

Dual Enrollment Program

Regulations – 1600.

2018 - 2019 Award Year



Effective Date – July 1, 2018

GSA | Georgia Student
Finance Authority

2082 East Exchange Place
Tucker, Georgia 30084

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1602. Program Overview.

The Dual Enrollment (DE) Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours while simultaneously meeting their high school graduation or Home Study completion requirements.

State revenues provide funding for this program. The total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

The Dual Enrollment Program is created in accordance with the Move On When Ready Act, Official Code of Georgia Annotated (O.C.G.A.) §20-2-161.

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1603. Definitions. (Electronic Link)

1604. General Eligibility Requirements.

1604.1. General Eligibility.

1. A student must be a 9th, 10th, 11th or 12th grade student at an Eligible High School, subject to the limitations set forth in 1605.2.
 - a. 9th Grade officially begins the Fall of the student's 9th grade year.
2. An Eligible High School is any private or public secondary educational institution within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. §20-2-690.
3. A student who does not live in Georgia may participate in the Dual Enrollment Program if the student is enrolled and physically attending a participating high school in Georgia, and meets all other eligibility requirements.

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1604.2. Enrollment Status.

1. A student must be admitted and classified as a Dual Credit Enrollment student by an Eligible Postsecondary Institution.
2. A student is eligible for the Dual Enrollment Program up to 15 semester or 12 quarter hours per term. Full-Time Enrollment is not a requirement.
3. A student may Enroll at two or more Eligible Postsecondary Institutions during a single term. An Eligible Dual Enrollment student cannot receive Dual Enrollment funding for hours which exceed the 15 semester or 12 quarter hours per term limit, regardless of the number of Eligible Postsecondary Institutions in which the student is Enrolled.
4. A student's Dual Enrollment eligibility is not limited to a specific number of semesters or quarters over the course of his or her high school or Home Study enrollment.

1604.3. Satisfactory Academic Progress.

1. A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her Eligible Postsecondary Institution.
 - a. For state aid programs, Eligible Postsecondary Institutions may establish an appeal process for students with dual-enrollment credit hours that fail to meet the quantitative standard (pace) for degree completion, generally identified as 150 percent of the published length of the program.

- b. The appeal should consider attempted hours toward the program in which the student is enrolled, satisfactory qualitative (grade-based) standards, and the student's satisfactory pace in pursuit of completing the program with and without the dual enrollment credits. Eligible Postsecondary Institutions have sole discretion and responsibility for evaluation and approval of any such appeals.

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1605. Program Specific Eligibility Requirements.

1605.1. Student Participation Criteria.

1. A student must be approved and classified, by the Eligible High School or Home Study program at which he or she is Enrolled, as a Dual Credit Enrollment student.
2. A student must have applied, been accepted and approved by the Eligible Postsecondary Institution at which he or she is Enrolled as a Dual Credit Enrollment student.
3. A student must not have already received a high school diploma, a General Education Development (GED) diploma or completed a Home Study program.
4. A student must abide by the rules of the Eligible High School or Home Study program and the Eligible Postsecondary Institution the student is attending, and a student can be denied participation at any time in the Dual Enrollment Program for violations of such rules.
5. Prior to participating in the Dual Enrollment Program, the student and student's parent(s) or guardian shall sign an advisement form provided by the Eligible High School or Home Study program acknowledging a complete understanding of the responsibilities assumed by the student while participating in the Dual Enrollment Program, including acknowledgement of the 15 semester or 12 quarter hours per term maximum Dual Enrollment funding limit.

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1605.2. Length of Eligibility.

1. A student, approved by the Eligible High School or Home Study program and the Eligible Postsecondary Institution, may participate in the Dual Enrollment Program during his or her 9th, 10th, 11th and/or 12th grade years. Eligibility may not be extended beyond a student's 12th grade year.
 - a. For the purposes of calculating length of Dual Enrollment eligibility, a student's 12th grade year concludes at the end of the spring term after four years of the student's high school enrollment beginning in the 9th grade.
2. A student pursuing a documented Alternative Graduation Option (Senate Bill 2), that includes extended enrollment beyond the typical four (4) years is eligible to participate in Dual Enrollment while continuing on the plan until high school graduation. The student must maintain all other eligibility requirements.
 - a. The student must submit a Length of Eligibility Extension Request Form to GSFC. Extensions are approved on a case by case basis.

3. A student with a documented Individualized Education Plan (IEP) or 504 Plan that includes extended enrollment beyond the typical four (4) years is eligible to participate in the Dual Enrollment Program while following the IEP until high school graduation. The student must maintain all other eligibility requirements.
 - a. The student must submit a Length of Eligibility Extension Request Form to GSFC and allow for the release of the IEP or 504 Plan to GSFC upon request to the high school. Extensions are approved on a case by case basis.
4. GSFC retains the right to limit or deny participation in the event of inappropriate extended enrollment or program use.
5. Eligible High Schools and Home Study programs may not adjust a student's enrollment or graduation plans or records in order to extend a student's Dual Enrollment eligibility. Doing so may result in loss of state program eligibility and responsibility for repaying Dual Enrollment statefunds.
6. Students may receive Dual Enrollment payments for three semesters or four quarters per Award Year while enrolled in an Eligible High School or a Home Study program.
7. A student may participate in Dual Enrollment up to the student's high school graduation date or home study completion date, subject to the limitations set forth above in 1605.2.1, even if the student has fulfilled all high school graduation or Home Study completion requirements. Students must continue to take course work that could have been used to fulfill high school graduation requirements.
8. All postsecondary coursework must be completed prior to high school graduation or Home Study completion in order to receive Dual Enrollment funds. In no case shall Dual Enrollment funds be awarded for postsecondary coursework scheduled, per the Eligible Postsecondary Institution's calendar, for a term in which a student may not be awarded Dual Credit toward graduation from the Eligible High School or Home School completion.

1605.3. Impact on Future HOPE Eligibility.

1. The postsecondary credit hours taken as a Dual Credit Enrollment student, for which Dual Enrollment payment was made, are not counted as Attempted-Hours nor are they included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller Scholarship eligibility.
 - a. Hours for which a student may have received payment from the Accel Program (through FY2011), are included in the Combined Paid-Hours limit.

1605.4. Responsibilities of the Georgia Department of Education.

1. It is the responsibility of the Georgia Department of Education (GaDOE) to annually specify the subject area requirements or elective courses necessary to update the Dual Enrollment Course Directory and provide the updated information to the Georgia Student Finance Commission (GSFC) by July 1.
2. GaDOE shall develop appropriate forms and provide information and counseling guidelines for the Dual Enrollment Program to public and private Eligible High Schools, Home Study programs and Eligible Postsecondary Institutions no later than February 1 of each year.

1605.5. Eligible High School or Home Study Program Responsibilities and Participation Agreement.

1. The Eligible High School or Home Study program must sign a *Dual Enrollment Participation Agreement* with GSFC, agreeing to abide by Dual Enrollment financial and program requirements for all eligible participating high school and Home Study program students as follows:
 - a. Furnish program information and materials, provided by the GaDOE, to each eighth (8th) grade public and private school student and Home Study student at the time he or she is developing his or her individual graduation plan.
 - b. Provide general Dual Enrollment Program information to all students no later than February 1 of each year.
 - c. Provide counseling services to interested students and their parent or guardian before enrolling in the program.
 - d. Obtain written consent of a parent or guardian to allow the student to participate as a Dual Credit Enrollment student in the Dual Enrollment Program.
 - e. Inform student and student's parent(s) or guardian of the 15 semester or 12 quarter credit hours per term maximum Dual Enrollment funding limit.
 - f. Agree to accept toward state, local, or school graduation or Home Study completion requirements, the postsecondary credit of an eligible Dual Credit Enrollment student who successfully completes an approved course at an Eligible Postsecondary Institution.
 - i. Where a student completes his or her graduation or Home Study completion requirements prior to the expiration of his or her Dual Enrollment eligibility, the Eligible High School or Home Study program agrees to accept the postsecondary credit that could have been used towards graduation or Home Study completion requirements.
 - g. Record on the student's high school or Home Study transcript each approved course name, grade, and amount of credit hours and course unit credits

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earned for each course taken as a Dual Credit Enrollment student as follows:

- i. One to two semester credit hours = .5 course unit
 - i. Three to five semester credit hours = 1 course unit
 - ii. One to three quarter credit hours = .5 course unit
 - iv. Four to eight quarter credit hours = 1 course unit
2. Public and private Eligible High Schools must complete the annual underclass (9th, 10th and 11th grade) transcript data upload to GSFC.
- a. Underclass transcript data, of the previous Academic Year, must be reported by September 30th.
 - b. Failure to report underclass transcript data can affect access to online Dual Enrollment student funding applications for the new year.

1605.6. Eligible Postsecondary Institution Responsibilities and Participation Agreement.

1. The Eligible Postsecondary Institution must sign a *Dual Enrollment Participation Agreement*, as part of the Institutional Participation Agreement, with GSFC, agreeing to abide by Dual Enrollment financial and program requirements for all eligible participating high school or Home Study students as follows:
- a. Waive all Mandatory Fees, except \$50 which will be paid to the Eligible Postsecondary Institution through the Dual Enrollment Program which shall be applied to Mandatory Fees only; and
 - b. Provide course books for each course the student is Enrolled per term at no cost to the student; and
 - c. Accept the amount received from GSFC as full payment of Tuition, Mandatory Fees and book costs up to the 15 semester or 12 quarter credit hours per term maximum Dual Enrollment funding limit.
2. The postsecondary credit hours earned in the Dual Enrollment Program must be transferred from one Eligible Postsecondary Institution to another Eligible Postsecondary Institution on the same basis as such credit hours are customarily transferred.
3. Upon the student's request, the Eligible Postsecondary Institution must notify the Eligible High School or Home Study program of each student's Enrollment and grade(s) earned in the coursework, and must provide one transcript at the end of each term at no charge.
4. The Eligible Postsecondary Institution must invoice for Dual Enrollment Program payment from GSFC (refer to *Section 1610.*).

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1606. Eligible Coursework.

1606.1. Credit Courses.

1. Postsecondary credit courses taken as dual credit courses, including Distance Learning courses, taken by an Eligible High School or Home Study student pursuant to an arrangement at or through an Eligible Postsecondary Institution for which the student receives secondary credit from his or her Eligible High School or Home Study and postsecondary credit, which have been approved by the GaDOE and the Eligible Postsecondary Institution, are eligible for Dual Enrollment payment, except as set forth in *Section 1607*.

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1607. Ineligible Coursework.

1607.1. Joint Enrollment Coursework.

1. A Dual Credit Enrollment student seeking a high school diploma or Home Study completion who is Enrolled in postsecondary coursework as a Joint Enrollment student is ineligible for Dual Enrollment Program payment for coursework that the Eligible High School or Home Study program will not accept as secondary credit.

1607.2. Exemption by Examination Coursework.

1. A Dual Credit Enrollment student is ineligible to receive Dual Enrollment payment for coursework that was exempted or given credit by examination, testing, training, or experience.

1607.3. Continuing Education and Audit Coursework.

1. A Dual Credit Enrollment student is ineligible to receive Dual Enrollment payment for coursework classified by his or her Eligible Postsecondary Institution as Continuing Education or Audit coursework.

1607.4. Total Withdrawal from Coursework.

1. A Dual Credit Enrollment student is ineligible for Dual Enrollment payment for coursework from which he or she totally withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "W" or any other code or type of identification for such a withdrawal (refer to *Section 1610.1.*).

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1608. Student Application Requirements.

1608.1. Application Process.

1. A student must complete a Dual Enrollment funding application and submit it to his or her Eligible High School or Home Study program for each school term (semester or quarter) for which he or she participates in the Dual Enrollment Program as follows:
 - a. Students who attend a public or private Eligible High School must complete the online Dual Enrollment funding application.
 - b. Students who attend a Home Study program must complete the paper Dual Enrollment funding application.
2. A student may receive Dual Enrollment payment only, up to 15 semester or 12 quarter hours, for courses selected from the *Dual Enrollment Course Directory*.
 - a. A student is ineligible to receive Dual Enrollment payment for courses not selected from the *Dual Enrollment Course Directory*.
3. An authorized high school official or Home Study parent or official will list on the funding application each Eligible High School Course, up to 15 semester or 12 quarter hours, the student will be substituting with a postsecondary credit hour course as a Dual Credit Enrollment student. The authorized high school official or Home Study parent or official will also certify that:
 - a. The student has not yet received a high school or Home Study completion diploma or GED; and
 - b. The student has been approved to be a Dual Credit Enrollment student through the advisement process at the Eligible High School or Home Study program and the Eligible Postsecondary Institution, so that the postsecondary credit hours earned are applied to the student's high school graduation or Home Study completion requirements.
4. The Dual Enrollment funding application must be forwarded by the Eligible High School or Home Study program to the Eligible Postsecondary Institution the student will attend. An authorized postsecondary official will list each postsecondary credit hour course(s), up to 15 semester or 12 quarter hours, the student will take in place of a secondary course and certify that:
 - a. The student is accepted as a Dual Credit Enrollment student at the Eligible Postsecondary Institution.
 - b. An authorized official of the Eligible Postsecondary Institution must determine the number of postsecondary credit hours for which the student is Enrolled, calculate the correct Dual Enrollment Tuition amount, in

accordance with *Section 1609.*, and invoice GSFC, in accordance with *Section 1610.*

- c. A student must complete a Dual Enrollment funding application and adhere to the requirements pursuant to this section, and *Section 1608.2.*, for each school term (semester or quarter) for which he or she participates in the Dual Enrollment Program. The Dual Enrollment funding application is effective for only the term for which it was completed and does not automatically renew.

1608.2. Application Deadline Date.

1. The Dual Enrollment funding application (online or paper) must be completed by the student, the participating Eligible High School or Home Study program and the participating Eligible Postsecondary Institution and submitted to GSFC on or before the last day of the school term (semester or quarter) or the student's withdrawal date, whichever occurs first, in order to be paid for that school term.
 - a. The last day of the school term is the last day of classes or exams for the Eligible Postsecondary Institution, whichever occurs later.
 - b. Supplemental documentation required by the Eligible Postsecondary Institution or GSFC to support or verify a student's funding application information may be submitted after the deadline without jeopardizing the student's eligibility.
2. Participating Eligible High Schools, Home Study programs and Eligible Postsecondary Institutions may set earlier deadline dates for each school term to meet institutional requirements.

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1609. Award Amounts.

1609.1. Tuition Amounts at Public Eligible Postsecondary Institutions.

1. The Public Eligible Postsecondary Institution must accept the amount received from GSFC as full payment of Tuition charges for a Dual Enrollment recipient.
2. The Dual Enrollment award amount at a Public Eligible Postsecondary Institution is equal to the current academic year Standard Undergraduate Tuition amount, on a per hour basis, at the Eligible Postsecondary Institution in which the student is Enrolled, up to a maximum of 15 hours per term.
3. The Dual Enrollment Tuition award can only be applied to Tuition, not other Cost of Attendance (COA) expenses.
4. For a student who is enrolled at two or more Eligible Postsecondary Institutions during a single term, the student shall receive Tuition payment at each Eligible Postsecondary Institution up to the per term maximum Dual Enrollment funding limit of 15 semester hours.



1609.2. Tuition Amounts at Private Eligible Postsecondary Institutions.

1. The Private Eligible Postsecondary Institution must accept the amount received from GSFC as full payment of Tuition charges for a Dual Enrollment recipient.
2. The Dual Enrollment Tuition award amount at a Private Eligible Postsecondary Institution in which the student is Enrolled, up to a maximum of 15 semester or 12 quarter hours, is as follows:

	Semester System	Quarter System
Per Credit Hour:	\$250.00	\$187.00

3. The Dual Enrollment Tuition award can only be applied to Tuition, not other COA expenses.
4. For a student who is enrolled at two or more Eligible Postsecondary Institutions during a single term, the student shall receive Tuition payment at each Eligible Postsecondary Institution up to the per term maximum Dual Enrollment funding limit of 15 semester or 12 quarter hours.



1609.3. Eligible Postsecondary Institutions Fee Allowance.

1. An Eligible Postsecondary Institution shall receive \$50 per term, semester or quarter, to apply toward Mandatory Fees for an eligible Dual Enrollment student's Enrollment.
2. For a student who is enrolled at two or more Eligible Postsecondary Institutions

during a single term, the student shall receive a Mandatory Fee allowance at each Eligible Postsecondary Institution.

1609.4 Eligible Postsecondary Institutions Book Allowance.

1. Book funds will be paid based on an eligible Dual Enrollment student's enrollment, i.e. semester or quarter credit hour each term up to 15 semester or 12 quarter hours.
2. Each participating Eligible Postsecondary Institution must provide the required course book(s) to Dual Enrollment students. An Eligible Postsecondary Institution shall receive no more than the amount listed below to provide books for eligible Dual Enrollment students.

	Semester System	Quarter System
Per Credit Hour:	\$25.00	\$15.00

3. Book funds will be paid to the Eligible Postsecondary Institution, and should be made available for the provision of books, for students participating in the Dual Enrollment Program.
 - a. Institutions must provide textbooks required for courses taken through the Dual Enrollment Program at no cost to the student. If the course textbook and/or course homework delivery method is provided online or online materials are used in lieu of a physical textbook, the institution must provide the access code at no cost to the student.
4. Any unused book allowance funds are to be retained by the Eligible Postsecondary Institution for overall Dual Enrollment book costs, and not refunded to individual students.
5. The Eligible Postsecondary Institution is permitted to charge a Dual Enrollment recipient a fine for a lost or damaged book which was loaned to the student. The student may be charged the lesser of:
 - a. The cost of the book minus the Dual Enrollment book allowance for the specific course or \$75.00.

1609.5. Tuition Amount Reductions.

1. If a student is receiving student aid from a source other than the Dual Enrollment Program and such aid is required by the donor to be applied to the student's Tuition and Fee charges, and such award plus the Dual Enrollment funds are equal to or greater than the student's Tuition and Fee charges, then the student's Dual Enrollment award must be reduced, so that the total aid is equal to the Tuition and fee charges.

1609.6. Awards Per School Term.

1. The Dual Enrollment Program is available to students for the standard academic terms of Summer, Fall, and Spring semesters or Summer, Fall, Winter, and Spring quarters.
 - a. An Eligible Postsecondary Institution may combine mini-terms or modules to form the equivalent of a standard semester or quarter.
 - b. An Eligible Postsecondary Institution may offer Non-Standard Terms or Non-Terms, in which courses or modules are taken consecutively to form the equivalent of a standard semester or quarter.
 - i. All approved courses within the term must be listed on the term specific Dual Enrollment funding application.
2. Regardless of the structure of an Eligible Postsecondary Institution's school terms, a student cannot receive Dual Enrollment payment for more than three semesters or four quarters per Award Year.

1609.7. Student Notification of Award.

1. Eligible Postsecondary Institutions should notify each Dual Enrollment recipient of the amount he or she is awarded for the Award Year, and identify such funds as a Dual Enrollment Program award.

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1610. Invoicing Requirements.

1610.1. Submission of Invoices.

1. Eligible Postsecondary Institutions may submit Dual Enrollment Tuition, Mandatory Fees and book allowance invoices to GSFC as early as 15 calendar days prior to the first day of classes for the schoolterm.
2. Invoices must be submitted through GSFC's online invoicing system, Scholarship Up-to-date Records for Electronic Reporting (SURFER), processed, and approved by GSFC by the Invoicing Deadline Date as established by GSFC. Each invoice submitted by the Eligible Postsecondary Institution must include Enrolled-Hours, Paid-Hours, Learning Support and the student's program of study information, when applicable to the program.
 - a. In the event invoices are submitted to GSFC by Eligible Postsecondary Institutions after the Invoicing Deadline Date for a school term, GSFC may issue a notice of failure to meet the Invoicing Deadline Date to the President and/or governing body of the Eligible Postsecondary Institution and the invoices may not be honored.
3. Prior to the beginning of any Award Year and no later than June 30 of each year GSFC shall establish and publish the Invoicing Deadline Dates for each school term for the upcoming Award Year.
4. An Invoice may be honored or paid after the Invoicing Deadline Date if the failure to meet the date was due to:
 - a. The need for supplemental documentation required by the Eligible Postsecondary Institution or GSFC to support or verify a student's eligibility;
 - b. Late grades, late completions, grade changes; or
 - c. Other adjustments made to the student's official academic transcript that resulted in a change in eligibility and the student met all other eligibility requirements prior to the deadline.
5. The President of GSFC has sole discretion in the determination of invoice deadlines and extensions. The decision of the President of GSFC shall be final.

1610.2. Payment of Invoices.

1. Dual Enrollment funds are paid to Eligible Postsecondary Institutions by electronic transfer of funds on behalf of eligible students each school term upon submission to GSFC of a Dual Enrollment Program invoice.

1610.3. Crediting of Student Accounts.

1. Upon receipt of Dual Enrollment payments from GSFC, the Eligible Postsecondary Institution must credit the amount of payment on behalf of an eligible student to the student's Tuition, Mandatory Fees and book allowance.

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1611. Student Refund Requirements.

1611.1. Calculation of Refund Amounts.

1. If a student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of Enrollment, and is entitled to a refund, a portion of such refund may need to be returned to the Dual Enrollment fund.
 - a. A student is ineligible for the Dual Enrollment funds for coursework from which he or she totally withdrew if, as a result, such coursework does not appear on the student's academic transcript as a "W" or any other code or identification for such a withdrawal.
 - b. If the Eligible Postsecondary Institution invoiced GSFC prior to the student's total withdrawal, then the Eligible Postsecondary Institution must cancel the student's Dual Enrollment award for that term through the SURFER system.
 - c. If the Dual Enrollment courses are not listed on the student's transcript, then no Dual Enrollment funds may be retained by the postsecondary institution.
2. To determine the refund due to the Dual Enrollment Program, the Eligible Postsecondary Institution must apply the institution's refund policy to the student's Dual Enrollment award amount. The book and fee amount is not subject to the refund policy.
3. The Eligible Postsecondary Institution must determine the amount of the refund due back to the Dual Enrollment Program. The amount of the Dual Enrollment award not determined to be owed back to the Dual Enrollment Program is retained by the Eligible Postsecondary Institution to cover the institution's cost for the portion of the school term that the student was enrolled.
 - a. The Eligible Postsecondary Institution must adjust the student's invoice in SURFER to the new award amount remaining after the refund is calculated within forty-five (45) calendar days of the determination.
 - b. If the student only received Dual Enrollment funds, the Eligible Postsecondary Institution should return the funds determined to be owed to the Dual Enrollment Program within forty-five (45) calendar days of the refund determination.
 - c. The Dual Enrollment tuition, book and fee funds can only be received and/or retained by the postsecondary institution if the Dual Enrollment courses appear on the student's transcript.

1611.2. Collection of Refunds.

1. A borrower in default or who owes a refund may be subject to garnishment of their pay, loss of a professional license, offset of lottery winnings, and/or offset of a state tax refund. GSFC will notify the borrower that they are in default and GSFC intends to proceed with any of the remedies listed in this subsection. The borrower will be given 60 days from the date of the notification to make the loan current or to put in place a satisfactory payment plan.

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1612. Reconciliation Requirements.

1612.1. Term-Reconciliation.

1. Eligible Postsecondary Institutions must conduct a Term-Reconciliation by the end of each term.
 - a. A Term-Reconciliation consists of an official acknowledgement by an authorized school official through SURFER, that the number of students submitted for payment, amount invoiced by the Eligible Postsecondary Institution, the number of students awarded, and amount issued by GSFC, according to SURFER, is accurate on that date.
 - b. GSFC will not issue any state scholarship or grant funds for the following term until the Term-Reconciliation is complete.
 - c. Funds are not returned to GSFC as part of the Term-Reconciliation process.

1612.2. Fiscal Year End Reconciliation.

1. In addition to the Term-Reconciliations, the Eligible Postsecondary Institution must conduct the Fiscal Year End Reconciliation through SURFER.
 - a. The Eligible Postsecondary Institution must conduct a complete student-by-student Fiscal Year End Reconciliation with GSFC that includes:
 - i. Submission of a reconciliation certification form by July 15, immediately following the completion of the Fiscal Year for each State Program, verifying accuracy of each invoice submitted by the Eligible Postsecondary Institution with respect to Enrolled-Hours, Paid-Hours, Learning Support and the student's program of study information, when applicable to the program; and
 - ii. Return to GSFC any funds not utilized according to the Fiscal Year End Reconciliation by August 15 after the beginning of the new Fiscal Year.
 - b. GSFC will not issue any state scholarship or grant funds for the Fall term until the previous Fiscal Year End Reconciliation process is complete.
 - c. The Eligible Postsecondary Institution must have a procedure in place to ensure that the state scholarship and grant funds do not go to an unintended third party (i.e., state, postsecondary institution).

1613. Records Retention Requirements.

1613.1. Length of Retention.

1. An Eligible High School and an Eligible Postsecondary Institution shall maintain accurate records, books, documents and other evidence concerning the Dual Enrollment Program, including, but not limited to, individual student files for whichever is longer:
 - a. Three years after the academic year the student participated or Award Year in which the aid was awarded; or
 - b. For such other period as required by an applicable statute, rule, or regulation; or
 - c. Such other time as requested in writing by GSFC.

1613.2. Documentation.

1. Documentation contained within an individual student's file or record, which supports the original determination of a student's eligibility, must be retained and available for review by GSFC on the institution's campus, located within the State of Georgia, for at least three calendar years after the most recent Award Year for which the student received Dual Enrollment funds (refer to *Section 1613.*).
2. Documents are permitted to be maintained in an imaged media format. The imaged media format must be capable of reproducing an accurate, legible, and complete copy of the original document.
 - a. Such documentation may include, but is not limited to, copies of the student's IEP or 504 Plan, permanent resident alien cards, Georgia state income tax returns, student financial aid applications, or academic transcripts from previous institutions.
 - i. Documentation regarding a student's eligibility is not limited to files, records, and other information received and maintained.
 - ii. Documentation supporting a student's eligibility that is received and maintained by admissions office, registrar's office, business office, or other administrative operations of the institution must be available to GSFC for the purpose of Compliance Reviews.
3. It is the Eligible Postsecondary Institution's responsibility to resolve any inconsistencies or conflicting information within a student's records, prior to awarding or disbursing Dual Enrollment funds to the student.

1613.3. Extended Retention.

1. An Eligible High School and Eligible Postsecondary Institution may be required to retain student records involved in a Compliance Review Audit or investigation for more than the three- year retention period set forth in *Section 1613.1*. If the three- year retention period expires before the issue in question is resolved, the Institution must continue to retain all associated records until resolution is reached.

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1614. Administrative Review and Exceptions.

1614.1. Administrative Review.

1. The Dual Enrollment Program Regulations are applied to each student considered for Dual Enrollment funds by appropriate officials of Eligible Postsecondary Institutions and by the administrative staff of GSFC.
2. If a student believes a Dual Enrollment Program rule or regulation was incorrectly applied in his or her case, the student has the right to file a request for an Administrative Review with GSFC.
3. In order for an Administrative Review to be considered, the student must submit a written request for an Administrative Review to GSFC's office within 45 calendar days of receiving notice of denial. If additional information is requested from the student, it must be provided within the time frame specified by GSFC.
 - a. GSFC will review the case and determine whether the rule or regulation was applied correctly and notify the student and Eligible Postsecondary Institution of the determination.
 - b. GSFC decides a case based only on documentation provided by the student, rather than a personal presentation.

1614.2. Exceptions.

1. Requests for Exceptions to the Dual Enrollment Program Regulations cannot be considered, reviewed, or granted by GSFC or an Eligible Postsecondary Institution under any circumstances.

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1615. Compliance Reviews.

1615.1. Compliance Review Policy.

1. GSFC may conduct Compliance Reviews of Eligible Postsecondary Institutions participating in the Dual Enrollment Program in order to assess institutional administration of the program and compliance with the program's regulations. Compliance Reviews are conducted in accordance with GSFC's *Compliance Review Process and Procedures* document, which is available at gsfc.georgia.gov, under *Information for School Compliance*.

1615.2. Compliance Review Process.

1. GSFC selects a sampling of the Eligible Postsecondary Institution's recipients, for the Award Year under review, and the institution's files and records for the sample are examined to assure compliance. Records which document and support a student's eligibility must be available for review at the Georgia campus of the Eligible Postsecondary Institution (refer to *Section 1612*).
 - a. GSFC will exclude SAP determinations, in the selected sample of any USG or TCSG institution, that has submitted a signed certification to GSFC's Compliance Department by the President of the Eligible Postsecondary Institution that:
 - i. The Eligible Postsecondary Institution is in compliance with its policies and procedures in the determination and the administration of the financial aid award process relative to SAP requirements;and
 - ii. The SAP determinations have been fairly and consistently applied with respect to all students receiving the Dual Enrollment awards.
 - b. Such certification must be submitted annually to the Compliance Department of GSFC.
 - i. Failure to provide such certification will result in a review of SAP determinations made for Dual Enrollment recipients in the selected sample.

1615.3. Institutional Repayment.

1. In the event it is determined that an Eligible Postsecondary Institution knowingly or through error certified an ineligible student to be eligible for Dual Enrollment, the amount of such grant shall be refunded by the Eligible Postsecondary Institution.

2. GSFC may suspend an Eligible Postsecondary Institution from receiving Dual Enrollment payments if it fails to timely refund any monies deemed due based on the Compliance Review.
3. Any person who knowingly makes or furnishes any false statement or misrepresentation, or who accepts such statement or misrepresentation knowing it to be false, for the purposes of enabling an ineligible student to wrongfully obtain a Dual Enrollment award shall be guilty of a misdemeanor.
4. If evidence not available at the time of awarding indicates that a student should not have received Dual Enrollment funds, then all future Dual Enrollment awards for that student must be canceled.
 - a. The Eligible Postsecondary Institution is held harmless by GSFC if the student's file is adequately documented with available evidence and it is determined by GSFC that the institution was not at fault.
 - b. Evidence is considered unavailable at the time of awarding if it is not available in the student's institutional files (i.e., financial aid, admissions, registrar, etc.).
5. The Eligible Postsecondary Institution must notify the student and GSFC of a refund due to GSFC.
6. If GSFC determines the student's file is not adequately documented, then the Eligible Postsecondary Institution may be solely responsible for the repayment.

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