

# **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 2018**

College Name \_\_\_\_\_ OE Code: \_\_\_\_\_

**Section I. Projected Expenditure**

2016-2017 Part-Time Grant Allocation \$ \_\_\_\_\_

2016-2017 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 \_\_\_\_\_

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**Please Return To:**

**Massachusetts Department of Higher Education  
Office of Student Financial Assistance  
75 Pleasant Street  
Malden, MA 02148  
(617) 727-0667 Fax**

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

**PART-TIME GRANT PROGRAM  
2017-2018 AWARD SCHEDULE**

<b>SCHOOL TYPE</b>	<b>AWARD</b> Minimum/Maximum		<b>EFC</b>
INDEPENDENT	\$200	\$850	0 - 5328
PUBLIC UNIVERSITY	\$200	\$850	0 - 5328
PUBLIC STATE UNIVERSITY	\$200	\$700	0 - 5328
PUBLIC COMMUNITY COLLEGE	\$200	\$600	0 - 5328
PROPRIETARY	\$200	\$400	0 - 5328
VOC TECH	\$200	\$400	0 - 5328
NURSING	\$200	\$400	0 - 5328

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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 5328 may be eligible, provided all other criteria are met.