

Augusta University

Policy Library

HOPE and Zell Miller Scholarships Awarding and Disbursement

Policy Owner: Dean, Student Life

POLICY STATEMENT

This policy outlines the awarding and disbursement procedures associated with the State of Georgia's State Grant & Scholarship monies. The Offices of Student Financial Aid, Academic Admissions, Registrar, and Business will adhere to this policy when determining eligibility, awarding, and disbursement of HOPE and Zell Miller Scholarships.

The aforementioned offices will adhere to the policy and procedures as outlined in the Georgia Student Finance Commission's program regulations.

AFFECTED STAKEHOLDER AND ORGANIZATION(S)

The affected stakeholders are students that may be eligible for the HOPE or Zell Miller scholarship, and the applicable offices at Augusta University.

DEFINITIONS

Free Application for Federal Student Aid (FAFSA): All students are expected to contribute towards the cost of their post-secondary education. The FAFSA is the application used by the U. S. Department of Education to determine the student's Expected Family Contribution and conduct a needs analysis. The FAFSA is used by the Office of Student Financial Aid to determine eligibility for federal, state, institutional, and private grants, scholarships, loans, and etcetera.

Selective Service Registration

Selective Service Registration is for the military draft. Male students who are U. S. citizens must meet the federal guidelines for selective service registration.

Refer to www.sss.gov.

Provisionally Enrolled

Students who are allowed to begin their program of study but have outstanding transcripts from prior institutions.

Transient Student

A student who is enrolled at one institution and takes courses temporarily at another institution with the intention of transferring the course credit back to their home institution. .

Missing Grades

Student records that indicate the registration of courses to which no grade has been assigned at the end of a term.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 566

Policy Sponsor: Vice President, Enrollment and Academic Affairs

Originally Issued: Not Set

Last Revision: 11/10/2017

Last Review: 01/03/2018

GSFAPPS: Students can apply for the HOPE/Zell Miller Scholarship online with the Georgia Student Finance Commission by completing the GSFAPPS (Georgia Scholarship/Grant Application).

PROCESS & PROCEDURES

The Office of Student Financial Aid will process awards when the requirements below are met:

1. Students must complete the FAFSA and/or the GSFAPPS to apply for the HOPE/Zell Miller Scholarship.
2. Students' financial aid file must be complete before the HOPE/Zell Miller Scholarship is awarded.
3. Students enrolled provisionally will not be eligible for funding until all documents are received, reviewed, and recorded in BANNER.
4. Transient students will be paid for the classes taken at Augusta University. A HOPE Transient Form must be submitted by the student's home institution.
5. All transcripts must be received from prior institutions in order to determine HOPE/Zell Miller eligibility.

Eligibility requirements for the HOPE and Zell Miller Scholarship are constantly monitored and reviewed in order to assure students' eligibility.

Responsibilities:

The Office of Student Financial Aid will award and monitor changes impacting eligibility for scholarship recipients.

The Office of Academic Admissions will review all incoming documentation to determine residency eligibility for HOPE/Zell Miller. The OAA also will control holds associated with missing documentation impacting eligibility.

The Office of the Registrar will monitor missing grades and ensure transcripts are received from students in a transient status.

Office of Student Financial Aid Application Process:

<http://www.AU.edu/finaid/>

<http://www.AU.edu/finaid/applyfederal.php>

Office of Student Financial Aid Policies & Procedures:

<http://www.AU.edu/finaid/policies.php>

<http://www.AU.edu/finaid/hope.php>

HOPE and Zell Miller Scholarships Program Regulations:

<https://secure.gacollege411.org/>

FORMS AND RELATED DOCUMENTS

Free Application for Federal Student Aid (FAFSA):

www.fafsa.ed.gov

Financial Aid Forms:

<http://www.AU.edu/finaid/files/HOPERequestForm.pdf>

<http://www.AU.edu/finaid/brochuresforms.php>

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 01/03/2018