year the tuition credit is redeemed, in direct proportion to the eligible student's participation in the Prepaid Tuition Program.

AUDIT REQUIREMENTS:

- a) The Commissioner shall require each participating public institution of higher education to furnish annually by August 31st a report detailing the amount of any Prepaid Tuition Waivers for the previous academic years.
- b) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution shall retain such records for a period of five years if approval received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION E. MASSTRANSFER TUITION WAIVER PROGRAM

DEFINITIONS:

INSTITUTION:

Any two-year or four-year institution within the system of public institutions of higher education under Section 5 of Chapter 15A of the General Laws.

ELIGIBLE PROGRAM:

Any state-supported undergraduate degree program offered by an institution. Institutions are encouraged, where appropriate, to extend waiver eligibility to students enrolled in non-state-supported degree programs.

ELIGIBLE STUDENT:

A student enrolled in a state college or University who has completed an associate degree at a public community college approved under the *MassTransfer* program; or a student who has completed an associate degree under an Additional Transfer Articulation Agreement program; or a student who has completed a Joint Admissions Program within the same or prior calendar year, who meets the following conditions:

- a) Maintains satisfactory academic progress according to institutional standards developed for academic programs with at least an annual review.
- b) Has not earned a baccalaureate or professional degree.
- c) Meets the minimum required 3.0 Grade Point Average (GPA) for continued eligibility.

STUDENT AWARD VALUE:

Eligible students under the *MassTransfer* Tuition Waiver Program will be entitled to a tuition waiver equal to 33 percent of the resident tuition rate at a state college or University for the two (2) years of matriculation which immediately follow their community college enrollment. The tuition waiver for the second year of matriculation is contingent upon the student maintaining a cumulative 3.0 grade point average for the first two semesters of enrollment at the state college or University.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Massachusetts Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) The Commissioner shall require each campus to furnish, annually by August 31, a report detailing the number and characteristics of *MassTransfer* Tuition Waiver recipients for the previous academic year.
- b) All financial books, records and documents pertaining to this program shall at all reasonable times be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. XII.

SECTION F. PAUL TSONGAS SCHOLARSHIP PROGRAM

DEFINITIONS:

ELIGIBLE STUDENTS:

Students who have graduated from high school within three years and who meet the one year residency requirement for tuition classification at the State Colleges with a grade point average (G.P.A.) of 3.75 and Scholastic Aptitude Test (S.A.T.) Scores of at least 1200 (or the American College Testing [A.C.T.] equivalent) are eligible to apply to a State College for the Paul Tsongas Scholarship Program. Students who have graduated from high school and who meet the one year residency requirement for tuition classification at the State Colleges and who have pursued other endeavors for a minimum of five years are eligible to apply to a State College for the Paul Tsongas Scholarship Program under the exceptional life experience category set forth in the Guidelines. Eligible students must also file a current year Free Application for Federal Student Aid (FAFSA).

STATE COLLEGE SCHOLARS PROGRAM:

A waiver by the Board of Higher Education and a waiver of mandatory fees by the eligible institution.

ELIGIBLE INSTITUTIONS:

The nine Massachusetts State Colleges and Universities.

NUMBER OF WAIVERS:

Each State College may provide five new Paul Tsongas Scholarship Program Tuition Waivers per academic year.

GUIDELINES:

The State Colleges shall develop eligibility criteria and a method for selecting Paul Tsongas Scholarship Program recipients, which shall be filed with the Board of Higher Education upon adoption, and upon any amendments thereto.

CONTINUING ELIGIBILITY:

Recipients of the Paul Tsongas Scholarship Program Tuition Waivers shall maintain a G.P.A. of 3.3 for continued eligibility for the Paul Tsongas Scholarship Program Tuition Waiver for four years of study.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each State College to maintain adequate documentation of a student's eligibility as a Paul Tsongas Scholarship Program recipient.
- b) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial

books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, S. 42.

SECTION G. WASHINGTON CENTER PROGRAM

DEFINITIONS:

ELIGIBLE STUDENT:

Resident student enrolled in a degree program at the University of Massachusetts or at a State College who meets the following requirements:

- a) is enrolled in an eligible degree program as determined by the institution; and
- b) has obtained a minimum 3.0 cumulative grade point average; and
- c) meets other eligibility criteria as established by the institution and the Washington Center.
- d) Has filed a current year Free Application for Federal Student Aid (FAFSA)

AWARD VALUE:

A waiver of tuition by the Board of Higher Education, a waiver of regular mandatory fees by the eligible institution, and a housing scholarship provided by the Washington Center.

ELIGIBLE INSTITUTIONS:

The nine Massachusetts State Colleges and Universities and the four undergraduate campuses of the University of Massachusetts.

NUMBER OF AWARDS:

Each eligible institution may provide nine new Washington Campus Tuition Waivers per academic year; waivers not awarded by eligible institutions may be awarded by other institutions upon approval of the Board of Higher Education.

GUIDELINES:

Eligible institutions shall develop additional eligibility criteria and a method for selecting Washington Campus award recipients. Additional eligibility criteria shall be filed with the Board of Higher Education upon adoption and upon any amendments thereto.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each institution to maintain and provide, upon request, adequate documentation of a student's eligibility as a Washington Center Tuition Waiver recipient.
- b) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor, or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, S. 42.

SECTION H. UNIVERSITY OF MASSACHUSETTS ACADEMIC AND ARTISTIC TALENT PROGRAM

DEFINITIONS:

ELIGIBLE STUDENT:

Student enrolled in a degree program at the University of Massachusetts who meets the following requirements:

- a.) Eligibility criteria as established by the University of Massachusetts.

ELIGIBLE INSTITUTIONS:

The five campuses of the University of Massachusetts.

AWARD VALUE:

The University of Massachusetts is authorized to award up to \$1,025,000 in Academic and Artistic Talent Tuition Waivers annually.

GUIDELINES:

Campuses of the University of Massachusetts will submit to the University President waiver allocation requests and guidelines for eligibility and awarding of waivers by June 1 prior to the beginning of each academic year in which the waivers will be awarded. The University of Massachusetts Presidents Office will be responsible for allocation of waivers to campuses, ensuring compliance with eligibility standards and award procedures, and reporting to the Board of Higher Education, prior to September 1, information pertaining to the awarding of academic and artistic talent tuition waivers for the prior academic year.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each institution to maintain and provide, upon request, adequate documentation of a student's eligibility as an Academic or Artistic Talent Tuition Waiver recipient.
- b) It shall be the responsibility of the University of Massachusetts Presidents Office to ensure that campuses adhere to annual waiver allocations and to provide, upon request and as stipulated, adequate documentation of academic and artistic talent waivers awarded.
- c) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor, or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, s. 42.

SECTION I. UNIVERSITY OF MASSACHUSETTS EXCHANGE PROGRAM

DEFINITIONS:

ELIGIBLE STUDENT:

Student enrolled in a degree program at the University of Massachusetts who meets the following requirements:

- a) Eligibility criteria as established by the University of Massachusetts.

ELIGIBLE INSTITUTIONS:

The five campuses of the University of Massachusetts.

AWARD VALUE:

The University of Massachusetts is authorized to award up to \$650,000 in Exchange Program Tuition Waivers annually.

GUIDELINES:

Campuses of the University of Massachusetts will submit to the University President waiver allocation requests and guidelines for eligibility and awarding of waivers by June 1 prior to the beginning of each academic year in which the waivers will be awarded. The University of Massachusetts Presidents Office will be responsible for the allocation of waivers to campuses, ensuring compliance with eligibility standards and award procedures, and reporting to the Board of Higher Education, prior to September 1, information pertaining to the awarding of exchanging programs tuition waivers for the prior academic year.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each institution to maintain and provide, upon request, adequate documentation of a student's eligibility as an Exchange Program Tuition Waiver recipient.
- b) It shall be the responsibility of the University of Massachusetts Presidents Office to ensure that campuses adhere to annual waiver allocations and to provide, upon request and as stipulated, adequate documentation of exchange programs tuition waivers awarded.
- c) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor, or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, s. 42.

SECTION J: UNIVERSITY OF MASSACHUSETTS ATHLETIC PROGRAM

DEFINITIONS:

ELIGIBLE INSTITUTION:

The campuses of the University of Massachusetts.

ELIGIBLE STUDENT:

Student enrolled in a degree program at the University of Massachusetts who meets the following requirements:

- a) Academic and athletic eligibility criteria as established by the University of Massachusetts.

AWARD VALUE:

The University of Massachusetts is authorized up to \$1,500,000 in athletic program tuition waivers annually.

ALLOCATION OF AWARDS:

The University of Massachusetts President's Office shall determine the allocation of awards to campuses. By academic year 2003-2004, a minimum of \$750,000 (50 percent) of the value of the athletic program tuition waiver allocation (\$1,500,000) must be provided to Massachusetts' residents. Prior to academic year 2003-2004, the value of tuition waivers allocated to non-resident students may not exceed that amount allocated to non-resident students in academic year **2000-2001**.

Further, where the University has similar (same activity and gender participation) Division I sports at multiple campuses, tuition waivers may only be awarded to students participating in that program so designated as eligible by the University of Massachusetts President's Office and not to students in a similar Division 1 sport at another University of Massachusetts campus.

GUIDELINES:

Campuses of the University of Massachusetts will submit to the University President waiver allocation requests and guidelines for eligibility and awarding of waivers by June 1 prior to the beginning of each academic year in which the waivers will be awarded. The University of Massachusetts President's Office will be responsible for allocation of waivers to campuses, ensuring compliance with eligibility standards and award procedures, ensuring compliance with Title IX of the Education Amendments of 1972, and reporting annually to the Board of Higher Education, prior to September 1, information pertaining to the awarding of athletic programs tuition waivers for the prior academic year.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each institution to maintain and provide, upon request, adequate documentation of a student's eligibility as a tuition waiver recipient.
- b) It shall be the responsibility of the University of Massachusetts President's Office to ensure that campuses adhere to annual waiver allocations and to provide, upon request and as stipulated, adequate documentation of athletic programs tuition waivers awarded.

- c) All financial books, records and documents pertaining to this program shall be at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor, or their authorized representatives who shall have access to the premises wherever such books, records or documents are located. The Institutions shall retain such financial books, records and documents for seven years. An Institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, s. 42.

SECTION K. COOPERATIVE ASSOCIATION OF STATES FOR SCHOLARSHIPS (CASS) PROGRAM

DEFINITIONS:

ELIGIBLE STUDENT:

A student enrolled in an eligible institution under the auspices of the Cooperative Association of States for Scholarships (CASS) program funded by the United States Agency for International Development. Students in this program shall be considered non-resident students.

ELIGIBLE INSTITUTIONS:

Berkshire Community College and other institutions as approved by the Board of Higher Education.

AWARD VALUE:

Each eligible institution is authorized to award up to \$250,000 in Cooperative Association of States for Scholarships (CASS) Program Tuition Waivers annually. Tuition waivers may be granted up to the full amount of non-resident tuition, or any portion thereof.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each institution to maintain and provide, upon request, adequate documentation of a student's eligibility as a Cooperative Association of States for Scholarships tuition waiver recipient.
- b) It shall be the responsibility of each institution to furnish annually by August 31 a report to the Commissioner detailing the number of Cooperative Association for Scholarships recipients for the previous academic year and the corresponding amount of tuition and fees waived.
- c) All financial books, records and documents pertaining to this program shall at all reasonable times be open to inspection, review and audit by the Commissioner, the State Auditor, or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, s. 42.

SECTION L: INCENTIVE PROGRAM FOR ASPIRING TEACHERS

DEFINITIONS:

ELIGIBLE INSTITUTION:

The nine Massachusetts State Universities and the four undergraduate campuses of the University of Massachusetts.

ELIGIBLE PROGRAM:

Any liberal arts or fine arts undergraduate baccalaureate degree program that has been approved by the Department of Education for certification and is in a field with teacher shortages.

ELIGIBLE STUDENT:

- a) Is in his/her third and/or fourth year enrolled in state approved teacher education programs in fields with teacher shortages.
- b) Has a cumulative 3.0 grade point average in general education courses.
- c) Commits to teaching for two years (one year for each year of full or partial tuition waiver received) in a public school in the Commonwealth upon successful completion of a bachelor's degree from the college or university and the appropriate certification pursuant to section 38G of Chapter 71 M.G.L.
- d) As determined by the institution.
- e) Is a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and is a U.S. citizen or a non-citizen eligible under Federal Title IV regulations.
- f) Is in compliance with applicable law regarding Selective Service Registration.
- g) Is not in default of any federal or state student loans for attendance at any institution or owe a refund for any previous financial aid received.
- h) Has filed a current year Free Application for Federal Student Aid (FAFSA).

AWARD VALUE:

The Board of Higher Education is authorized to award up to \$500,000 in Aspiring Teachers tuition waivers annually. Students eligible for the Incentive Program for Aspiring Teachers will be entitled to a tuition waiver equal to the resident tuition rate at the state college or participating university campus at which they are enrolled for two (2) years. The tuition waiver for the second year of eligibility (senior year) is contingent upon the student earning a 3.0 grade point average in the third year. Students are required to complete an agreement regarding service and/or repayment (including interest).

AWARD PROCEDURE:

Persons who participate in the program but do not complete their college education within four years of entering the certification program or who fail to complete their two year teaching commitment within four

years following graduation from college, shall be obligated to pay the Commonwealth the full amount of the tuition waivers granted through the Incentive Program for Aspiring Teachers, prorated according to the fraction of the teaching not completed with interest, as determined by the Board of Higher Education.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each state college and university to maintain adequate documentation of a student's eligibility in the Incentive Program for Aspiring Teachers.
- b) The Commissioner shall require each campus to furnish at the end of each semester a report detailing the number of Incentive Program for Aspiring Teachers recipients for the previous semester, the corresponding amount of tuition waived, and copies of the student-signed agreements (promissory notes).
- c) All financial books, records and documents pertaining to this program shall at times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION M: COLLABORATIVE TEACHERS

DEFINITIONS:

ELIGIBLE INSTITUTIONS:

The nine Massachusetts State Universities and the four undergraduate campuses of the University of Massachusetts.

ELIGIBLE STUDENT:

Massachusetts public school (collaborative) teachers who mentor a student teacher from a state college or university in their classroom and who are not in default of any federal or state student loans or owe a refund for any previous financial aid received. An eligible student must be a public school teacher in the year he/she is using the award. Student must also file a current year Free Application for Federal Student Aid (FAFSA).

AWARD VALUE:

The Board of Higher Education is authorized to award up to \$200,000 in tuition waivers for state-supported graduate courses (in education or areas related to the teacher's subject matter) annually in support of collaborative teachers. Collaborative teachers shall be eligible for a tuition waiver for up to one state-supported graduate-level course for each student teacher mentored with a maximum of one student teacher per semester. Collaborative teachers can request waivers for up to two years after completion of the mentoring relationship for which eligibility is based. Individual student awards shall be no more than the resident graduate tuition rate at the participating institution.

AWARD PROCEDURE:

1. The collaborative teacher must request that the Superintendent/Principal indicate that he/she has successfully completed his/her responsibilities of mentoring a student teacher.
2. The collaborative teacher shall be responsible for submitting the required materials to the campus where he/she will enroll.
3. The campus shall notify the State Office of Student Financial Assistance of the collaborative teacher request for a tuition waiver.
4. The State Office of Student Financial Assistance shall allocate the tuition waiver to the campus, which in turn will award the tuition waiver to the eligible student.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the State Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each state college and university to maintain adequate documentation of a student's eligibility in the Program.

- b) The Commissioner shall require each campus to furnish annually by August 31 a report detailing the number of Collaborative Teacher recipients for the previous year and the corresponding amount of tuition waived.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records and documents for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION N: CAREER ADVANCEMENT PROGRAM (CAP)

DEFINITIONS:

ELIGIBLE INSTITUTION:

The nine Massachusetts State Universities and the four undergraduate campuses of the University of Massachusetts.

ELIGIBLE STUDENT:

Massachusetts public school teachers who have passed all three components of the Massachusetts Teachers Test and who are not in default of any federal or state student loans or owe a refund for any previous financial aid received. Eligibility is restricted to one state-supported graduate course tuition waiver for each of the first three years of teaching. An eligible student must be a public school teacher in the year they are using the award. Student must also file a current year Free Application for Federal Student Aid (FAFSA).

AWARD VALUE:

The Board of Higher Education is authorized to award up to \$800,000 in tuition waivers annually in support of the Career Advancement Program. Teachers shall be eligible for a tuition waiver for up to three state-supported graduate-level courses (in education or areas related to teacher's subject matter), one for each of their first three years of teaching. Waivers must be used within two years of the year of teaching in a public school that has provided eligibility for the waiver. Individual student awards shall be up to the resident tuition rate at the participating institution.

AWARD PROCEDURE:

- 1) The teacher (after completing each of the first three years of teaching) must request that the Superintendent/Principal indicate that he/she has successfully completed that year's teaching responsibilities.
- 2) The teacher shall be responsible for submitting the required materials to the campus where he/she will enroll. The teacher must also provide evidence to the campus that he/she has successfully passed all three components of the Massachusetts Teachers Test.
- 3) The campus on which the teacher wishes to enroll for a graduate course shall notify the State Office of Student Financial Assistance of teacher's request for a tuition waiver.
- 4) The Office of Student Financial Assistance shall allocate the tuition waiver to the campus, which in turn will award the tuition waiver to the eligible teacher.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each state college and university to maintain adequate documentation of a student's eligibility in the Program.
- b) The Commissioner shall require each campus to furnish annually by August 31 a report detailing the number of Collaborative Teacher recipients for the previous year and the corresponding amount of tuition waived.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records and documents for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION O: HIGH TECHNOLOGY SCHOLAR/INTERN TUITION WAIVER PROGRAM

DEFINITIONS:

ELIGIBLE INSTITUTION:

Any institution within the system of public institutions of higher education Section 5 of Chapter 15A of the General laws.

ELIGIBLE PROGRAM:

Computer Information Science/Technology and Engineering programs to be reviewed and determined annually by the Board of Higher Education.

ELIGIBLE STUDENT:

- a) Enrolled in an eligible program as determined by the Board of Higher Education
- b) As determined by the participating company or corporation
- c) As determined by the institution
- d) A permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and who is a U.S. citizen or a non-citizen eligible under Federal Title IV regulations
- e) Not in default of any federal or state student loans for attendance at any institution or owe a refund for any previous financial aid received
- f) Has filed a current year Free Application for Federal Student Aid (FAFSA).

AWARD VALUE:

The Board of Higher Education is authorized to provide High Technology Scholar/Intern Tuition Waivers to support enrollment in computer and information science/technology and engineering programs. Individual student awards shall match industry scholarships up to the resident undergraduate tuition at the participating institution.

Campus fees are not included in the waivers. Institutions may, but are not required to, waive specific fees for participating students.

AWARD PROCEDURE:

Participating institutions shall be responsible for the awarding and reporting of such waivers.

GUIDELINES:

Institutions, in conjunction with participating companies, shall develop eligibility criteria and a method

for selecting scholar/intern program recipients that shall be filed with the Board of Higher Education upon adoption.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each institution to maintain adequate documentation of a student's eligibility in the Program.
- b) The Commissioner shall require each campus to furnish annually by August 31 a report detailing the number of Collaborative Teacher recipients for the previous year and the corresponding amount of tuition waived.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records and documents for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

**SECTION P: DEPARTMENT OF CHILDREN AND FAMILIES
ADOPTED CHILDREN TUITION WAIVER AND FEE ASSISTANCE PROGRAM**

PURPOSE:

In July 2008, the Massachusetts Legislature amended Chapter 15A, Section 19 - Public Education Tuition Waiver, of the General Laws. This law provides for full tuition and fee waivers for foster children in the custody of the Department of Children and Families and children adopted through this agency that choose to attend a Massachusetts public institution of higher education, and it requires the Board of Higher Education to establish guidelines for these waivers. Section 19 also states, "The commonwealth, not the institutions of public higher education, shall bear the cost of these waivers, after all reimbursement from the federal government have been exhausted."

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws.

ELIGIBLE PROGRAM:

Any eligible state-supported undergraduate degree or certificate program offered by the institution.

ELIGIBLE STUDENT:

Eligible students shall include children who were in the custody of the Department of Children and Families who were:

- adopted by an eligible Massachusetts state employee through the Department of Children and Families; or
- adopted by an eligible Massachusetts resident through the Department of Children and Families;
- and who meet the following criteria:
 - a) Is a permanent legal resident of Massachusetts or was a permanent resident of the Commonwealth at the time of adoption
 - b) Is a U.S. citizen or non-citizen eligible under Title IV regulations
 - c) Is under the age of twenty-five (25) at the start of the academic year
 - d) Is enrolled in an undergraduate degree, certificate or short-term certificate program, or is taking noncredit courses
 - e) Has applied for financial aid, using the Free Application for Federal Student Aid (FAFSA) and,
 - f) Is in compliance with applicable law regarding Selective Service

- g) Is not in default of any federal or state student loans for attendance at any institution or owe a refund for any previous financial aid received
- h) Is in good standing and meets the institution's requirements for Satisfactory Academic Progress

ELIGIBLE STATE EMPLOYEE AND RESIDENTS:

Eligible state employees shall include all individuals determined to be Massachusetts state employees at the time of adoption of the eligible student including:

- All full- and part-time employees employed at the time of the adoption by Massachusetts state government at least six months,
- Employees who are working for the state at the time of the adoption and who continue to be employed by the state for at least six months after the adoption.

Eligible Massachusetts residents shall include:

- All individuals determined to be Massachusetts state residents at the time of the adoption of the eligible student.

ELIGIBLE COURSE:

Any state-supported course offered by an institution at a public college or university, excluding all graduate courses and courses in the M.D. program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree program, certificate program, short-term certificate program, and non-credit courses.

AWARD VALUE:

Subject to budgetary appropriation, the award under this program shall be equal to 100 percent of all tuition and fees at the resident rate as follows:

- a waiver of tuition for all students who qualify for a waiver of tuition under this section of the Commonwealth Tuition Waiver Program, plus 100 percent of all fees for all state-supported courses or program of study.

In all cases, assistance under this program is awarded after consideration of all other federal scholarship and grant resources. Institutions may not use this tuition and fee assistance program to supplant other state, federal or institutional aid previously awarded to the student. Wherever possible, institutions are encouraged to use the Tuition and Fee Assistance Program to reduce student education loan debt.

INSTITUTIONAL DISBURSEMENT OF GRANT:

Each participating institution must provide information to the Board of Higher Education regarding the student's financial aid award for the current academic year. This information will be used to determine the student's Tuition and Fee assistance. Institutions must disburse funds in compliance with guidelines governing all state financial aid programs.

PARTICIPATION AGREEMENT:

All institutions receiving the Massachusetts Tuition and Fee Assistance funds for eligible Adopted and Foster Children must have an active State Financial Aid Participation Agreement on file with the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) The Commissioner shall require each campus to furnish annually by August 31 a report detailing the number of Department of Children and Families recipients for the previous year and the corresponding amount of tuition waived.

- b) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records and documents for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, and Section 42.

**SECTION Q: DEPARTMENT OF CHILDREN AND FAMILIES
FOSTER CHILD TUITION WAIVER AND FEE ASSISTANCE PROGRAM**

PURPOSE:

In July 2008, the Massachusetts Legislature amended Chapter 15A, Section 19 - Public Education Tuition Waiver, of the General Laws. This law provides for full tuition and fee waivers for foster children in the custody of the Department of Children and Families and children adopted through this agency that choose to attend a Massachusetts public institution of higher education, and it requires the Board of Higher Education to establish guidelines for these waivers. Section 19 also states, "The commonwealth, not the institutions of public higher education, shall bear the cost of these waivers, after all reimbursement from the federal government have been exhausted."

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws.

ELIGIBLE PROGRAM:

Any eligible state supported undergraduate degree or certificate program offered by the institution.

ELIGIBLE STUDENT:

Shall mean a student who has not earned a baccalaureate degree and meets the following conditions:

- Is a current or former foster child placed in the custody of the Department of Children and Families and remained in custody through age 18 without subsequently being returned home, or
- Is a child whose guardianship was sponsored by the Department of Children and Families through age 18;
- and who meet the following criteria:
 - a) Is a permanent legal resident of Massachusetts or was a permanent legal resident at the time of the Department of Children and Families sponsored guardianship
 - b) Is a US Citizen or noncitizen eligible under Title IV Regulations
 - c) Is under the age of twenty-five (25) at the start of the academic year
 - d) Was in the custody of the Department of Children and Families for at least six months before age of 18
 - e) Has applied for financial aid, using the Free Application for Federal Student
 - f) Is enrolled in an undergraduate degree, certificate or short-term certificate program, or is taking noncredit courses
 - g) Is in compliance with applicable law regarding Selective Service

- h) Is not in default of any federal or state student loans for attendance at any institution or owes a refund for any previous financial aid received
- i) Is in good standing and meets the institution's requirements for Satisfactory Academic Progress

ELIGIBLE COURSE:

Any state-supported course offered by an institution at a public college or university, excluding all graduate courses and courses in the M.D. program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree program, certificate program, short-term certificate program, and non-credit courses. Institutions are encouraged to develop waiver programs for eligible students that would provide 50 percent tuition waiver for any non-state supported course and/or certificate program.

AWARD VALUE:

Subject to budgetary appropriation, the award under this program shall be equal to 100 percent of all billed tuition and fees, at the resident rate, as follows:

- a waiver of tuition for all students who qualify for tuition waivers under this section of the Commonwealth Tuition Waiver Guidelines, plus 100 percent of all fees for all state-supported courses or program of study.

In all cases, assistance under this program is awarded after consideration of all other federal scholarship and grant resources. Institutions may not use this tuition and fee assistance program to supplant other state, federal or institutional aid previously awarded to the student. Wherever possible, institutions are encouraged to use the Tuition and Fee Assistance Program to reduce student education loan debt.

INSTITUTIONAL DISBURSEMENT OF GRANT:

Each participating institution must provide information to the Massachusetts Department of Higher Education regarding the student's financial aid award for the current academic year. This information will be used to determine the student's Tuition and Fee assistance. Institutions must disburse funds in compliance with guidelines governing all state financial aid programs.

PARTICIPATION AGREEMENT:

All institutions receiving funds under the Massachusetts Foster Child Tuition and Fee Assistance Program for eligible Foster Children must have an active State Financial Aid Participation Agreement on file with the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

The Commissioner of Higher Education shall require each campus to furnish annually by August 31 a report detailing the number of Foster Children assisted for the previous year and the corresponding amount of tuition waived.

All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner of Higher Education, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30 Section 42

SECTION R: STANLEY Z. KOPLIK CERTIFICATE OF MASTERY TUITION WAIVER

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public institutions of higher education as identified in Section 5 of Chapter 15A of the Massachusetts General Laws.

ELIGIBLE STUDENT:

- Any student who has graduated from a Massachusetts high school and awarded a Certificate of Mastery by the Massachusetts Department of Education.
- Is a legal resident of Massachusetts and is a U.S. citizen or non-citizen eligible under Title IV regulations
- Has completed a FAFSA for the academic term in which the waiver of tuition is requested

CONTINUING ELIGIBILITY:

- Initial recipients of the Stanley Z. Koplik Certificate of Mastery Tuition Waiver shall maintain a G.P.A. of 3.3 for continued eligibility for the tuition waiver for up to eight semesters of study.
- Maintain Massachusetts residency for each enrollment period that the waiver is granted

AWARD VALUE:

The Board of Higher Education is authorized to award non-need-based tuition waivers for state-supported undergraduate courses to recipients of the Certificate of Mastery by the Department of Education. Individual student awards shall be no more than the resident undergraduate tuition rate at the participating institution.

AWARD PROCEDURE:

Certificate of Mastery Tuition Waivers recipients shall be responsible for submitting documentation of such award to the campus where he/she will enroll. The institution shall award tuition waivers to eligible students based on the indicated eligibility criteria and any institution-specific criteria as established by the participating college or university.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the State Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each college and university to maintain adequate documentation of a student's eligibility.
- b) The Commissioner shall require each campus to furnish annually by August 31 a report detailing the number of Stanley Z. Koplik Certificate of Mastery Tuition Waiver recipients for the previous year and the corresponding amount of tuition waived
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION S: VALEDICTORIAN PROGRAM

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws.

ELIGIBLE STUDENT:

- a) Student enrolled in a degree program at a public higher education institution in the Commonwealth who has been designated by a public or private high school in the state as a valedictorian and meets the eligibility criteria as established by the public higher education institution for this program.
- b) Maintains satisfactory academic progress in accordance with institutional standards.
- c) A permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and who is a U.S. citizen or a non-citizen eligible under Federal Title IV regulations.
- d) In compliance with applicable law regarding Selective Service Registration.
- e) Not in default of any federal or state student loans for attendance at any institution or owe a refund for any previous financial aid received.
- f) Has filed a current year Free Application for Federal Student Aid (FAFSA).

AWARD VALUE:

The Board of Higher Education is authorized to award tuition waivers in support of the Valedictorian Program. Campuses of the University of Massachusetts will submit to the University President waiver allocation requests and guidelines for eligibility and awarding of waivers by June 1 prior to the beginning of each academic year in which the waivers will be awarded. The University of Massachusetts President's Office and individual State Universities and Community Colleges will submit to the Board of Higher Education waiver allocation requests and guidelines for eligibility and awarding of waivers by June 15 prior to the beginning of each academic year in which the waivers will be awarded. The Office of Student Financial Assistance will notify each institution of annual award allocations by June 30 prior to the beginning of each academic year in which the waivers will be awarded. The University of Massachusetts Presidents Office will be responsible for allocation of waivers to campuses of the University of Massachusetts, ensuring compliance with eligibility standards and award procedures, and reporting to the Board of Higher Education prior to September 1 information pertaining to the awarding of Valedictorian Program tuition waivers for the prior academic year. State universities and community colleges will be responsible for ensuring compliance with eligibility standards and award procedures, and reporting to the Board of Higher Education prior to September 1 information pertaining to the awarding of Valedictorian Program tuition waivers for the prior academic year.

PARTICIPATION AGREEMENT:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

- a) It shall be the responsibility of each university campus to maintain adequate documentation of a student's eligibility in the Valedictorian Program.
- b) The Commissioner shall require each campus to furnish annually by September 1 a report detailing the number of Valedictorian Program recipients for the previous year and the corresponding amount of tuition waived.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION T: COMMONWEALTH SEPTEMBER 11, 2001 TRAGEDY TUITION WAIVER

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws.

ELIGIBLE STUDENT:

To be eligible for a Commonwealth September 11, 2001 Tuition Waiver, a student must meet all of the following requirements:

- a) Be the spouse or child of a resident of Massachusetts who was the victim of the tragic events that occurred on September 11, 2001, and who died or is missing and officially presumed dead as a direct result of the acts of terrorism that occurred in the United States on September 11, 2001.

The student must submit the following to the institution:

1. Copy of the student's legal birth certificate
2. Certificate of Death for the spouse, parent or legal guardian (or other official documentation of death).
3. Proof that the death is connected to the terrorism that occurred on September 11, 2001.

- b) Has filed a current Free Application for Federal Student Aid (FAFSA).

ELIGIBLE COURSE:

Any state-supported course offered by an institution at a public college or university, excluding all graduate courses and coursed in the MD program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree programs, certificate program, short-term certificate program, and non credit courses. Institutions are encouraged to develop waiver programs for eligible students that would provide a 100 percent tuition waiver for any non-state supported course and/or certificate program.

AWARD VALUE:

Students eligible for the Commonwealth September 11, 2001, Tuition Waiver program will be entitled to a tuition waiver equal to 100 percent of the resident tuition rate for eligible state-supported courses offered at

the participating public higher education institution.

AUDIT:

- a) The Commissioner shall require each campus to furnish annually by the August 31 a report detailing the number of Commonwealth September 11, 2001, Tuition Waiver recipients for the previous year and the corresponding amount of tuition waived.

- b) All financial books, records and documents pertaining to this program shall at times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such financial books, records and documents are located. The institution shall retain such financial books, records, and documents for seven years. An institution may retain such records for a period of five years if approval is received from Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

SECTION U: COMMONWEALTH HURRICANE KATRINA EMERGENCY TUITION WAIVER

DEFINITIONS:

ELIGIBLE INSTITUTION

An institution within the system of public institutions of higher education as identified in Section 5 of Chapter 1 5A of the Massachusetts General Laws.

ELIGIBLE PROGRAM

Any state-supported course offered by an institution at a public college or university, excluding all graduate courses and courses in the medical degree program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree program, certificate program, short-term certificate program, and non-credit courses. Institutions are encouraged to develop waiver programs for eligible students that would provide a 100 percent tuition waiver for any non-state supported course and/or certificate program.

ELIGIBLE STUDENT

An undergraduate student who is unable to attend an institution due to the effects of Hurricane Katrina and provides as documentation one of the following:

- a) Verification of admission to or enrollment in an institution of higher education for fall semester, 2005; or
- b) A signed Hurricane Katrina Tuition Waiver affidavit attesting admission or enrollment in an academic program leading to a degree, certificate or other recognized credential for the 2005-2006 academic year at an institution

AWARD VALUE

Students eligible under this program will be entitled to a tuition waiver equal to 100 percent of the resident or non-resident tuition rate for eligible state-supported courses offered at the participating public higher education institution.

The waiver may be awarded to eligible students for the fall semester 2005. The Board of Higher Education may amend these guidelines to permit the awarding of this waiver for the spring 2006 semester.

AWARD PROCEDURE

Tuition waiver recipients shall be responsible for submitting documentation of eligibility to the institution where he/she will enroll. The institution shall award a waiver equal to the value of required tuition.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility.
- b) The Commissioner shall require each campus to furnish to the Board of Higher Education a report detailing specific information regarding tuition waiver recipients. The Office of Student Financial Assistance will coordinate specification and procedures for this report.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

XII. National Guard Tuition Waiver Program

**BOARD OF HIGHER EDUCATION
NATIONAL GUARD TUITION AND FEE WAIVER PROGRAM**

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public institutions of higher education as identified in Section 5 of Chapter 15A of the Massachusetts General Laws.

ELIGIBLE PROGRAM:

An undergraduate or graduate degree program offered by an eligible institution.

ELIGIBLE STUDENT:

An active member of the Massachusetts Army or Air National Guard who is in good standing and meets the following criteria:

- a) is accepted for admission to, or is enrolled, full- or part-time in a Massachusetts public institution of higher education, as defined above
- b) is eligible to receive and has been issued a Certificate of Eligibility by the Military Division of the Commonwealth of Massachusetts applicable for any portion of the academic year
- c) has not exceeded the 130 semester credit hours maximum, or the equivalent quarter hours or clock hours, when combined with Certificates of Eligibility issued prior to September 1, 2006
- d) maintains satisfactory academic progress as defined by the institution

MAINTENANCE OF ELIGIBILITY

It is the responsibility of each National Guard member to maintain his/her eligibility for educational assistance during the life of each Certificate of Eligibility. The member is also responsible for providing the Certificate of Eligibility to the proper official at the institution, as designated, and in a timely manner to facilitate awarding of the waivers.

It is the responsibility of the Commonwealth of Massachusetts Military Division to inform the institution of the status of any member of the National Guard who has failed to maintain good standing or has terminated his/her service. Upon receipt of this information, the institution must determine if the award may be canceled for that academic term or for such future terms to follow.

AWARD VALUE

Subject to a special appropriation for this program, the value of the award under this program shall be equal to the amount of tuition and mandatory fees, as defined by each institution, charged to the student. The total number of credits for which tuition and fees are waived may not exceed the number of credits for which the student is eligible, as indicated and based on the Certificate of Eligibility.

The institution must maintain and record the number of credits for which tuition and fees have been waived for each student to avoid overpayment.

AWARD PROCEDURE

Upon presentation of a valid Certificate of Eligibility (certificate must bear a raised seal), the institution will credit the student's account for the value of tuition and fees charged.

The institution shall present to the Board of Higher Education, or its designated agency, an invoice for reimbursement of all tuition and fees waived under this program at the conclusion of each academic semester. The invoice must be accompanied by a roster which provides the relevant information for each recipient to include, name, educational level, number of credits, and amount of tuition and fees waived.

REPORTS

Each institution shall maintain a record of tuition and fees waived under this program and provide a written report to the Board of Higher Education each semester, upon request. The terms of the report shall be specified by the Board of Higher Education and shall include the name of each participating National Guard member, the number of credits charged and the amount of each award.

The Commonwealth of Massachusetts Military Division shall be responsible for maintaining a log of all eligible National Guard members and providing a written report detailing the number certificates issued bi-annually.

PARTICIPATION AGREEMENTS

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the State Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the National Guard Tuition and Fee Waiver awarded under the terms of The Welcome Home Bill.
- b) The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the National Guard Tuition and Fee Waiver Program. The Office of Student Financial Assistance will coordinate specification and procedures for this report.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

XIII. Gilbert Grant

**BOARD OF HIGHER EDUCATION
GILBERT MATCHING SCHOLARSHIP GRANT PROGRAM**

PURPOSE:

The purpose of the Gilbert Matching Scholarship (GMSGP) is to make funds available to participating Massachusetts independent institutions of higher education and schools of nursing. At least one hundred percent must be used for direct financial assistance to needy Massachusetts undergraduate students to enable such students to attend or continue to attend such institutions.

DEFINITIONS:

ACADEMIC YEAR:

Shall mean the period of time between July 1 of one year and June 30 of the subsequent year.

ACT:

Shall mean the General Appropriation Act for a fiscal year.

COMMISSIONER:

Shall mean the Commissioner of the Department of Higher Education appointed pursuant to M.G.L. c. 15A s.4.

ELIGIBLE INSTITUTION:

Shall mean an institution of higher education in the Commonwealth of Massachusetts which:

- a) admits as regular students only persons having a certificate of graduation from a school providing secondary education or the recognized equivalent of such a certification, and
- b) is legally authorized within the Commonwealth to provide a program of post-secondary education, and
- c) provides an education for which it awards an associate or bachelor's degree and is accredited by the New England Association of Schools and Colleges, or
- d) provides an education which results in an award of a diploma indicating satisfactory completion of a hospital school of professional nursing program which is accredited by the National League of Nursing, and is approved by the State Board of Registration in Nursing
- e) is not a public higher educational institution operated by the Commonwealth or its subdivisions and does not derive the major portion of its annual budget from state or local appropriations, and
- f) does not have as its primary purpose education for religious purposes.

EXPECTED FAMILY CONTRIBUTION:

Shall mean the amount the parent, student and/or the student's spouse are able to contribute to educational expenses as determined by an approved method of need analysis.

FULL-TIME STUDENT:

Shall mean a student who is carrying a full-time academic work load other than by correspondence, measured in terms of:

- a) the tuition and fees customarily charged for full-time study by the institution, or
- b) the course work or other required activities as determined by the institution in which the student is enrolled.

INSTITUTIONAL MONEY:

Shall mean money derived from institutional sources such as endowments, scholarship funds or operating money but not including funds derived from federal grants, loan funds, state scholarship funds or work study and other similar funds.

MASSACHUSETTS STUDENT:

Shall mean a dependent student who is a permanent legal resident of Massachusetts and whose source of support is a parent who has been a permanent resident of the Commonwealth of Massachusetts for the twelve months prior to the opening day of the academic year; or an independent student who has been a permanent resident of the Commonwealth for the twelve months immediately preceding the opening day of the academic year.

NEEDY STUDENT:

Shall mean a student who fulfills all of the requirements of these rules and whose total predicted costs of, and expenses for, attending an institution of higher education are greater than the expected family contribution.

UNDERGRADUATE STUDENT:

Shall mean a student who:

- a) is a permanent legal resident of Massachusetts for at least one year prior to the beginning of the academic year and who is a U.S. citizen or a non-citizen eligible under Title IV regulations
- b) is in attendance as a full-time student at an eligible institution; and
- c) a student who has not earned his or her first baccalaureate or professional degree and who is enrolled in a program of study at the post secondary level which is designed to extend for more than four academic years shall not be considered an undergraduate student for study beyond that fourth academic year and
- d) has not earned his or her first diploma from a hospital of professional nursing program
- e) is in compliance with applicable law regarding Selective Service requirements
- f) is not in default of any federal or state student loan for attendance at any institution or owe a refund for any previous financial aid received.

FORMULA FOR ALLOCATION OF FUNDS:

From the sums appropriated in each fiscal year, the Commissioner shall allocate to each participating institution a share of the total GMSGP funds. This share shall be based on a formula that considers the amount of institutional money expended by the institution in the prior academic year, or a three-year average, for scholarship grant aid to needy Massachusetts full-time undergraduate students and the annual appropriation of GMSGP funds. No participating institution shall be allocated more than ten percent of the annual GMSGP allocation, or the amount that is expended from institutional funds in the prior academic year for scholarship aid to needy Massachusetts full-time undergraduate students.

- 1) The Commissioner or his/her designee(s) will review applications for conformity with these Guidelines and determine the amount to be allocated to the participating institutions.
- 2) The Commissioner may require each participating institution receiving an allocation under this program to submit a report prior to April 30 of each fiscal year projecting the portion, if any, of such allocation that will not be used for scholarship aid disbursements for that academic year. Allocations not expended by the participating institutions during the academic year shall be returned to the Board of Higher Education.
- 3) GMSGP funds shall not be allocated or if allocated shall be repaid to the Commonwealth unless disbursed in accordance with these guidelines.
- 4) The Commissioner will notify each participating institution which has filed an application of its grant award no later than ninety (90) days after passage of the Gilbert Matching Scholarship Grant (GMSGP) appropriation, or July 1, whichever is later.

APPLICATION:

- 1) Any eligible institution wishing to obtain a grant under this program shall file an application with the Commissioner annually which shall contain the following information and such information and assurances as the Commissioner shall from time to time require:
 - a) the total amount of actual expenditures made from institutional money for scholarship aid to needy Massachusetts full-time undergraduate students during the previous academic year;
 - b) the number of full-time undergraduate students in the previous academic year, the number of all Massachusetts residents enrolled as Massachusetts full-time undergraduates in the previous academic year, the number of Massachusetts full-time undergraduates receiving scholarship aid from the institutions during the previous academic year;
 - c) an assurance that the institution will continue to be an institution of higher education or school of nursing as defined herein for the next academic year;
 - d) an assurance that the institution will expend an amount equal to one hundred percent of the grant received in scholarship aid to needy Massachusetts full-time undergraduate students;
 - e) an assurance that funds for administration and support of the GMSGP do not constitute expenditures from the amount allocated for scholarship aid;
 - f) an assurance that no portion of the scholarship aid grant shall be used directly or indirectly to reduce the institution's expenditure of institutional funds;

- g) the criteria and procedures used in determining financial need in selecting GMSGP recipients and in determining the amount of the GMSGP award;
 - h) the name, address, telephone number of the chief operating officer, the financial aid administrator and the person completing the application, and the signature of the person completing the application.
- 2) If an eligible institution does not wish to participate in the GMSGP, the institution shall so state in writing to the Commissioner on a form furnished by the Commissioner.
 - 3) Applications shall be filed with the Commissioner annually.
 - 4) The Commissioner shall upon request require the applicant to make available for production and inspection by the Commissioner or his designee(s) any documents which support statements made in the application.

INSTITUTIONAL DISBURSEMENT OF GRANT:

- 1) Each participating institution shall spend one hundred percent or a percentage as determined by the legislature, of the GMSGP grant received for scholarship aid to needy Massachusetts students.
- 2) To comply with these Guidelines, the GMSGP scholarships fund shall:
 - a) not be awarded in excess of \$2,500 per academic year for any student; with a minimum award not less than \$200.
 - b) be awarded only in increments of \$100;
 - c) be administered by the institution's existing financial aid or scholarship office;
 - d) be received and disbursed from a separate financial aid account.
- 3) All GMSGP funds must be administered with such fiscal control and accounting procedures as are required herein and as may be required from time to time by the Commissioner.

DETERMINATION OF NEED:

- 1) The institution may use the Federal Methodology to calculate financial need, or any system that produces results consistent with the Federal Methodology.
- 2) No student may be considered to have need unless the total educational expenses are at least \$500 greater than the student's total resources as determined by Federal Methodology
- 3) The total education expense and the total expected family contribution shall be determined in accordance with federal aid standards.

PARTICIPATION AGREEMENT:

All institutions participating in the Gilbert Grant Program must file a State Financial Aid Participating Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- 1) The Commissioner or his designee shall require each participating institution to furnish annually the following information along with any other necessary related information:
 - a) the total amount of GMSGP funds received
 - b) the total amount of GMSGP awards made to students
 - c) the average GMSGP award
- 2) All financial books, records and documents pertaining to this grant shall, at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives, who shall have access to the premises wherein such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years after receipt of a payment.

Massachusetts Assistance for Student Success Program

XIV. Paraprofessional Teacher Preparation Grant

**BOARD OF HIGHER EDUCATION
PARAPROFESSIONALS TEACHER PREPARATION GRANT PROGRAM**

DEFINITIONS:

INSTITUTION:

Any regionally accredited public or independent college or university in the Commonwealth of Massachusetts that offers a teacher preparation program leading to licensure, approved by the Massachusetts Department of Education (MDOE); or a two-year college that has a signed articulation or joint admissions agreement with a four-year college or university for a teacher preparation program.

ELIGIBLE PROGRAM:

Any undergraduate baccalaureate degree program, offered by an eligible institution, with a teacher preparation program approved by the Massachusetts Department of Education or a program at a two-year college with a signed articulation or joint admissions agreement with an institution offering an MDOE approved program.

ELIGIBLE STUDENT:

An eligible student is an undergraduate student enrolled full- or part-time and meeting the following requirements:

- a) Is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year and who is a U.S. citizen or a non-citizen eligible under Federal Title IV regulations.
- b) Is in compliance with applicable law regarding Selective Service Registration.
- c) Is not in default with applicable law regarding any federal or state student education loans for attendance at any institution or owes a refund for any previous financial aid received.
- d) Is enrolled full-time (12 semester credits or the equivalent) or part-time (3 to 11 credits or the equivalent) in a traditional academic semester.
- e) Has worked, and continues to work, as a paraprofessional in a public school in the Commonwealth of Massachusetts for a minimum of two years or is employed as a paraprofessional and is enrolled in and pursuing courses of study that will lead to certification as a teacher in bilingual education, special education, math, science, or foreign language, while working as a paraprofessional in a public school in the Commonwealth.
- f) Maintains satisfactory academic progress in accordance with institutional standards.
- g) Annually files the Free Application for Federal Student Aid (FAFSA) and completes a minimum of credits each academic year as part of the application for renewal of the grant.
- h) Provides documentation to the Office of Student Financial Assistance of compliance with required program of study and academic progress, as requested.
- i) Signs an agreement to teach in a public school in the Commonwealth of Massachusetts upon graduation and certification in accordance with section 38G of Chapter 71 M.G.L.
- j) Has not earned a baccalaureate or professional degree or the equivalent.

STUDENT AWARD VALUES

The award under this program shall be as follows:

- a) up to \$625 per credit at an independent college or public university, not to exceed \$7,500 per academic year, or \$3,750 per semester.
- b) up to \$450 per credit at a public four-year college, not to exceed a maximum of \$6,000 per academic year, or \$3,000 per semester
- c) up to \$250 per credit for public two-year colleges, not to exceed a maximum of \$4,000 per academic year, or \$2,000 per semester

Awards may not exceed the recipient's cost of attendance for any academic term of study.

The Board of Higher Education will annually review the public university and college tuition and fee charges and adjust the program award values, as it deems necessary.

TEACHING OBLIGATION

Recipients of the Paraprofessional Teacher Preparation Grant must sign a Terms and Conditions Statement acknowledging their obligation to provide service as a full-time teacher in a Massachusetts public school (K12). The service commitment will range from a minimum of two and a maximum of four years, depending on the number of semesters of grant assistance received.

Failure to provide the required service may result in a repayment of funds received, prorated on the length of service, as defined in the Terms and Conditions Statement and as determined by the Massachusetts Office of Student Financial Assistance.

INSTITUTIONAL DISBURSEMENT OF GRANTS:

Each participating institution must certify that the recipient is eligible in accordance with guidelines established for the Paraprofessional Teacher Preparation Grant Program. Academic year awards will be disbursed in equal payments for the fall and spring semesters.

Grants may be awarded for summer terms only if funds are available. All funds must be disbursed by June 30.

PARTICIPATION AGREEMENT:

All institutions participating in the Paraprofessional Teacher Preparation Grant Program must file a State Financial Aid Program Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each college and university to maintain adequate documentation of a recipient student's eligibility for the Paraprofessional Teacher Preparation Grant Program.
- b) The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the Paraprofessional Teacher Preparation Grant Program. The Office of Student Assistance will coordinate specifications and procedures for this report.

- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

XV. Early Childhood Educators Scholarship

**BOARD OF HIGHER EDUCATION
EARLY CHILDHOOD EDUCATORS' SCHOLARSHIP PROGRAM**

DEFINITIONS

INSTITUTION:

Any regionally accredited public or independent (private) college or university in the Commonwealth of Massachusetts offering an Early Childhood Education program of study or program in a related field.

ELIGIBLE PROGRAM:

An undergraduate associate's, bachelor's or master's degree program offered by an eligible institution in either Early Childhood Education (infancy through pre-school) or a related field, meeting the following criteria:

- Demonstrated compliance with degree program standards as established and required by a regional program accrediting body, such as the New England Association of Schools and Colleges (NEASC), and meet program approval standards as defined by the Massachusetts Department of Higher Education;
- Is approved under Title IV standards by the US Department of Education; including all program locations
- Not based on any paid commission, bonus, or other incentive payment – based directly or indirectly upon success in securing enrollments or financial aid – to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the awarding of Title IV or State funds; and
- Admissions standards require that students have earned a high school diploma or GED
- In cases where the institution has entered into an agreement with another institution (or entity), consortium, or organization to provide an educational program, the institution has ensured that the educational program contracted out is in compliance with any state or federal regulations

Participating institutions must respond to a Department of Higher Education's inquiry concerning institutional compliance with program eligibility requirements. Funds will not be disbursed to an institution's students until the inquiry has been satisfactorily completed and the Department of Higher Education has determined that the institution is in compliance with all program guidelines.

ELIGIBLE STUDENT:

A matriculated undergraduate student enrolled full- or part-time in an eligible program meeting the following requirements:

- a) Is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year.
- b) Is a U.S. citizen or eligible non-citizen eligible under Federal Title IV Regulations.
- c) Be employed, for at least one year, as an educator or provider in an early education and care program or out of school time program that is licensed or authorized by the Massachusetts

Department of Early Education and Care (EEC) and continue employment in this field while pursuing the approved course of study, or

- d) Is a licensed family child care provider and continues to work as an early educator in an early education and care program in Massachusetts.
- e) Has maintained employment or has provided licensed family child care for at least one year prior to receipt of grant funds and has provided documentation of such employment.
- f) If enrolled in an undergraduate program, has not earned a prior bachelor's degree.
- g) Maintains satisfactory academic progress in accordance with institutional standards.
- h) Annually files the Free Application for Federal Student Aid (FAFSA).
- i) Signs an agreement to continue employment as an early educator or provider in the Commonwealth of Massachusetts, with the expectation that the student will continue to be employed in the Early Childhood Education field as an educator or provider in Massachusetts for six months per semester of scholarship receipt, not to exceed a two year maximum commitment upon graduation from an associate's degree program and a four year maximum commitment upon graduation from a bachelor's degree program.

Priority consideration will be given to eligible applicants recommended by an individual qualified to speak to their commitment and dedication to the field of early education and care.

AWARD VALUE:

The award for eligible applicants under this program shall be as follows:

- a) up to \$500 per credit at a public university or private college or university, not to exceed a maximum of \$4,500 per semester.
- b) up to \$400 per credit at a public four-year college, not to exceed a maximum of \$3,600 per semester.
- c) up to \$250 per credit at a public two-year college, not to exceed a maximum of \$2,250 per semester.

Grants may be awarded for a maximum of three courses per semester, and recipients must enroll in a minimum of three credits in a given academic semester to be awarded funds. Awards may not exceed the recipient's cost of attendance for any academic term. The Department of Higher Education shall establish the number of credits to be paid in any given semester and reduce awards in any given term or academic year, based on demand and available funds, as necessary.

The Department of Higher Education will annually review the tuition and fee charges at Massachusetts public colleges and the university and adjust the program award values, as it deems necessary.

INSTITUTIONAL DISBURSEMENT OF GRANTS:

Each participating institution must certify that the recipient is eligible in accordance with guidelines established for the Early Childhood Educators' Scholarship Program. Academic year awards will be disbursed in equal payments for the fall and spring semesters or as calculated based on enrolled credits within the established limits for the fall and spring semesters.

Fall semester is defined as commencing September 1 and concluding on or before December 31. Spring semester term is defined as commencing January 1 and concluding on or before May 31. An institution must

request and obtain approval for non-conforming terms from the Massachusetts Department of Higher Education. The Massachusetts Department of Higher Education will inform participating institutions each year whether funding is available for summer enrollment in the program. Each course offered through the program during any of the above terms must fully conform to the institution's published standards that clearly define enrollment status levels and course length at the institution.

Grants may be awarded to eligible applicants for summer terms based on availability of funds. All funds appropriated for this program must be expended by June 30 of each fiscal year or as otherwise determined by the Legislature.

PARTICIPATION AGREEMENT:

All institutions participating in the Commonwealth of Massachusetts Early Childhood Educators' Scholarship Program must file a State Financial Aid Program Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility.
- b) The Commissioner shall require each campus to furnish to the Board of Higher Education a report detailing specific information regarding recipients. The Office of Student Financial Assistance will coordinate specification and procedures for this report.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives, who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

**Massachusetts Assistance for Student Success
Program**

XVII. Gear Up Scholarship

GEAR UP SCHOLARSHIP PROGRAM GUIDELINES

PURPOSE:

The Higher Education Amendments of 1998 launched GEAR UP, a national effort to encourage more young people to have high expectations, stay in school and study hard, and go to college. Through the Board of Higher Education, the Commonwealth of Massachusetts received a GEAR UP State Grant to provide early college awareness activities, improved academic support, information on paying for college, and scholarship. These guidelines establish the terms and criteria for awarding scholarships to GEAR UP participants as required by the United States Department of Education.

DEFINITIONS:

ELIGIBLE INSTITUTION:

An eligible institution is defined as a state-approved public, private, independent, for profit or nonprofit institution in the Commonwealth of Massachusetts authorized to offer undergraduate degrees, certificates or diploma programs and that is also approved by the U.S. Department of Education to administer Title IV programs. Massachusetts state-approved public, private, independent and non-profit institutions located in states (NH, ME, CT, VT, RI, PA and the District of Columbia) that have reciprocity agreements with and approved by the Commonwealth and award associate and bachelor's degrees are also eligible to participate.

ELIGIBLE PROGRAM:

An eligible degree or certificate program offered by an eligible institution.

ELIGIBLE STUDENT:

An undergraduate student who has been admitted to an eligible institution and meets the following requirements:

- a) is fewer than 22 years of age at time of first scholarship award
- b) participated in the Early Intervention component of GEAR UP Massachusetts
- c) has graduated from a Massachusetts public high school beginning in 2005
- d) is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year and
- e) is a United States citizen or a non-citizen eligible under Federal Title IV
- f) is enrolled full- or part-time in an eligible program at an eligible institution
- g) annually files the Free Application for Federal Student Aid (FAFSA)
- h) maintains Satisfactory Academic Progress in accordance with institutional standards
- i) is in compliance with applicable laws regarding Selective Service Registration

- j) is not in default of any federal or state student education loan for attendance at any institution or owes a refund for any previous financial aid received
- k) has not reached the maximum number of semesters of eligibility under the program

AWARD VALUE:

- a) The award under this program shall be based on a student's enrollment status and distributed as follows:

Full-time	\$1000
Three-Quarter Time	\$ 900
Half-Time or Less	\$ 800

- b) GEAR UP scholarships may consist of awards from one or more state financial aid programs
- c) GEAR UP scholarships shall not be considered for the purpose of awarding other federal grant assistance, except in no case shall the total amount of the student financial assistance awarded to a student exceed such student's total cost of attendance
- d) GEAR UP scholarships may be awarded to eligible students for a maximum of four years or eight semesters or the adjusted equivalent if the student is enrolled part-time

AWARD PROCEDURE:

Beginning with the Class of 2005, the Board of Higher Education will annually identify participating GEAR UP Massachusetts students.

- a) Institutions will be required to certify the attendance of GEAR UP Massachusetts students in each fall and spring and provide information regarding the amount of financial aid awarded to these students from all sources.
- b) GEAR UP scholarship funds are disbursed to the institution in two payments for the fall and spring semesters for students for whom eligibility has been certified by the institution.
- c) Payment of GEAR UP funds is sent directly to the institution from the Commonwealth's Comptroller's Office. One hundred percent of the GEAR UP Scholarship shall be used to credit the student's account.
- d) All refunds shall be sent to the Office of Student Financial Assistance and checks made payable to the Commonwealth of Massachusetts GEAR UP Scholarship Fund.

PARTICIPATION AGREEMENT:

All institutions participating in the GEAR UP Scholarship Program must file a State Financial Aid Program Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each college and university to maintain adequate documentation of a recipient student's eligibility for the GEAR UP Scholarship Program.
- b) The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the GEAR UP Scholarship Program. The Office of Student Financial Assistance will coordinate specification and procedures for this report to Financial Assistance.
- c) All financial books, records and documents pertaining to this program shall at all times be open to discussion, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

XVI. One Family, Inc. Scholarship

**BOARD OF HIGHER EDUCATION
ONE FAMILY, INC. SCHOLARSHIP PROGRAM**

PURPOSE

The One Family Scholarship Program was established by the Massachusetts Legislature to assist heads of households to achieve their academic goals by offering the opportunity for a permanent path out of poverty through the pursuit of higher education. Recipients of this scholarship receive an integrated network of services through the non-profit organization, One Family, Inc., whose mission is to serve residents of the Commonwealth who are low-income and homeless, or have experienced homelessness within the prior year.

DEFINITIONS

INSTITUTION:

A public, private, independent, profit or nonprofit postsecondary institution in the Commonwealth of Massachusetts authorized to offer undergraduate degrees or certificate programs. The institution must be accredited and eligible to participate in the Federal Title IV programs.

ELIGIBLE PROGRAM:

Any undergraduate degree or certificate program offered by an eligible institution.

ELIGIBLE STUDENT:

To receive scholarship funds, the applicant must meet the following criteria:

- a) Be a Massachusetts resident domiciled in the Commonwealth for at least one year (twelve consecutive months).
- b) Be a U.S. citizen or eligible non-citizen.
- c) Qualify as a head-of-household, with children under age 18.
- d) At risk of homelessness, based on federal poverty standards, or has experienced homelessness within the previous 12 months.
- e) Be an active participant of One Family, Inc., services and activities, including the Leadership Seminar program.
- f) Enroll, full- or part-time, in an eligible certificate or degree program at an eligible institution.
- g) Maintain satisfactory academic progress on all academic work as determined by the institution.
- h) Complete and file the Free Application for Federal Student Aid (FAFSA).

STUDENT AWARD

The scholarship under this program may be awarded as follows:

- 1) Scholarships may be awarded to cover tuition and fees and related living expenses during the period of enrollment
- 2) The value of the tuition and fee portion of the scholarship, in combination with other financial aid, may not exceed the recipient's cost of attendance as determined by the institution

DISBURSEMENT OF FUNDS

- 1) Scholarship expenses paid on behalf of an eligible student shall be reimbursed to One Family, Inc., by the Board of Higher Education each semester, as invoiced
- 2) One Family, Inc., must supply documentation to support student enrollment and living expenses and documentation to support matching requirements as stipulated by the Massachusetts Legislature. This information provided by One Family, Inc., to the Board of Higher Education shall include the name, Social Security Number, scholarship award, institution enrolled for each scholarship recipient to facilitate the reimbursement and reporting requirements to the Massachusetts Legislature. One Family, Inc. shall notify the Board of Higher Education of any changes to the recipient's scholarship award and enrollment status
- 3) The Board of Higher Education may require One Family, Inc., to provide additional information to support the reimbursement of administrative and other expenses.

PARTICIPATION AGREEMENT

All institutions participating in the Commonwealth of Massachusetts' One Family, Inc., Scholarship Program must file a Financial Aid Program Participation Agreement to be maintained on file in the Office of Student Financial Assistance.

AUDIT REQUIREMENT

The Commissioner shall require each participating institution to furnish annually the following:

- a) Documentation of cost of attendance and eligibility status of each recipient.
- b) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for not less than seven years.

**Massachusetts Assistance for Student Success
Program**

XVIII. Mathematics & Science Teachers Scholarship

**BOARD OF HIGHER EDUCATION
MATHEMATICS AND SCIENCE TEACHERS SCHOLARSHIP**

DEFINITIONS:

INSTITUTION

Any regionally accredited public or private college or university in the Commonwealth of Massachusetts that offers an approved educator preparation program for an initial license in Mathematics or Science or a program of study or related coursework leading to the Department of Elementary and Secondary Education licensure in Mathematics or Science.

ELIGIBLE STUDENT

To be eligible for the Math and Science Teachers Scholarship Program, an applicant must:

1. be employed, full or part time, as an educator in a Massachusetts public school or school that provides publicly-funded special education, and
2. be currently teaching Mathematics or Science (including Technology or Engineering) under a preliminary license, waiver, or outside their licensed area; and meet the following criteria:
 - (a) be a permanent legal resident of Massachusetts
 - (b) be a United States citizen or eligible non-citizen
 - (c) be enrolled in up to three higher education courses per academic semester in fulfillment of degree or program requirements in a state-approved educator preparation program for the initial license in the Mathematics or Science field and level of interest.
 - (d) sign an agreement to continue teaching Mathematics or Science (including Technology/Engineering) in a Massachusetts public school for a term of service after completion of courses or program (no longer teaching out-of-field) or repay funds as defined below
 - (e) be eligible under Title IV Regulations and not in default of a state or federal education loan or grant
 - (f) annually file the Free Application for Federal Student Aid (FAFSA)

Priority consideration will be given to applicants meeting the above criteria who are teaching full or part time in a high-need district. A high-need district is a district that has been identified for corrective action in which there are one or more schools identified for corrective action or restructuring or districts in which the percentage of low-income students is 40 percent or greater.

Preference will be given to applicants who are identified by superintendents or principals as highly talented educators, who have demonstrated a commitment to education and to instructional excellence.

AWARD VALUE

The award for eligible applicants under this program shall include the cost of tuition, fees, and related expenses as determined by the Board of Higher Education and the Department of Elementary and Secondary Education for up to three eligible courses per academic semester at an eligible institution of higher education in

Massachusetts. Eligible applicants may receive a scholarship award for all academic semesters, including summer terms, based on availability.

Priority will be given to teachers employed in high-need districts. Teachers in high-need districts are eligible to receive full funding for tuition, fees, and related expenses. Teachers employed in non-high-need districts are eligible for partial funding (75 percent) of the cost of tuition, fees, and related expenses.

The Board of Higher Education, in consultation with the Department of Elementary and Secondary Education, will annually review the tuition and fee charges at Massachusetts public and private colleges and universities and adjust the program award values, as it deems necessary.

TEACHING OBLIGATION

Recipients of the Mathematics and Science Teachers Scholarship Program must sign a Terms and Conditions Statement acknowledging their obligation to provide service as a full-time teacher in a Massachusetts public school (K-12). The service commitment will range from a minimum of one and a maximum of four years of employment as a full-time teacher, depending on the number of courses taken with scholarship assistance, as follows:

1-2 courses	one year
3-4 courses	two years
5-7 courses	three years
8-10 or more	four years

Teachers in high-need districts are expected to fulfill their term of service in a high-need district. If a teacher in a high-need district fulfills the term of service in a non-high-need district, the teacher must repay the difference between the full scholarship rate and the partial scholarship rate.

A teacher who benefits from the scholarship and fails to provide the required service in a Massachusetts Public School will be responsible for repayment of the scholarship award received, prorated on the length of service provided, as defined in the Terms and Conditions Statement and as determined by the Massachusetts Board of Higher Education, in consultation with the Department of Elementary and Secondary Education.

INSTITUTIONAL DISBURSEMENT OF GRANTS

Each participating institution must certify that the recipient is eligible in accordance with guidelines established for the Mathematics and Science Teachers Scholarship Program.

All funds appropriated for this program must be expended by June 30 of each fiscal year or as otherwise determined by the Legislature.

PARTICIPATION AGREEMENT

Each institution participating in the Pilot Scholarship Program for Mathematics and Science Teachers must file a State Financial Aid Program Participation Agreement to be maintained on file in the Massachusetts Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each institution to maintain documentation of a recipient student's eligibility.
- b) The Commissioner of Higher Education shall require each campus to furnish to the Board of Higher Education a report detailing specific information regarding recipients. The Office of Student Financial Assistance will coordinate specification and procedures for this report.

- c) All financial books, records and documents pertaining to this Program shall at all times be open to inspection, review and audit by the Commissioner of Higher Education, the State Auditor or their authorized representatives, who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

AUTHORITY

Chapter 139 of the Acts of 2006, line item 7061-9804.

**Massachusetts Assistance for Student Success
Program**

XIX. Scholar-Internship Match Fund

BOARD OF HIGHER EDUCATION SCHOLAR-INTERNSHIP MATCH FUND

PURPOSE

As part of the 2006 Economic Stimulus legislation (Chapter 123 of the Acts of 2006), the Massachusetts Legislature enacted the Massachusetts Scholar-Internship Match Fund (Chapter 29, Section 2UUU of the M.G.L.). The purpose of the Scholar-Internship Match Fund is to provide a match for industry scholarships and internships given to Massachusetts students going on to study for a post-secondary degree at Massachusetts public higher education institutions. Students shall pursue post-secondary degrees and career paths in specific science, technology, engineering and mathematics (STEM) disciplines that link directly related work experience with their academic program. These disciplines do and will directly support the economic development of the Commonwealth by fulfilling the employment needs of business and industry in high-demand fields. The Massachusetts Scholar-Internship Match Fund creates a framework whereby internship and scholarship funds from business, industry and others sources may be deposited as matching resources to enhance student progress toward degrees in fields vital to the Commonwealth.

DEFINITIONS

ELIGIBLE INSTITUTION

An institution within the system of public institutions of higher education, as identified in Section 5 of Chapter 1 5A of the Massachusetts General Laws.

ELIGIBLE PROGRAM

An undergraduate degree program offered by an eligible institution in high-demand STEM areas, as designated in the Science and Mathematics Access to Retain Talent (SMART) list, exclusive of foreign languages, as developed by the U.S. Department of Education and as amended by the Board of Higher Education.

ELIGIBLE STUDENT

A Massachusetts high school senior or college student who meets the following criteria:

- a. is a permanent legal resident of the Commonwealth of Massachusetts for at least one year prior to the start of the academic year.
- b. is a U.S. citizen or eligible non-citizen eligible under Federal Title IV Regulations.
- c. is accepted for admission to, or is currently enrolled, full-time in an eligible program, at an eligible institution as defined above.
- d. submits an application for the Massachusetts Scholar-Internship Program, and for approval must:
 1. If a high school senior, have a minimum cumulative GPA of 3.0.
 2. If a current college student, meet satisfactory academic progress standards as defined by the institution, and have maintained a cumulative GPA of 3.0 on all college work and meet other eligibility criteria established by the Board of Higher Education.
 3. Annually file the Free Application for Federal Student Aid (FAFSA).

4. Sign an agreement to comply with the internship requirements of the Scholar-Internship Program with a designated Massachusetts employer in a career-related field under the guidance of the Board of Higher Education.
5. Complete the minimum number of internships as required.
6. Upon the completion of the undergraduate degree program, seek and attain employment in a career-related field in Massachusetts.

MAINTENANCE OF ELIGIBILITY

It is the responsibility of each recipient of the Scholar-Internship Match Fund Program to maintain his/her continued eligibility for scholarship assistance and/or internship experience while completing the undergraduate degree program. Recipients must demonstrate continued progress in the academic discipline through an annual submission of the college academic transcript, which will be evaluated by the appropriate official. The recipient is responsible for providing the transcript to the proper official at the Board of Higher Education, as designated, in a timely manner to facilitate continued awarding of the scholarship and/or assigned internship.

REPORTS

The Commissioner of Higher Education shall, no later than July 1, annually report to the House and Senate Committees on Ways and Means, the Joint Committee on Economic Development and Emerging Technologies, the Joint Committee on Labor and Workforce Development, the Joint Committee on Education and the Joint Committee on Higher Education. The report shall include:

- a. a list of matching scholarship recipients
- b. the associated match amount,
- c. the amounts of non-state funding as a result of the match,
- d. the purposes of the match,
- e. whether there was an internship associated with the industry match,
- f. an annual statement of cash inflows and outflows detailing the sources and uses of funds,
- g. a forecast of future payments based on current binding obligations, and
- h. a detailed account of the purposes and amount of administrative costs charged to the fund.

The Commissioner shall include in the annual report a detailed five-year legislative review of the Scholar-Internship Match Fund for consideration for recapitalization.

PARTICIPATION AGREEMENTS

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the State Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a. It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the Scholar-Internship Program.
- b. The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the Scholar-Internship Program. The Board of Higher Education will coordinate specification and procedures for this report.
- c. All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized

representatives, who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance For Student Success Program

XX. National Guard Fee Assistance Program

**CHAPTER 130 OF THE ACTS OF 2005
TUITION AND FEE WAIVER PROGRAM
MASSACHUSETTS NATIONAL GUARD MEMBERS**

PURPOSE:

In November 2005, the Massachusetts Legislature enacted and the Governor signed "An Act Providing Benefits to Service Members, Veterans and Their Families" (Chapter 130 of the Acts of 2005). This law, in Section 2A, provides for tuition and fee waivers for members of the Massachusetts National Guard who choose to attend a Massachusetts public institution of higher education and it requires the Board of Higher Education to establish guidelines for these waivers. Section 2A also states "The commonwealth, not the institutions of public higher education, shall bear the cost of such tuition and fee waivers for Massachusetts National Guard members."

DEFINITIONS:

ELIGIBLE INSTITUTION

An institution within the system of public institutions of higher education as identified in Section 5 of Chapter 15A of the Massachusetts General Laws.

ELIGIBLE PROGRAM

An undergraduate or graduate degree program offered by an eligible institution.

ELIGIBLE STUDENT

An active member of the Massachusetts Army or Air National Guard who is in good standing and meets the following criteria:

- a) is accepted for admission to, or is enrolled, full- or part-time in a Massachusetts public institution of higher education, as defined above
- b) is eligible to receive and has been issued a Certificate of Eligibility by the Military Division of the Commonwealth of Massachusetts applicable for any portion of the academic year
- c) has not exceeded the 130 semester credit hours maximum, or the equivalent quarter hours or clock hours, when combined with Certificates of Eligibility issued prior to September 1, 2006
- d) maintains satisfactory academic progress as defined by the institution

MAINTENANCE OF ELIGIBILITY

It is the responsibility of each National Guard member to maintain his/her eligibility for educational assistance during the life of each Certificate of Eligibility. The member is also responsible for providing the Certificate of Eligibility to the proper official at the institution, as designated, and in a timely manner to facilitate awarding of the waivers.

It is the responsibility of the Commonwealth of Massachusetts Military Division to inform the institution of the status of any member of the National Guard who has failed to maintain good standing or has terminated his/her service. Upon receipt of this information, the institution must determine if the award may be canceled for that academic term or for such future terms to follow.

AWARD VALUE

Subject to a special appropriation for this program, the value of the award under this program shall be equal

to the amount of tuition and mandatory fees, as defined by each institution, charged to the student. The total number of credits for which tuition and fees are waived may not exceed the number of credits for which the student is eligible, as indicated and based on the Certificate of Eligibility.

The institution must maintain and record the number of credits for which tuition and fees have been waived for each student to avoid overpayment.

AWARD PROCEDURE

Upon presentation of a valid Certificate of Eligibility (certificate must bear a raised seal), the institution will credit the student's account for the value of tuition and fees charged.

The institution shall present to the Board of Higher Education, or its designated agency, an invoice for reimbursement of all tuition and fees waived under this program at the conclusion of each academic semester. The invoice must be accompanied by a roster which provides the relevant information for each recipient to include, name, educational level, number of credits, and amount of tuition and fees waived.

REPORTS

Each institution shall maintain a record of tuition and fees waived under this program and provide a written report to the Board of Higher Education each semester, upon request. The terms of the report shall be specified by the Board of Higher Education and shall include the name of each participating National Guard member, the number of credits charged and the amount of each award.

The Commonwealth of Massachusetts Military Division shall be responsible for maintaining a log of all eligible National Guard members and providing a written report detailing the number certificates issued bi-annually.

PARTICIPATION AGREEMENTS

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the State Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the National Guard Tuition and Fee Waiver awarded under the terms of The Welcome Home Bill.
- b) The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the National Guard Tuition and Fee Waiver Program. The Office of Student Financial Assistance will coordinate specification and procedures for this report.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

Massachusetts Assistance for Student Success Program

XXI. Completion Incentive Grant Fund

COMPLETION INCENTIVE GRANT FUND

PURPOSE:

The Completion Incentive Grant Fund (CIGF) is a pilot program designed to increase the graduation and success rates of students who are enrolled in certificate or degree programs at Massachusetts public colleges and universities. The program will provide incentive grants to low-income students for persisting and completing their degree or certificate program of study over a maximum of four years, commencing fall 2012 through summer 2016. The Completion Incentive Grant Fund is a product of recommendations that are part of the final report of the Vision Project's Graduation and Student Success Working Group, which encouraged the implementation of financial aid policy that would facilitate improved student completion rates.

DEFINITIONS:

ELIGIBLE INSTITUTION:

An institution within the system of public institutions of higher education as identified in Section 5 of Chapter 15A of the Massachusetts General Laws.

ELIGIBLE PROGRAM:

Any state-supported undergraduate degree or certificate program offered by an eligible institution.

An eligible institution electing to participate in the CIGF is required to sign an Institutional Agreement which outlines all responsibilities and requirements for the awarding of CIGF funds, student support services, and data sharing with the Department of Higher Education, as outlined in these guidelines.

ELIGIBLE STUDENT:

An undergraduate student who has been admitted to an eligible institution and meets the following requirements:

- a) is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year;
- b) is a United States citizen or a non-citizen eligible under Federal Title IV regulations;
- c) is a first-time (never attended) undergraduate certificate or degree-seeking student, as of Fall 2012, and who continues to enroll in consecutive semesters/academic years in an eligible Massachusetts public college or university – after initial enrollment during Fall 2012;
- d) annually files the Free Application for Federal Student Aid (FAFSA);

- e) demonstrates eligibility for the Federal Pell Grant program in the first year of participation in the pilot program;
- f) has signed the Completion Incentive Grant Participation Agreement;
- g) maintains a minimum GPA of 2.0 each semester and Satisfactory Academic Progress in accordance with institutional standards;
- h) is not in default with applicable law regarding any Federal or State student education loans for attendance at any institution or owes a refund for any previous financial aid received;
- i) if required, is in compliance with applicable law regarding Selective Service Registration;
- j) if enrolled in English as a Second Language (ESL) program courses, is also simultaneously enrolled in either a certificate, associate or bachelors degree program;

AWARD VALUE:

The maximum semester award under this program is \$1,000 per student and shall be based on actual credits completed during each traditional semester, fall and spring, as follows:

Number of Credits	Community College	State Universities/UMASS
15	\$1,000	\$1000
14	\$900	\$900
13	\$800	\$800
12	\$700	\$700
11	\$600	-0-
10	\$500	-0-
9	\$400	-0-

Credits earned for developmental education and ESL courses may be counted towards the total credits for the CIGF award.

Students may receive a maximum \$2,000 CIGF for the academic year. Students who have not reached the annual maximum during the fall and spring terms of the academic year may earn \$100 per credit during summer sessions.

In any and all cases, the maximum award per student shall not exceed \$2,000 for a full academic year (fall, spring and summer).

AWARD PROCEDURE:

The pilot will use a random assignment research design to compare the outcomes of students who receive an award with a control group who will not receive the award. Students will be randomly assigned to either participate in the CIGF and receive an invitation to participate, or students will be assigned to the control group and receive no

materials. In addition to a quantitative analysis, the evaluation will also include a qualitative analysis. Pilot participants and faculty and administrators from participating institutions will be interviewed individually or in focus groups.

Participating institutions are required to verify the enrollment status of all students identified to participate in the CIGF pilot each semester. Based on enrolled credits and upon verification of Grade Point Average (GPA) and credits earned, the Office of Student Financial Assistance will pay incentive awards for all eligible students through the standard procedures used for disbursing state financial aid funds. Such disbursement may occur either once per semester (at the end of each academic period), or twice each semester (one-half at the mid-point of the semester, with remaining funds disbursed at the end of the academic term) upon verification of total credits completed. Summer awards, if applicable, will be paid at the conclusion of the summer term and upon verification of GPA and credits earned.

Payments must be provided directly to each student, unless a balance is owed to the institution for direct charges, or the institution and student agrees to apply the CIGF to the student loan in an effort to reduce the student's loan debt for the specific term for which the award was earned.

In addition to completing the verification of enrollment status (credits and GPA) of students each semester, institutions are also responsible for providing the Department of Higher Education and the Office of Student Financial Assistance with related data for pilot participants, as specified in the CIGF Institutional Participation Agreement to facilitate payments to eligible students.

ANNUAL REVIEW:

The Department of Higher Education is responsible for evaluating the effectiveness of this program. Institutions that have signed an agreement to participate in this pilot program are required to share qualitative and quantitative data (for all students involved in the CIGF) with the Department of Higher Education or its designee, and the Office of Student Financial Assistance for this purpose. The program may be evaluated annually in an effort to determine any immediate impact or to determine if adjustments are required for various processes, such as disbursement of funds. At the conclusion of the pilot in the summer of 2016, a comprehensive evaluation will be conducted to assess the program's overall effectiveness, the results of which will be reported to the Board of Higher Education.

PARTICIPATION AGREEMENTS:

In addition to the State Financial Aid Participation Agreement that is maintained on file in the State Office of Student Financial Assistance, campuses participating in the CIGF pilot must also execute the CIGF Institutional Agreement, which outlines all terms and responsibilities between the institution and the Department of Higher Education.

AUDIT REQUIREMENTS:

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the Completion Incentive Grant Fund.

- b) The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the Completion Incentive Grant Fund Program. The Office of Student Financial Assistance will coordinate specification and procedures for this report.

- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records, and documents are located. The institution shall retain such financial books, records, and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

**Massachusetts Assistance for Student
Success Program**

XXII. High Demand Scholarship Program

BOARD OF HIGHER EDUCATION

MASSACHUSETTS HIGH-DEMAND PROFESSIONS SCHOLARSHIP

PURPOSE

The Massachusetts High Demand Professions Scholarship program was created by the Massachusetts Legislature to support economic development in the Commonwealth by providing financial assistance to residents who are pursuing programs of study that will help address the Commonwealth's workforce needs. The program will provide scholarships to students to encourage enrollment and completion of training and degree programs identified by the Massachusetts Executive Office of Labor and Workforce Development's annual reports on labor market conditions.

ELIGIBLE INSTITUTION

An institution within the system of public institutions of higher education as identified in Section 5 of Chapter 15A of the Massachusetts General Laws.

ELIGIBLE PROGRAM

Any state-supported undergraduate degree or certificate program offered by an eligible institution, and identified by the Executive Office of Labor and Workforce Development as a high-demand occupation.

STUDENT ELIGIBILITY REQUIREMENTS

An undergraduate student who has been admitted to an eligible institution and meets the following requirements:

- a) is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year;
- b) is a United States citizen or a non-citizen eligible under Federal Title IV regulations;
- c) has declared a major or is currently pursuing a program of study offered and verifiable by the institution that is also designated as a high-demand professions by the Massachusetts Executive Office of Labor and Workforce Development;
- d) annually files the Free Application for Federal Student Aid (FAFSA);
- e) has completed the High-Demand Professions Scholarship application and signed the program terms and conditions;
- f) maintains a minimum GPA of 3.0 annually and demonstrates Satisfactory Academic Progress in accordance with institutional standards;

- g) is not in default with applicable law regarding any Federal or State student education loans for attendance at any institution or owes a refund for any previous financial aid received;
- h) if required, is in compliance with applicable law regarding Selective Service Registration;

AWARD VALUE

The following are maximum award values; final award values will be based on the Award Procedure, below. Awards for eligible applicants under this program may be used to support tuition, fees and related educational costs, and shall be based on the type of institution and the student's enrollment status as follows:

Community College Students

- \$4,000 per year or \$2,000 per semester - Full-time enrollment (12 credits or more)
- \$2,000 per year or \$1,000 per semester - Part-time enrollment (6-11 credits)

State University Students

- \$5,500 per year or \$2,750 per semester - Full-time enrollment (12 credits or more)
- \$2,750 per year or \$1,375 per semester - Part-time enrollment (6-11 credits)

University of Massachusetts Students

- \$6,500 per year or \$3,250 per semester - Full-time enrollment (12 credits or more)
- \$3,250 per year or \$1,625 per semester - Part-time enrollment (6-11 credits)

Awards are limited to a maximum of four years (eight semesters) for full-time enrollment at a four-year institution, and four semesters for full-time enrollment at a community college.

Part-time students who enroll in consecutive semesters may receive scholarship assistance for a maximum total of eight semesters at a community college; or up to a maximum of twelve semesters if enrolled in consecutive semesters at a four-year college or university.

Students may receive an additional payment up to \$1,000 for summer study at a four-year institution, or \$500 at a community college, if funds are available after all academic year awards are disbursed. Summer awards are limited to a maximum of three terms (one per academic year) for any student attending a four-year or two-year college or university.

The academic year and/or semester awards for this program may be reduced by the Department of Higher Education in accordance with the award procedure, below, and/or if the annual appropriation is not sufficient to meet the maximum scholarship award for the eligible pool of applicants.

The Department of Higher Education will annually review the tuition and fee charges at Massachusetts public colleges and universities and adjust the program award values, as it deems necessary.

AWARD PROCEDURE

Scholarships under this program shall be awarded only to applicants who meet all program eligibility criteria, and may be prioritized based on one or more of the following:

- Awarded only to students who complete the High-Demand Scholarship application and FAFSA by the published priority deadline
- Awarded in proportion to the labor and workforce demand for each discipline/profession, based on data provided by the Executive Office of Labor and Workforce Development, as determined by the Department of Higher Education
- Awarded based on demonstrated student potential for excellence in the discipline/profession including high academic achievement
- Awarded on the basis of demonstrated financial need, based on reported Expected Family Contribution (EFC), to promote access to scholarship funds by diverse populations within academic levels (year of study such as freshman, sophomore, junior, senior), as determined by the Department of Higher Education

Institutions are required to adjust a student's financial aid package, if the sum total of all financial aid, including the High Demand Scholarship, results in an "over award", as defined under Title IV regulations governing federal aid, and related state financial aid policies.

The Board of Higher Education will annually review this scholarship program and, based upon its findings, may revise award procedures accordingly.

INSTITUTIONAL DISBURSEMENT OF SCHOLARSHIPS

Each participating institution must certify that the recipient is eligible in accordance with guidelines established for the High Demand Scholarship program and verify that the student is pursuing a program of study in a designated and approved high demand profession.

Academic year awards will be disbursed in equal payments for the fall and spring semesters. Institutions are required to comply with the Office of Student Financial Assistance's refund policy for any scholarship recipient who is no longer eligible for funds, or who is no longer enrolled.

In addition to completing the verification of enrollment status (credits and GPA) for students each semester, institutions are also responsible for providing the Department of Higher Education and the Office of Student Financial Assistance with related data for scholarship recipients, as requested and required under the annual Institutional Participation Agreement for Massachusetts State Financial Aid.

PARTICIPATION AGREEMENTS

All institutions receiving funds under the Massachusetts High Demand Professions Scholarship Program for eligible recipients must have an active Massachusetts State Financial Aid Participation Agreement on file with the Office of Student Financial Assistance.

AUDIT REQUIREMENTS

- a) It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the Massachusetts High Demand Professions Scholarship Program.
- b) The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the Massachusetts High Demand Professions Scholarship Program. The Office of Student Financial Assistance will coordinate specification and procedures for this report.
- c) All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records, and documents are located. The institution shall retain such financial books, records, and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.

**Massachusetts Assistance for Student
Success Program**

**XXIII. State University Internship Incentive
Program**

BOARD OF HIGHER EDUCATION
STATE UNIVERSITY INTERNSHIP INCENTIVE PROGRAM
GUIDELINES

PURPOSE

An incentive program to promote and support increased university-level student participation in employer sponsored internships. This program will raise awareness and interest of a greater and more diverse community of students in career opportunities related to the student's academic program of study and contribute to increased program completion and institutional graduation requirements.

DEFINITIONS

ELIGIBLE INSTITUTION: State universities within the system of public institutions of higher education as identified in Section 5(ii) of Chapter 15A of the Massachusetts General Laws.

An eligible institution electing to participate in the State University Internship Incentive (SU-II) program is required to sign an Institutional Agreement with the Department of Higher Education, which outlines all responsibilities and requirements for the award of stipends to students in support of their participation in internship placements, as outlined in these guidelines.

INTERNSHIP: A supervised work-based learning experience for Massachusetts state university-level students intended to develop awareness and stimulate interest in fields of work and careers. Such work placement shall relate directly or indirectly to the student's academic program of study and be designed to impart relevant knowledge and skills reflected in requirements to enter a range of possible careers.

Internships for this program may be compensated or not, consistent with U.S. Department of Labor requirements.

[Http://www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm).

STIPEND: A sum of money provided to a student for financial assistance to offset costs directly associated with participation in an approved internship, including; tuition, fees, and/or related educational or student support expenses (e.g. travel expenses to and from the externship site) necessary for participation in the internship program

ACADEMIC PROGRAM AND INTERNSHIP ELIGIBILITY

Any state-supported undergraduate degree or certificate program offered by an eligible institution qualifies for this program.

- Internships must be directly or indirectly related to a student's program of study and must be approved in advance by a faculty supervisor in regard to the relevance of the leaning objectives to the student's course of study.
- Internships shall qualify for academic credit recognized by the academic department governing the student's program of study. The amount of the credit award shall be

determined by the governing academic department. The award of credit shall be based upon successful completion of the work requirements defined by the sponsor organization and the learning expectations defined by the academic institution.

- The duration of a qualifying internship shall be no shorter than any defined academic term or session to qualify for credit award. The internship may be scheduled to begin or end at times that are outside of but adjacent to the scheduled academic term or session to accommodate the sponsors work schedules, e.g. a summer internship following the spring academic term or prior to the fall term or a winter inter-session.
- Student learning progress during the internship shall be monitored by a faculty supervisor in collaboration with the sponsor organization's internship site supervisor. Specific obligations of the employer to plan the internship, and supervise and evaluate the student's successful completion of the internship shall be defined in an institutional agreement between the university and employer.
- Priority shall be given to internship sites located within the Commonwealth. Internships in Massachusetts based businesses and industries will promote future employment opportunities for students, better align the curriculum of our academic programs with the needs of key industry sectors and address the workforce needs of local employers for a highly-skilled and educated workforce.
- Specific programs that regularly provide specialized student internships in out-of-state placement are also eligible for this program. Individual exceptions may be approved by the governing academic department when the exception offers a uniquely valuable and relevant workplace experience for students that cannot be readily attained within the Commonwealth.
- To promote broad student participation in internships across academic departments, no single academic program shall represent more than 50% of the institution's available funds for this purpose.
- International internship placements are not eligible for student stipends from this program.
- Eligible institutions electing to participate in the State University Internship Incentive (SU-II) program are required to sign an Institutional Agreement which outlines all responsibilities and requirements for the awarding of funds, student support services, and data sharing with the Department of Higher Education.

STUDENT ELIGIBILITY FOR INTERNSHIP STIPENDS

To be eligible to participate in this program, students must:

- be enrolled full-time in an undergraduate program of study at an eligible institution;
- be a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year;
- be a United States citizen or a non-citizen eligible under Federal Title IV guidelines;

- be an undergraduate certificate or degree-seeking student enrolled full-time in a Massachusetts public state university, and has not earned a prior bachelors degree;
- maintain a cumulative 3.0 GPA on all academic coursework in accordance with institutional standards;
- annually file the Free Application for Federal Student Aid (FAFSA);
- if required, be in compliance with applicable law regarding Selective Service Registration;
- not be in default with applicable law regarding any Federal or State student education loans for attendance at any institution or owes a refund for any previous financial aid received; and
- meet any additional institutional eligibility or selection criteria, which may include financial need or merit considerations.

MATCHING REQUIREMENT

This program requires a committed one-for-one match of private funds for each dollar of state appropriated funds. Each state university will conduct general fundraising to secure matching funds. Any gift or donation made to the institution or its foundation for the express purpose of supporting internships or other gifts or donations made available through general fundraising by the institution and assigned as matching funds to the internship incentive program in the current fiscal year will qualify to meet this matching requirement.

- No other state funds, including any other state-assisted internship stipends, may be counted as a match.
- Documentation of all claimed matches must be maintained by each state university consistent with generally accepted accounting practices, including for wages and/or stipends.

ALLOTMENT OF STATE FUNDS

To promote broad-based student participation in internship placements across academic departments, statewide, and to provide a minimum baseline of funding for each campus, 50% of available state funds shall be allotted equally to each eligible institution and the remaining 50% shall be allotted on the basis of each institution's percentage of full-time enrolled undergraduate students across the State University system.

STIPEND AWARD VALUE

To promote broad-based student participation in internship placements, students are only eligible for one stipend award from this program. The maximum student award under this program is \$5,000 per internship. Individual awards shall be determined by each institution to include a base award plus the option of an additional award up to the \$5,000 limit for extraordinary expenses..

AWARD PROCEDURE

Participating institutions are required to verify the enrollment status of all students identified to participate in the SU-II program. Based on enrolled status and upon verification of Grade Point Average (GPA), the institution shall disburse stipends to all eligible students through the standard procedures used for disbursing state financial aid funds. Such disbursement may occur at the beginning of the academic term in which the student commences the internship program.

If a student is participating in an internship program that requires a mandatory program fee, the institution may forward such funds to the agency on behalf of the student, once invoiced. Such payments may not exceed the maximum stipend available to a student under this program.

Payments must be provided directly to each student, unless a balance is owed to the institution for direct charges.

ANNUAL REVIEW

The Department of Higher Education is responsible for evaluating the effectiveness of this program. Institutions that have signed an agreement to participate in this program are required to share data (for all students involved in the SU-II) with the Department of Higher Education. The program may be evaluated annually in an effort to determine any immediate impact or to determine if adjustments are required for various processes, such as disbursement of funds.

PARTICIPATION AGREEMENTS

Campuses participating in the SU-II pilot must also execute an Institutional Agreement, which outlines all terms and responsibilities between the institution and the Department of Higher Education.

AUDIT REQUIREMENTS

It shall be the responsibility of each college and university to maintain documentation of a recipient student's eligibility for the SU-II program.

The Commissioner shall require each campus to furnish annually to the Board of Higher Education a report detailing specific information regarding recipients of the SU-II.

All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records, and documents are located. The institution shall retain such financial books, records, and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.