MISSISSIPPI POST-SECONDARY EDUCATION
FINANCIAL ASSISTANCE BOARD

IHL Executive Offices, Room 432
3825 Ridgewood Road, Jackson, MS 39211

April 23, 2018 at 1:00 p.m.

Agenda

CALL TO ORDER

MINUTES

September 25, 2018 Regular Board Meeting Minutes.................................................................4
January 8, 2018 Called Board Meeting Minutes ......................................................................12

REGULAR AGENDA ITEMS

1. Approval of the FY 2019 Award Budget.................................................................15
   Exhibit 1 - FY 2019 Proposed Award Budget...............................................................16
   Exhibit 2 - Measures to Reduce Shortfall.....................................................................17
   Exhibit 3 - Award Budget Comparison ......................................................................18

2. Approval of Updates to APA Part 601 – Authority and Responsibilities:
   A. Chapter 1, Rule 1.1 and Chapter 3, Rule 3.1 to Change the Authority of the IHL
      and Postsecondary Boards.....................................................................................19
   B. Chapter 2, Rule 2.4 to Alter the Board Meeting Schedule .................................22
   C. Chapter 8, Rule 8.3 to Address the Timing of Balancing and Refunds..............22

Appendix 1 - APA Part 601 – Authority and Responsibilities .......................57
3. Approval of Updates to APA Part 605 – General Administration Rules and Regulations:
   A. Sections I, C, 2. and II, D, 2, b) to Address Legal Custody and Emancipation in Relation to Dependency Status .................................................................24
   B. Section I, C, 3, b) to Add a Description of Homeschool Transcript Requirements to the List of Acceptable Merit Documentation ........................................26
   C. Section II, D, 1, g) to Address Eligibility for Aid When a Parent Moves Out of State Mid-Year ........................................................................................................27
   D. Section II, D, 3, f) to Address Eligibility for Aid When a Student Participates in an Internship Program ................................................................................27
   E. Section II, D. to Define “First-time in College Student” .........................................28
   F. Section II, E. to Update the Appeal Process ............................................................29
   G. Section V. to Add a Section on Loan Servicing and Repayment Process ..........34

   Appendix 2 - APA Part 605 – General Administration Rules and Regulations ...............................................71

4. Approval of APA Part 619 – Nissan Scholarship (NISS) Rules and Regulations ...............44

5. Approval of Updates to APA Part 637 – William Winter Alternate Route Teacher Forgivable Loan (WWAR) Rules and Regulations to Remove References to Praxis 1 ...49

   Appendix 3 - APA Part 637 – William Winter Alternate Route Teacher Forgivable Loan (WWAR) Rules and Regulations ..................................................105

6. Approval of Updates to APA Part 639 – William Winter Teacher Forgivable Loan (WWTS) Rules and Regulations to Remove References to ACT Subscores and Praxis 1 ...50

   Appendix 4 - APA Part 639 – William Winter Teacher Forgivable Loan (WWTS) Rules and Regulations .................................................................115

7. Approval of Updates to Program Rules and Regulations to Clarify When the ACT Must Be Taken for Eligibility
   A. APA Part 611 – Mississippi Resident Tuition Assistance Grant (MTAG) Rules and Regulations, Section II, A, 3 .................................................................................51

   Appendix 5 - APA Part 611 – Mississippi Resident Tuition Assistance Grant (MTAG) Rules and Regulations .................................................................125

Agenda - 2
AGENDA

B. APA Part 613 – Mississippi Eminent Scholars Grant (MESG) Rules and Regulations, Section I, C. .................................................................53

Appendix 6 - APA Part 613 – Mississippi Eminent Scholars Grant (MESG) Rules and Regulations .............................................................131

C. APA Part 615 – Higher Education Legislative Plan for Needy Students Grant (HELP) Rules and Regulations, Section II, A, 2, c) ........................................54

Appendix 7 - APA Part 615 – Higher Education Legislative Plan for Needy Students Grant (HELP) Rules and Regulations.........................136

INFORMATION ITEMS

8. Update on Old Business .................................................................................................................................................................55

A. Online Application Rewrite

B. Student Financial Aid Redesign Project

9. Update on Office of Student Financial Aid Operations .............................................................................................................56

A. Website

B. Staffing

ADDITIONAL AGENDA ITEMS IF NECESSARY

OTHER BUSINESS/ANNOUNCEMENTS

EXECUTIVE SESSION

Consideration of Student Appeal

Appendix 8 – Student Appeal ................. Submitted under separate cover

ADJOURNMENT
September 25, 2018 Regular Board Meeting Minutes

BE IT REMEMBERED, that the Mississippi Postsecondary Education Financial Assistance Board held its regular quarterly meeting on Monday, September 25, 2017 at 10:00 a.m. Members of the media and public were invited to attend the meeting in Room 432 of the Education and Research Center, 3825 Ridgewood Road, Jackson, Mississippi, 39211.

The following members participated:
- Ben Burnett, MAICU appointee
- Lee Bush, MCCB appointee
- Jim Gibson, MCCB Institutional appointee
- Mack Grubbs, Lt. Governor’s appointee
- Sharon Ross, Governor’s appointee
- Jim Turcotte, Governor’s appointee and Chairman

The following members participated via teleconference:
- Cynthia Melvin, MAICU appointee
- Al Rankins, IHL Institutional appointee
- C.D. Smith, IHL Board appointee

Also in attendance were:
- Kim Gallaspy, IHL Director of Legislative Services
- Stephanie Ganucheau, Special Assistant Attorney General, Office of the Attorney General, Universities and Colleges Division
- Meg Harris, Assistant Director of Operations, Student Financial Aid
- Audra Kimble, Mississippi Community College Board, via teleconference
- Jennifer Rogers, Director of Student Financial Aid and Postsecondary Director
- Apryll Washington, Assistant Director of Policy and Planning, Student Financial Aid

The meeting was called to order at 10:04 a.m. by Dr. Jim Turcotte, Chairman.

INTRODUCTIONS

All meeting participants and guests introduced themselves.

MINUTES

On motion by Mr. Bush, seconded by Dr. Burnett, all Board Members legally present and participating voted unanimously to approve the Minutes of the teleconference meeting held on June 19, 2017.

REGULAR AGENDA ITEMS

On motion by Dr. Burnett, seconded by Mr. Grubbs, all Board Members legally present and participating voted unanimously to approve Regular Agenda Item #1. During discussion of
request 1.a., Ms. Rogers described the Nissan Scholarship Program. During discussion of request 1.b., Ms. Rogers noted that MTLR is an effective program that is also easy to administer. She shared an email from the director of personnel in the Greenwood Public School District that expressed difficulty in hiring qualified teachers. Dr. Burnett shared that only 700 teacher licenses were granted in the most recent year compared to 7,000 ten years ago. The state is facing a severe teacher shortage.

1. **Approve Legislative Requests for 2018 Legislative Session**

The Mississippi Office of Student Financial Aid seeks approval to submit two requests for General Legislation for sponsorship and consideration during the 2018 Legislative Session.

a. **Reference Title:** Nissan Scholarship (NISS); authorize Postsecondary Board to promulgate Rules and Regulations

**Purpose:**
To authorize the Board to promulgate rules for the Nissan Scholarship.

**Reason for Request:**
In 2014, the Legislature consolidated code sections dealing with state-based student financial aid into Section 37-106 of the Miss. Code of 1972. By doing so, the Legislature placed all programs under the authority of the Mississippi Postsecondary Education Financial Assistance Board. The Nissan Scholarship Program (NISS) was not included in the consolidation. To complete the consolidation of legislation and ensure all state-based student financial aid programs are authorized by the same oversight body, the Postsecondary Board should be granted authority to promulgate Rules and Regulations for the Nissan Scholarship program.

**Suggested Legislation:**
§ 37-106-3. Declaration of purpose

(1) The Legislature hereby finds and declares that:

... 

(e) When appropriate, the Board shall administer grant and scholarship programs funded through alternate or private sources, such as the Nissan Scholarship program.

**Fiscal Note:**
The changes would not carry any additional cost.

**Legislator Involvement/Interest:**
Chairman Nolan Mettetal, House of Representatives Universities and Colleges Committee
Chairman Josh Harkins, Senate Universities and Colleges Committee

**Subject Matter Experts:**
State Director of Student Financial Aid; Postsecondary Board members; financial aid administrators

b. **Reference Title:** Mississippi Teacher Loan Repayment Program; integrate with William Winter Teacher Forgivable Loan Program

**Purpose:**
To remove the authorizing code for the Mississippi Teacher Loan Repayment Program from the authorizing code for the Teacher Education Scholars Alternate Route Certification Forgivable Loan program (TESA) and insert it into the authorizing code section for the William Winter Teacher Forgivable Loan Program to ensure MTLR is funded annually in the same manner as William Winter.
Reason for Request:
In 2014, the Legislature discontinued the Critical Needs Teacher Forgivable Loan Program, authorized in Section 37-106-55. The Mississippi Teacher Loan Repayment program (MTLR) was originally authorized as part of the Critical Needs program. The Legislature recognized the value of MTLR and did not wish to discontinue it, so the MTLR authorizing language was inserted into the code section for the Teacher Education Scholars Alternate Route Certification Forgivable Loan program (TESA) in Section 37-106-79. The Critical Needs program did not require specific annual appropriation by the Legislature, but TESA does. TESA has never been funded, so MTLR has not been funded. Moving MTLR from the code section authorizing TESA to the code section authorizing the William Winter Teacher Forgivable Loan program would ensure that MTLR is funded when all other forgivable loans are funded. Human resource managers in critical shortage districts have expressed the importance of MTLR in recruiting new teachers into districts with critical shortages.

Suggested Legislation:
§ 37-106-57. William F. Winter Teacher Forgivable Loan Program

(7) Awards granted under the William F. Winter Teacher Forgivable Loan Program shall be made available to nontraditional licensed teachers showing a documented need for student loan repayment and employed in those school districts designated by the State Board of Education as a geographical area of the state or in a subject area of the curriculum in which there is a critical shortage of teachers. Repayment and conversion terms shall be the same as outlined in Section 37-106-53 except that the maximum annual amount of this repayment should not exceed Three Thousand Dollars ($3,000.00) and the maximum time period for repayment shall be no more than four (4) years.

(8) Failure to repay any loan and interest that becomes due shall be cause for the revocation of a person's teaching license by the State Department of Education.

§ 37-106-79. Teacher Education Alternate Route Certification Scholars Program

(5) Awards granted under the Teacher Education Alternate Route Certification Scholars Program shall be made available to nontraditional licensed teachers showing a documented need for student loan repayment and employed in those school districts designated by the State Board of Education as a geographical area of the state or in a subject area of the curriculum in which there is a critical shortage of teachers. Repayment and conversion terms shall be the same as outlined in Section 37-106-53 except that the maximum annual amount of this repayment should not exceed Three Thousand Dollars ($3,000.00) and the maximum time period for repayment shall be no more than four (4) years.

(6) The provisions of this section shall be subject to appropriation by the Legislature.

Fiscal Note:
The changes would not carry any additional cost.

Legislator Involvement/Interest:
Chairman Nolan Mettetal, House of Representatives Universities and Colleges Committee
Chairman Josh Harkins, Senate Universities and Colleges Committee
Vice-Chairman Briggs Hopson, Senate Appropriations Committee
Vice-Chairman Jim Beckett, House of Representatives Appropriations Committee

Subject Matter Experts:
On motion by Mr. Gibson, seconded by Mr. Bush, all Board Members legally present and participating voted unanimously to approve Regular Agenda Item #2 as amended. Upon the suggestion by Ms. Ganucheau, the words “taken prior to being awarded HELP funds” was added to the end of the second sentence of the section.

2. **Approve Updates to APA Part 615 – Higher Education Legislative Plan for Needy Students (HELP) Rules and Regulations, Chapter 1, Rule 1.1, Section II.A.2.c).**

   The Mississippi Office of Student Financial Aid seeks approval of updates to the Rules and Regulations for the Higher Education Legislative Plan (HELP) Grant. The change is requested to allow first-time applicants additional time to take the ACT and submit a qualifying ACT score. Previously, qualifying ACT scores must be received by April 30. The updated language will require students to take and submit any ACT score by April 30, but will allow students to submit qualifying scores at any time prior to entering college.

II. **APPLICATION REQUIREMENTS**

   A. First-time applicants must:

   2. Submit by the document deadline of April 30:

      c) **Proof of a composite score on completion of the national American College Test (ACT).** The applicant must earn a composite score of at least twenty (20) on the ACT from a national test taken prior to being awarded HELP funds. A combined score of 950 on the Old SAT Critical Reading and Math sections, a combined score of 1410 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1020 on the New SAT will be accepted in lieu of the ACT.

   The Board previously approved APA Part 615 in April 2017.

On motion by Mr. Grubbs, seconded by Mr. Bush, all Board Members legally present and participating voted unanimously to approve Regular Agenda Item #3. Dr. Turcotte questioned the cost and long-term benefits of the agreement and raised concerns about data security. Ms. Rogers noted that there is no cost and NSPARC adheres to the highest level of data security. Most other state agencies, including MDE, IHL, and MCCB, already participate as data partners in Lifetracks. SFA and the Board will benefit from additional information about long-term program and participant performance.

3. **Approve MOU with MSU/NSPARC**

   The Mississippi Office of Student Financial Aid (SFA) seeks approval to enter into a Memorandum of Understanding (MOU) with Mississippi State University (MSU) on behalf of its National Strategic Planning and Research Center (NSPARC).

   NSPARC has invited the Mississippi Office of Student Financial Aid (SFA) to become a Lifetracks data partner. Lifetracks is the state longitudinal data system. As a data partner, SFA will contribute student record level data derived through the administration of state-supported student financial aid programs at
regular intervals. In exchange, NSPARC will evaluate and analyze the data, address research questions, and inform funding and policy decisions related to state aid.

The parties to the MOU are SFA, IHL, and MSU. However, the Mississippi Community College Board (MCCB) and the Postsecondary Board, are also asked to give approval, as evidenced by the signatures of the MCCB Executive Director and Postsecondary Board Chair.

Exhibit 1: Memorandum of Understanding (Page 12)

INFORMATION ITEMS

The Board received an update on the status of the online application for student financial aid.

4. Online Application Rewrite

The existing online application for student financial aid was developed by the Mississippi Department of Information Technology Services (ITS) in 2003. ITS has continued to host and manage the java application in the intervening years. SFA learned in July that ITS will no longer be able to support the existing application after June 2018 (possibly earlier). SFA contacted the Mississippi State University Research and Curriculum Unit (RCU), but the RCU indicated they could not undertake a project of such magnitude. At the recommendation of ITS, SFA entered negotiations with Mississippi Interactive (MSI), which already operates under an e-government contract with the state.

MSI submitted a project plan, provided under separate cover as Exhibit 3, that estimates the project will cost $350,000 to develop and an annual maintenance fee of $70,000 per year for each year after development.

SFA has also had preliminary conversations with Mississippi State University’s National Strategic Planning and Research Center (NSPARC). NSPARC has not yet provided a project plan.

SFA intends to spread the initial development cost between FY 2018 and FY 2019. The unanticipated cost in the current year will likely require changes to the FY 2018 Award/Operating Budget and may result in the need for SFA to request a deficit appropriation of spending authority.

SFA will request approval of budget changes later in the fiscal year; however, anticipated changes are projected in Exhibit 2.

Exhibit 2 – FY 2018 Annual Operating Budget (Page 15)
Exhibit 3 – Mississippi Interactive Project Proposal (Submitted under Separate Cover)

The Board received an update on the student financial aid redesign project.

5. Update on Student Financial Aid Redesign Project

The Student Financial Aid Redesign Project is currently on hold. Once the MOU with NSPARC is executed to make SFA a Lifetracks data partner, SFA will submit data files derived through the administration of state-supported student financial aid programs.

NSPARC will design a study to address the questions. The Lifetracks board must approve the study design before work can commence. Study results will not be available until December at the earliest.
Because study results will not be available in time to review and make recommendations for the 2018 Legislative Session, work on the Student Financial Aid Redesign Project is expected to continue throughout the 2018 calendar year. The project team will work to prepare recommendations for the 2019 Legislative Session.

The Woodward-Hines Education Foundation (WHEF) has expressed interest in participating in the Redesign Project. WHEF has offered to provide financial support for a facilitator to assist the task force in reviewing the study results and formulating recommendations.

The Board received an update on the FAFSA Completion Project and College Countdown.

6. Update on FAFSA Completion Project and College Countdown

The FAFSA is the Free Application for Federal Student Aid. FAFSA completion is highly correlated to college enrollment. Studies in low-income high schools in Florida and Chicago found that for every 10% increase in FAFSA completion, high schools saw a corresponding 5-7% increase in college-going.

In 2014, the U.S. Department of Education launched the FAFSA Completion Project and invited all states and high schools nationwide to participate. The Department gave states the authority to release student record level FAFSA completion data directly to high school counselors.

Last summer, the National College Access Network (NCAN) invited 120 cities nationwide to apply for $55,000 grants to improve FAFSA completion rates. Jackson was the only city in Mississippi eligible to apply. The Get2College Program of the Woodward-Hines Education Foundation (WHEF) applied for the grant on behalf of the Jackson Public School District and was awarded one of only 22 grants nationwide.

Over the past year, SFA partnered with WHEF to improve FAFSA Completion Rates not only in Jackson as a partner in the grant, but also statewide. Our role in the effort was to provide student record level FAFSA completion data. SFA offers high school counselors a secure web portal to download FAFSA Completion Status reports. The FAFSA Completion Status Report lists every student from each high school who has submitted a FAFSA, tells when it was submitted, whether it was complete or incomplete, and whether the FAFSA has been flagged for verification. The reports are updated daily, so counselors can download reports frequently to monitor student progress.

As of September 15, 2017, 72.1% of all public high school graduating seniors completed a FAFSA, an increase of 12 percentage points over 2016. The FAFSA completion rate of Jackson Public Schools graduating seniors was 76.9%, an increase of 19% over 2016.

At the NCAN conference last week, WHEF was among five of the original grantees to win an additional $25,000. The prize was awarded for WHEF’s successful partnerships with higher education institutions and SFA.

FAFSA Completion efforts will continue as part of College Countdown Mississippi, a collaborative initiative supported by MDE, IHL, MCCB, SFA, and Get 2 College. College Countdown is a three-part initiative to encourage high schools to participate in Application Days, FAFSA Days, and Signing Days.

ADDITIONAL AGENDA ITEMS IF NECESSARY

The Board did not consider any additional agenda items.
OTHER BUSINESS/ANNOUNCEMENTS

Dr. Turcotte proposed that the Board members experience the application process. Ms. Ross requested to see the entire application and award process.

EXECUTIVE SESSION IF DETERMINED NECESSARY

On motion by Mr. Grubbs, seconded by Ms. Ross, all Board members legally present and participating voted unanimously to close the meeting to determine whether or not it should declare an Executive Session. On motion by Dr. Burnett, seconded by Mr. Gibson, all Board members legally present and participating voted unanimously to go into Executive Session for the reason reported to the public and stated in these minutes, as follows:

Discussion of a student financial aid application and appeal.

During Executive Session, the following matters were discussed and voted upon:

Upon request by an applicant’s parent, the Board reviewed the Director’s decision, which had been upheld by the Appeals Committee, to deny the awarding of the Mississippi Resident Tuition Assistance Grant (MTAG). Initially, the applicant was denied MTAG because the applicant did not enroll in and earn 15 credit hours each term to establish continuous full-time enrollment. The applicant submitted an appeal that the requirement be waived due to a learning disability. The appeal guidance posted on the SFA website at www.mississippi.edu/take15 states, “Historically, appeals have not been granted for students with certain learning disabilities. However, if a student submits an appeal for such a reason and provides compelling documentation from a physician, the appeal will be considered.” The documentation submitted by the student adequately documented the diagnosis of the learning disability as well as the classroom and testing accommodations granted by the student’s previous high school and community college. The documentation did not address the student’s need to take a reduced course load. The Appeals Committee requested in writing that the student submit additional documentation from a physician referencing the applicant’s inability to earn and complete 15 hours due to the disability. The parent indicated that the documentation provided was adequate and asked for the matter to be reviewed by the Board. On motion by Mr. Bush, seconded by Mr. Grubbs, all Board members legally present and participating voted unanimously to uphold the Director’s decision and that of the Appeals Committee to deny the awarding of MTAG to the applicant until or unless the applicant provides documentation from a physician indicating the student is unable to enroll in and earn 15 credit hours each term.

On motion by Dr. Burnett, seconded by Mr. Gibson, all Board members legally present and participating voted unanimously to return to Open Session.
ADJOURNMENT

There being no further business to come before the Board, Dr. Turcotte declared the meeting adjourned.

Jennifer Rogers
Director, Mississippi Postsecondary Education Financial Assistance Board
MINUTES

January 8, 2018 Called Board Meeting Minutes

BE IT REMEMBERED, that the Mississippi Postsecondary Education Financial Assistance Board held a teleconference meeting on Monday, January 8, 2018 at 10:00 a.m. Members of the media and public were invited to attend the meeting in Room 212 of the Education and Research Center, 3825 Ridgewood Road, Jackson, Mississippi, 39211.

The following members participated via teleconference:
- Lee Bush, MCCB appointee
- Mack Grubbs, Lt. Governor’s appointee
- Louanne Langston, MCCB Institutional appointee
- Cynthia Melvin, MAICU appointee
- Al Rankins, IHL Institutional appointee
- Sharon Ross, Governor’s appointee
- C.D. Smith, IHL Board appointee and Chairman
- Jim Turcotte, Governor’s appointee

The following Board member was not in attendance:
- Ben Burnett, MAICU appointee

Also in attendance were:
- Kelsey Davis, Reporter, Mississippi Today
- Meg Harris, Assistant Director of Operations, Student Financial Aid
- Jennifer Rogers, Director of Student Financial Aid and Postsecondary Director
- Apryll Washington, Assistant Director Policy and Planning, Student Financial Aid

The meeting was called to order at 10:02 a.m.

INTRODUCTIONS

Louanne Langston was introduced as the MCCB Institutional Appointee. Ms. Langston was appointed to complete the term of Jim Gibson, who retired in December 2017.

REGULAR AGENDA ITEMS

On motion by Mr. Smith, seconded by Mr. Bush, all Board Members legally present and participating voted unanimously to approve the 2017 Annual Report of the State-Supported Student Financial Aid Programs after Ms. Rogers reviewed highlights from the report. Dr. Burnett was unable to participate in the meeting, but he rendered his approval prior to the meeting.

1. Review and approve the 2017 Annual Report of the State-Supported Student Financial Aid Programs for submission to the Mississippi Legislature

   Budget:
   - $38.75 million appropriated in General Funds (down $3,000 or 0.01%)
• $3.59 million appropriated in Spending Authority, but $1.24 million unavailable, so total for use $2.15 million (from prior year and current year collections)
• $42.34 million original appropriation, but $41.1 million operating budget

Expenses:
• $38.96 million expended on awards
• $1.13 million expended on admin (represents 2.7% of budget); breakdown includes $700K salaries/benefits; $200K to IHL; $7K travel; remainder to ECSI and miscellaneous
• $40.08 million total expended
• $1.01 million unspent from current year collections

Awards:
• 28,721 state-supported awards (down 7.9%), totaling $38,957,402 (down 11.3%)  
  Decrease due primarily to not awarding many loans
• Funding disparity of $3.92 million
• Average award amount $1356, down $52 from prior year due to loans

Recipients:
• 24,565 individual recipients
• Every county represented
• 89% Dependent; 11% Independent
• 41% Male; 59% Female
• 96% aged 17-24
• 19% self-identify as African-American; 73% as Caucasian
• 34% earn below $48K; 50% earn below $75K; 50% earn over $75K

Breakdown of Awards:
• 74% to 4-yr publics; 14% to 2-yr publics; 10% to privates; 2% out of state
• 94% Grants; 6% Loans (deviation from typical year, during which state awards 1,200 loans; only 373 this year)
• 96% Undergraduate; 4% Graduate

Loan Repayment
• 4,508 accounts under management (36% in school/grace; 18% service; 7% money; 39% default)
• $1.3 million collected
• Overall default rate is 9%, same as last year, down from 13% in 2012.

INFORMATION AGENDA ITEMS

The next quarterly meeting is scheduled for March 19, 2018.
ADDITIONAL AGENDA ITEMS IF NECESSARY

The Board did not consider any additional agenda items.

OTHER BUSINESS/ANNOUNCEMENTS

The Board did not consider any other business or make any announcements.

EXECUTIVE SESSION IF DETERMINED NECESSARY

The Board did not determine a need to enter Executive Session.

ADJOURNMENT

There being no further business to come before the Board, Mr. Turcotte declared the meeting adjourned.

____________________________________________________
Director, Mississippi Postsecondary Education Financial Assistance Board
1. **Approval of FY 2019 Award Budget**

**Summary:**
The Mississippi Office of Student Financial Aid requests approval of a scaled award budget for the 2018-19 academic year, due to insufficient funds to award all students on all programs. The 2018 Mississippi Legislature passed SB 2946, Appropriation; IHL – Student Financial Aid. The FY 2019 appropriation is $42.3 million or 9.1% below the amount requested in the Mississippi Budget Request (MBR), which was developed by the Office and approved by the Postsecondary Board in June 2017.

### FY 2019 Appropriation

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount Requested (MBR)</th>
<th>SB 2946</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td>$45,140,243</td>
<td>$39,661,874</td>
<td>($5,478,369)</td>
</tr>
<tr>
<td>Spending Authority - Collections</td>
<td>$1,300,000</td>
<td>$1,950,000</td>
<td>$750,000</td>
</tr>
<tr>
<td>Spending Authority from Special Source</td>
<td>$59,000</td>
<td>$559,000</td>
<td>$500,000</td>
</tr>
<tr>
<td><strong>TOTAL AVAILABLE</strong></td>
<td><strong>$46,499,243</strong></td>
<td><strong>$42,270,874</strong></td>
<td><strong>($4,228,369)</strong></td>
</tr>
</tbody>
</table>

*Exhibit 1 (Page 16) - FY 2019 Proposed Award Budget*

- The blue column shows the original budget created for the MBR in June 2017.
- The red column shows projections revised during the 2018 Legislative session. As actual applicant counts became available during the spring of 2018, the Office adjusted the projected need.
- The green column shows the proposed award budget based on the appropriation.

*Exhibit 2 (Page 17) - Measures to Reduce Shortfall*

Per Miss. Code Ann. § 37-106-14 (2), award grants first and limit loans to renewal applicants only on a first-come, first-served basis with preference for renewals. If grants are fully funded, the budget still faces a deficit. Therefore, no loans will be awarded, except in the programs that receive specific appropriation through the appropriation bill. The appropriation bill provides specific appropriation for the Speech-Language Pathologist Forgivable Loan (SLPL), the Teacher Education Scholars Forgivable Loan (TES), and the SREB Regional Contract Program (SREB).

*Exhibit 3 (Page 18) - Award Budget Comparisons*

Exhibit 3 shows a comparison of the proposed award budget for 2017-18, the actual awards made during 2017-18, and the proposed award budget for 2018-19.

**Recommendation:**
The proposed award budget has been reviewed by the Office of the Attorney General. Board approval is recommended.
### FY 2019 Proposed Award Budget

<table>
<thead>
<tr>
<th>Projected Applicants for MBR</th>
<th>Projected Budget for MBR</th>
<th>Scenario 1B: Revised Full Funding Request</th>
<th>Scenario 1B: Revised Full Funding Request</th>
<th>AOB</th>
<th>AOB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mississippi Resident Tuition Assistance Grant (MTAG)</td>
<td>19,509</td>
<td>$11,314,942</td>
<td>19,509</td>
<td>$11,120,130</td>
<td>19,509</td>
</tr>
<tr>
<td>Mississippi Eminent Scholars Grant (MESG)</td>
<td>2,505</td>
<td>$6,012,240</td>
<td>3,000</td>
<td>$7,032,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Higher Education Legislative Plan for Needy Students (HELP)</td>
<td>3,580</td>
<td>$22,353,683</td>
<td>3,635</td>
<td>$22,173,500</td>
<td>3,635</td>
</tr>
<tr>
<td><strong>Subtotal MTAG, MESG, and HELP</strong></td>
<td>25,594</td>
<td>$39,680,865</td>
<td>26,144</td>
<td>$40,325,630</td>
<td>26,144</td>
</tr>
<tr>
<td><strong>Subtotal Other Undergraduate Grant Programs</strong></td>
<td>21</td>
<td>$237,300</td>
<td>15</td>
<td>$169,500</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL GRANTS</strong></td>
<td>25,615</td>
<td>$39,918,165</td>
<td>26,159</td>
<td>$40,495,130</td>
<td>26,159</td>
</tr>
<tr>
<td><strong>MS Teacher Loan Repayment (MTLR)</strong></td>
<td>200</td>
<td>$600,000</td>
<td>200</td>
<td>$600,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Loan Repayment Programs</strong></td>
<td>200</td>
<td>$600,000</td>
<td>200</td>
<td>$600,000</td>
<td>0</td>
</tr>
<tr>
<td>Teacher Education Scholars (TES)</td>
<td>50</td>
<td>$750,000</td>
<td>30</td>
<td>$450,000</td>
<td>3</td>
</tr>
<tr>
<td>William Winter Teacher Education Program (WWTS)</td>
<td>190</td>
<td>$760,000</td>
<td>136</td>
<td>$400,000</td>
<td>0</td>
</tr>
<tr>
<td>(WWAR)</td>
<td>2</td>
<td>$8,000</td>
<td>1</td>
<td>$4,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Undergraduate Teacher Loan Programs</strong></td>
<td>242</td>
<td>$1,518,000</td>
<td>167</td>
<td>$854,000</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Education - Bachelor's (NELB)</td>
<td>190</td>
<td>$760,000</td>
<td>136</td>
<td>$400,000</td>
<td>0</td>
</tr>
<tr>
<td>Nursing Education - RN to BSN (NELR)</td>
<td>52</td>
<td>$208,000</td>
<td>37</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Undergraduate Health Care Loan Programs</strong></td>
<td>242</td>
<td>$968,000</td>
<td>173</td>
<td>$542,857</td>
<td>0</td>
</tr>
<tr>
<td>Critical Needs Dyslexia Therapy (CNDT)</td>
<td>40</td>
<td>$200,000</td>
<td>40</td>
<td>$200,000</td>
<td>0</td>
</tr>
<tr>
<td>Counseling and School Administration (CSA)</td>
<td>18</td>
<td>$43,200</td>
<td>13</td>
<td>$30,857</td>
<td>0</td>
</tr>
<tr>
<td>Graduate Teacher (GTS)</td>
<td>60</td>
<td>$120,000</td>
<td>43</td>
<td>$85,714</td>
<td>0</td>
</tr>
<tr>
<td>Speech-Language Pathologist (SLPL)</td>
<td>8</td>
<td>$70,000</td>
<td>8</td>
<td>$70,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Graduate Teacher Loan Programs</strong></td>
<td>126</td>
<td>$433,200</td>
<td>104</td>
<td>$386,571</td>
<td>0</td>
</tr>
<tr>
<td>Nursing Education - Masters (NELM)</td>
<td>80</td>
<td>$320,000</td>
<td>57</td>
<td>$228,571</td>
<td>0</td>
</tr>
<tr>
<td>Nursing Education - Ph.D. (NELP)</td>
<td>18</td>
<td>$90,000</td>
<td>13</td>
<td>$64,286</td>
<td>0</td>
</tr>
<tr>
<td>Nursing Education - RN to MSN (NERM)</td>
<td>12</td>
<td>$48,000</td>
<td>9</td>
<td>$34,286</td>
<td>0</td>
</tr>
<tr>
<td>Nursing Teaching Stipend (NTSP)</td>
<td>18</td>
<td>$198,000</td>
<td>13</td>
<td>$141,429</td>
<td>0</td>
</tr>
<tr>
<td>State Dental Education (DENT)</td>
<td>6</td>
<td>$180,000</td>
<td>3</td>
<td>$90,000</td>
<td>0</td>
</tr>
<tr>
<td>State Medical Education (MED)</td>
<td>6</td>
<td>$180,000</td>
<td>2</td>
<td>$60,000</td>
<td>0</td>
</tr>
<tr>
<td>SREB Regional Contract Program (SREB)</td>
<td>37</td>
<td>$710,400</td>
<td>36</td>
<td>$691,200</td>
<td>36</td>
</tr>
<tr>
<td>Graduate and Professional Degree Program (STSC)</td>
<td>1</td>
<td>$18,700</td>
<td>1</td>
<td>$7,950</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Graduate Health Care Loan Programs</strong></td>
<td>178</td>
<td>$1,745,100</td>
<td>133</td>
<td>$1,317,210</td>
<td>36</td>
</tr>
<tr>
<td><strong>TOTAL LOAN REPAYMENT/FORGIVABLE LOANS</strong></td>
<td>988</td>
<td>$5,264,300</td>
<td>777</td>
<td>$3,701,150</td>
<td>39</td>
</tr>
<tr>
<td><strong>TOTAL LOANS, SCHOLARSHIPS, AND GRANTS</strong></td>
<td>26,603</td>
<td>$45,182,465</td>
<td>26,936</td>
<td>$44,196,280</td>
<td>26,198</td>
</tr>
</tbody>
</table>

### Administration

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>$699,778</td>
<td>$703,367</td>
<td>$703,367</td>
</tr>
<tr>
<td>Travel</td>
<td>$8,000</td>
<td>$8,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$550,000</td>
<td>$700,000</td>
<td>$700,000</td>
</tr>
<tr>
<td>Commodities</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>TOTAL ADMINISTRATION</strong></td>
<td>$1,277,778</td>
<td>$1,431,367</td>
<td>$1,431,367</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL FUNDS</strong></td>
<td>26,603</td>
<td>$46,460,243</td>
<td>26,936</td>
</tr>
</tbody>
</table>

### Spending Authority Programs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEAR UP Mississippi Scholarship (GUMS)</td>
<td>3</td>
<td>$12,000</td>
<td>3</td>
</tr>
<tr>
<td>Nissan (NISS)</td>
<td>3</td>
<td>$27,000</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL SPENDING AUTHORITY</strong></td>
<td>6</td>
<td>$39,000</td>
<td>6</td>
</tr>
</tbody>
</table>

### Total State-Supported Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 19 MBR Requested Operating Budget</td>
<td>$46,499,243</td>
<td>$45,666,647</td>
</tr>
</tbody>
</table>

### FY 19 MBR Requested Operating Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted General Funds (Sect. 1)</td>
<td>$45,140,243</td>
<td>$43,261,346</td>
<td>$39,661,874</td>
</tr>
<tr>
<td>Total Spending Authority (Sect. 2)</td>
<td>$1,359,000</td>
<td>$2,509,000</td>
<td>$2,609,000</td>
</tr>
<tr>
<td>Total Original Appropriation</td>
<td>$46,499,243</td>
<td>$45,770,346</td>
<td>$42,270,874</td>
</tr>
<tr>
<td>Less Projected Expenditures</td>
<td>$46,499,243</td>
<td>$45,666,647</td>
<td>$42,701,697</td>
</tr>
<tr>
<td><strong>Total Available</strong></td>
<td>$103,699</td>
<td>$ -</td>
<td>$ (430,823)</td>
</tr>
</tbody>
</table>

### Shortfall

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Appropriation less MBR</td>
<td>$4,228,369</td>
<td>$ (3,395,773)</td>
<td>$ (430,823)</td>
</tr>
</tbody>
</table>
### Measures to Reduce Shortfall

<table>
<thead>
<tr>
<th>Description</th>
<th># of Students Impacted</th>
<th>Projected Budget Reduction</th>
<th>Shortfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortfall based on projections at time of MBR (June/July 2017)</td>
<td></td>
<td></td>
<td>$4,228,369</td>
</tr>
<tr>
<td>Shortfall based on revised projections for Legislature (Spring 2018)</td>
<td></td>
<td></td>
<td>$3,395,773</td>
</tr>
<tr>
<td>STATUTORY GUIDANCE: Award grants first and restrict loans to first-come, first-served with preference for renewals.</td>
<td>738</td>
<td>$2,964,950</td>
<td></td>
</tr>
<tr>
<td>Remaining shortfall for AOB</td>
<td></td>
<td></td>
<td>$430,823</td>
</tr>
<tr>
<td>TOTAL Reduction</td>
<td>738</td>
<td>$2,964,950</td>
<td></td>
</tr>
</tbody>
</table>
### GENERAL FUND PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississippi Resident Tuition Assistance Grant (MTAG)</td>
<td>19,126</td>
<td>$11,056,531</td>
<td>18,298</td>
<td>$10,065,743</td>
<td>19,509</td>
<td>$11,120,130</td>
<td>1,211</td>
<td>$1,054,387</td>
<td></td>
</tr>
<tr>
<td>Mississippi Eminent Scholars Grant (MESG)</td>
<td>2,444</td>
<td>$5,750,732</td>
<td>2,923</td>
<td>$6,476,226</td>
<td>3,000</td>
<td>$7,032,000</td>
<td>77</td>
<td>$555,774</td>
<td></td>
</tr>
<tr>
<td>Higher Education Legislative Plan for Needy Students (HELP)</td>
<td>3,280</td>
<td>$19,503,559</td>
<td>3,338</td>
<td>$19,728,807</td>
<td>3,635</td>
<td>$22,173,500</td>
<td>297</td>
<td>$2,444,693</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal MTAG, MESG, and HELP</strong></td>
<td>$34,850</td>
<td>$36,310,822</td>
<td>24,559</td>
<td>$36,270,776</td>
<td>26,144</td>
<td>$40,325,630</td>
<td>1,585</td>
<td>$4,054,854</td>
<td></td>
</tr>
<tr>
<td>MS Law Enforcement Officers and Firemen Scholarship (LAW)</td>
<td>21</td>
<td>$226,800</td>
<td>11</td>
<td>$116,237</td>
<td>15</td>
<td>$169,500</td>
<td>4</td>
<td>$53,263</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Other Undergraduate Grant Programs</strong></td>
<td>21</td>
<td>$226,800</td>
<td>11</td>
<td>$116,237</td>
<td>15</td>
<td>$169,500</td>
<td>4</td>
<td>$53,263</td>
<td></td>
</tr>
<tr>
<td><strong>Total Grants</strong></td>
<td>$24,871</td>
<td>$36,537,622</td>
<td>24,570</td>
<td>$36,387,013</td>
<td>26,159</td>
<td>$40,495,130</td>
<td>1,589</td>
<td>$4,108,117</td>
<td></td>
</tr>
<tr>
<td><strong>Total State-Supported Budget</strong></td>
<td>$25,230</td>
<td>$40,288,346</td>
<td>24,696</td>
<td>$39,162,601</td>
<td>26,198</td>
<td>$42,662,697</td>
<td>1,461</td>
<td>$3,373,463</td>
<td></td>
</tr>
<tr>
<td><strong>Comparison</strong></td>
<td>$25,167</td>
<td>$39,073,890</td>
<td>24,696</td>
<td>$37,948,145</td>
<td>26,198</td>
<td>$41,231,330</td>
<td>1,502</td>
<td>$3,283,185</td>
<td></td>
</tr>
</tbody>
</table>

### REGULAR AGENDA

#### Budget

<table>
<thead>
<tr>
<th>Regular Agenda - 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Total Loan Repayment/Forgivable Loan Programs</strong></td>
</tr>
<tr>
<td><strong>Total Grants</strong></td>
</tr>
<tr>
<td><strong>Total State-Supported Budget</strong></td>
</tr>
</tbody>
</table>

### ADMINISTRATION

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>$666,456</td>
<td>$666,456</td>
<td>$703,367</td>
<td>$36,911</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$8,000</td>
<td>$8,000</td>
<td>$8,000</td>
<td>$8,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$520,000</td>
<td>$520,000</td>
<td>$700,000</td>
<td>$180,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commodities</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Administration</strong></td>
<td>$1,214,456</td>
<td>$1,214,456</td>
<td>$1,431,367</td>
<td>$216,911</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total General Funds</strong></td>
<td>$25,167</td>
<td>$40,288,346</td>
<td>24,696</td>
<td>$39,162,601</td>
<td>26,198</td>
<td>$42,662,697</td>
<td>1,461</td>
<td>$3,373,463</td>
<td></td>
</tr>
</tbody>
</table>

### SPENDING AUTHORITY PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GEAR UP Mississippi Scholarship (GUMS)</td>
<td>61</td>
<td>$244,000</td>
<td>45</td>
<td>$152,506</td>
<td>3</td>
<td>$12,000</td>
<td>-42</td>
<td>($140,506)</td>
<td></td>
</tr>
<tr>
<td>Nissan (NISS)</td>
<td>2</td>
<td>$18,000</td>
<td>2</td>
<td>$13,127</td>
<td>3</td>
<td>$27,000</td>
<td>1</td>
<td>$13,873</td>
<td></td>
</tr>
<tr>
<td><strong>Total Spending Authority Programs</strong></td>
<td>63</td>
<td>$262,000</td>
<td>47</td>
<td>$165,633</td>
<td>6</td>
<td>$39,000</td>
<td>-41</td>
<td>($126,633)</td>
<td></td>
</tr>
<tr>
<td><strong>Total State-Supported Budget</strong></td>
<td>25,230</td>
<td>$40,550,346</td>
<td>24,743</td>
<td>$39,328,234</td>
<td>26,204</td>
<td>$42,701,697</td>
<td>1.461</td>
<td>$3,373,463</td>
<td></td>
</tr>
</tbody>
</table>
2. Approval of Updates to APA Part 601 – Authority and Responsibilities:

The Board previously approved updates to APA Part 601 in April 2017. APA Part 601 is included as Appendix 1, beginning on page 57.

A. Chapter 1, Rule 1.1 and Chapter 3, Rule 3.1 to Change the Authority of the IHL and Postsecondary Boards

Summary:
The Legislature passed and the Governor signed into law SB 2193, which transferred authority from the Board of Trustees of State Institutions of Higher Learning to the Postsecondary Board. This transfer of authority should be reflected in APA Part 601 – Authority and Responsibilities.

Chapter 1: Authority of the Board of Trustees of State Institutions of Higher Learning

Rule 1.1 Authority of the Board of Trustees of State Institutions of Higher Learning. The Board of Trustees of State Institutions of Higher Learning, hereafter referred to as the Agency, is granted authority by the State of Mississippi for oversight of the Mississippi Office of Student Financial Aid and for administration of various state-supported student financial assistance programs. Authority is granted by the legal statutes authorizing such programs, as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Authorizing Code Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEAR UP Mississippi Scholarship – Cohort 1 (GUMS)</td>
<td>Federal Matching Grant</td>
</tr>
<tr>
<td>GEAR UP Mississippi Scholarship – Cohort 2 (GUMS)</td>
<td>Federal Matching Grant</td>
</tr>
<tr>
<td>Summer Development Program Grant (SUMD)</td>
<td>Miss. Code Ann. § 27-103-203</td>
</tr>
<tr>
<td>Nissan Scholarship</td>
<td>Miss. Code Ann. § 57-74-3 and § 57-75-11</td>
</tr>
</tbody>
</table>


Part 601 Chapter 3: Authority of the Mississippi Postsecondary Education Financial Assistance Board

Rule 3.1 Authority of the Mississippi Postsecondary Education Financial Assistance Board. The Postsecondary Education Financial Assistance Board is granted authority by the State of Mississippi for administration of various
state student financial assistance programs. Authority is granted by the legal statutes authorizing such programs as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Authorizing Code Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Grant and Scholarship Programs (Parts 610-619)</strong></td>
<td></td>
</tr>
<tr>
<td>Mississippi Resident Tuition Assistance Grant (MTAG)</td>
<td>Miss. Code Ann.§ 37-106-29</td>
</tr>
<tr>
<td>Mississippi Eminent Scholars Grant (MESG)</td>
<td>Miss. Code Ann.§ 37-106-31</td>
</tr>
<tr>
<td>Southwest Asia Prisoner of War/Missing in Action Scholarship Program (POW) –</td>
<td>Miss. Code Ann. § 37-106-41</td>
</tr>
<tr>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Nissan Scholarship (NISS)</td>
<td>Miss. Code Ann.§ 37-106-11</td>
</tr>
<tr>
<td><strong>Graduate Grant and Scholarship Programs (Parts 620-629)</strong></td>
<td></td>
</tr>
<tr>
<td>Mississippi Public Management Graduate Intern Program (PMGT)</td>
<td>Miss. Code Ann. § 37-106-43</td>
</tr>
<tr>
<td><strong>Undergraduate Forgivable Loan Programs (Parts 630-649)</strong></td>
<td></td>
</tr>
<tr>
<td>Teacher Education Scholars Forgivable Loan (TES)</td>
<td>Miss. Code Ann. § 37-106-37</td>
</tr>
<tr>
<td>William Winter Alternate Route Teacher Forgivable Loan (WWAR)</td>
<td>Miss. Code Ann. § 37-106-57</td>
</tr>
<tr>
<td>Mississippi Teaching Fellows Forgivable Loan</td>
<td>Miss. Code Ann. § 37-106-77</td>
</tr>
<tr>
<td><strong>Undergraduate and Graduate Forgivable Loan Programs (Parts 650-659)</strong></td>
<td></td>
</tr>
<tr>
<td>Health Care Professions Forgivable Loan (HCP)</td>
<td>Miss. Code Ann. § 37-106-67</td>
</tr>
<tr>
<td>Nursing Education Forgivable Loan, BSN (NELB); RN to BSN (NELR); MSN (NELM);</td>
<td>Miss. Code Ann. § 37-106-59</td>
</tr>
<tr>
<td>RN to MSN (NERM); and Ph.D./DNP (NELP)</td>
<td></td>
</tr>
<tr>
<td>Family Protection Specialist Social Worker Forgivable Loan (SWOR)</td>
<td>Miss. Code Ann. § 37-106-69</td>
</tr>
<tr>
<td><strong>Graduate Forgivable Loan Programs (Parts 660-679)</strong></td>
<td></td>
</tr>
<tr>
<td>Counselor and School Administrator Forgivable Loan (CSA)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
</tbody>
</table>
## REGULAR AGENDA

<table>
<thead>
<tr>
<th>Program</th>
<th>Code Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Teacher Forgivable Loan (GTS)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>Southern Region Education Board Doctoral Scholars Forgivable Loan (SDSP)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>State Dental Education Forgivable Loan (DENT)</td>
<td>Miss. Code Ann. § 37-106-63</td>
</tr>
<tr>
<td>State Medical Education Forgivable Loan (MED)</td>
<td>Miss. Code Ann. § 37-106-61</td>
</tr>
<tr>
<td>Southern Regional Education Board Regional Contract Forgivable Loan (SREB)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>Graduate and Professional Degree Forgivable Loan (STSC)</td>
<td>Miss. Code Ann. § 37-106-65</td>
</tr>
<tr>
<td>Veterinary Medicine Minority Forgivable Loan (VMMP)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td><strong>Loan Repayment and Other Programs (Parts 680-689)</strong></td>
<td></td>
</tr>
<tr>
<td>Mississippi Teacher Loan Repayment Program (MTLR)</td>
<td>Miss. Code Ann. § 37-106-55</td>
</tr>
<tr>
<td>Teacher Education Alternate Route Certification Scholars Forgivable Loan (TEISA)</td>
<td>Miss. Code Ann. § 37-106-79</td>
</tr>
</tbody>
</table>


**Recommendation:**
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.
B. Chapter 2, Rule 2.4 to Alter the Board Meeting Schedule

Summary:
The Postsecondary Board schedule of meeting in March, June, September, and October has changed frequently in recent years. The Annual Report will typically be approved in early January and the award budget must be approved in April. The Board has not met in December for the last two years. Statute does not require the quarterly schedule.

Part 601 Chapter 2: Mississippi Postsecondary Education Financial Assistance Board

Rule 2.4 Meetings of the Mississippi Postsecondary Education Financial Assistance Board.

I. The Postsecondary Board will establish a meeting schedule and publish the schedule on the Mississippi Office of Student Financial Aid website.

II. Typically, the Board will meet on a quarterly basis with meetings scheduled on the third Monday of June, September, December and March at a time and place to be agreed upon by the Board.

III. Notice of Board meetings will be provided at least five (5) days prior to the scheduled Board meeting in accordance with the Open Meetings Act.

IV. Special meetings of the Board may be called upon the occurrence of events which warrant the consideration and attention of the Board.


Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

C. Chapter 8, Rule 8.3 to Address the Timing of Balancing and Refunds

Summary:
Statute requires the institutions to submit a complete and accurate roster of the eligibility status of students each term and to refund monies in certain situations of ineligibility. The proposed language was drafted to encourage the institutions to complete these required processes in a more timely manner.
Part 601 Chapter 8: Rights and Responsibilities

Rule 8.3 Institutional Responsibilities. It is the responsibility of each institution eligible for state student financial aid to:

I. Submit grade files by the deadline each term.

II. Submit enrollment files by the deadline each term.

III. Review award, disbursement, and balance reports published by the Office each term.

IV. Notify the Office of any discrepancies related to residency, citizenship, or financial need.

V. Ensure that no state financial aid recipient receives an aid package that exceeds cost of attendance.

VI. For all returning students, a complete and accurate report of the student’s cumulative grade point average on all college course work attempted as of the end of the previous semester or trimester should be submitted to the Board within five (5) days of beginning of any given semester or trimester.

VII. For all students, a complete an accurate roster of the eligibility status of each recipient shall be submitted to the Board by the final add/drop date of each semester or trimester of the academic year the student receives a grant.

VIII. A balancing statement and certification statement, verifying monies disbursed to all students, must be submitted before at the end of the semester or trimester to the Board. Funds for a given term will not be disbursed until the balancing process for the previous term is complete.

IX. Refunds due to the Board must be received and processed within thirty (30) days of the end of each aid year. Funds for the subsequent aid year will not be disbursed until all refunds have been received and processed for the preceding aid year.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

3. Approval of Updates to APA Part 605 – General Administration Rules and Regulations:

The Board previously approved updates to APA Part 605 in March 2017. APA Part 605 is included as Appendix 2, beginning on page 71.

A. Sections I, C, 2. and II, D, 2, b) to Address Legal Custody and Emancipation in Relation to Dependency Status

Summary:
The Office follows the federal rules for determining a student’s dependency status. The federal rules require that a student in a legal guardianship be treated as an independent student for financial aid. The federal rules do not address legal custody, but state attorneys indicate that guardianship and custody are terms often used interchangeably by Mississippi courts. The proposed language adds the term “legal custody” to the document description for “legal guardianship” and to the qualifications of an “independent” student. The proposed language also clarifies that “emancipation” is not recognized as a determinant for dependency status.

I. APPLICATION PROCESS

C. The following supporting documents may be requested to complete an application for state student financial aid. The documents are grouped according to the purpose for which they are requested.

2. Dependency Documentation – Students with certain family circumstances may be considered “independent” for purposes of receiving financial aid. The student may be asked to verify such circumstances by providing documentation. In some cases, the Office may defer to the institution’s decision concerning the student’s dependency status.

   a) Legal Guardianship or Custody – The student must provide court documents proving legal guardianship or legal custody of student by someone other than the student’s parents.

...
II. DETERMINING ELIGIBILITY:

D. Special Issues Related to Determining Eligibility

2. Dependency Status

a) For the purpose of awarding state financial aid, the Office will follow the federal guidelines for classifying a student as “dependent” or “independent.”

b) To be “independent”, a student must:

(1) Be at least 24 years old;
(2) Be married;
(3) Be pursuing a graduate degree;
(4) Be serving on active duty in the U.S. Armed Forces for purposes other than training;
(5) Be a veteran of the U.S. Armed Forces;
(6) Have a child or children for which the student provides more than half of the support;
(7) Have other dependents who live with the student for which the student provides more than half of the support;
(8) At any time since the age of 13, both parents of the student have been deceased, the student has been in foster care, or the student has been a dependent ward of the court;
(9) Be in a legal guardianship or legal custodial relationship as determined by a court in Mississippi; or
(10) Be an unaccompanied youth who is homeless or self-supporting and at risk of being homeless as determined by the
high school or school district homeless liaison, by the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or by the director of a runaway or homeless youth basic center or transitional living program.

(11) Emancipation solely for purposes of financial aid is not recognized to establish independent student status.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

B. Section I, C, 3, b) to Add a Description of Homeschool Transcript Requirements in the List of Acceptable Merit Documentation

Summary:
The current policy lists the Official High School Transcript as one of the acceptable forms of support documentation, but the policy assumes the transcript is from a traditional public or private high school. The proposed language completes the document description by detailing what is required for homeschool transcripts.

I. APPLICATION PROCESS

C. The following supporting documents may be requested to complete an application for state student financial aid. The documents are grouped according to the purpose for which they are requested.

3. Merit Documentation - The Office will collect documents to determine a student’s academic or merit eligibility for state student financial aid.

   b) Official High School Transcript - The official high school transcript should include all courses attempted, completed or in progress; the GPA on a 4.0 scale; and the ACT/SAT score if available. A homeschool transcript must be signed and notarized.
Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

C. Section II, D, 1, g) to Address Eligibility for Aid When a Parent Moves Out of State Mid-Year

Summary:
The current policy reflects the statute regarding the residency status of a dependent student when the parent moves out of state. The proposed language addresses the awarding of aid in such situations.

II. DETERMINING ELIGIBILITY

D. Special Issues Related to Determining Eligibility

1. Residency

   g) Effect of Removal of Parents from Mississippi (§ 37-103-11) - If the parents of a dependent who is enrolled as a student in an institution of higher learning move their legal residence from the State of Mississippi, the dependent is immediately classified as a non-resident student. If a student is determined to be a non-resident before state financial aid funds are disbursed to the school, the funds will be cancelled. The student will not be eligible for state financial aid since the student is considered a non-resident. If a student is determined to be a non-resident after state financial aid funds are disbursed to the school, the student may keep the funds for that term. However, the student will not be eligible for state financial aid for subsequent terms.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

D. Section II, D, 3, f) to Address Eligibility for Aid When a Student Participates in an Internship Program
Summary:
Statute states that students must maintain continuous enrollment, unless granted an exception for cause; examples for cause may include student participation in a cooperative program, internship program or foreign study program. The current policy addresses cooperative programs (co-ops) and study abroad programs but does not address internships. The proposed language addresses eligibility for aid when a student fails to maintain continuous full-time enrollment due to participation in an internship.

II. DETERMINING ELIGIBILITY

D. Special Issues Related to Determining Eligibility

3. Continuous Full-Time Enrollment

f) Internships and Continuous Full-time Enrollment - A student who experiences a break in continuous full-time enrollment due to the completion of a qualifying internship during the fall, winter, or spring term(s) may submit an appeal to receive aid the following term. To qualify, an internship must either be required by the attending institution or lead to earned credit hours.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

E. Section II, D. to Define “First-time College Student”

Summary:
Students who take dual credit, dual enrollment, AP, IB, and other college-level courses frequently graduate from high school with college credit. Some even enter college with more than 12 college credits, thereby clouding the definition of a first-time college student. The proposed policy change attempts to define first-time college students in such a way as to ensure that high-achieving students are not penalized for earning college credit before full-time college enrollment.

II. DETERMINING ELIGIBILITY

D. Special Issues Related to Determining Eligibility

3. First-time College Student
a) A first-time college student is any student who has fewer than 12 hours of postsecondary academic credit.

(1) Postsecondary academic credit earned prior to or during the summer immediately subsequent to receiving a high school diploma or earned while dually enrolled in secondary and postsecondary educational institutions, or while enrolled in the early admission program of a postsecondary institution shall not be considered when determining if a student is a first-time college student.

(2) Postsecondary academic credit granted by an institution for Advanced Placement (AP) or International Baccalaureate (IB) courses completed in high school shall not be considered when determining if a student is a first-time college student.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

F. Section II, E, to Update the Appeal Process

Summary:
Since the Board changed the definition of full-time from 12 hours to 15 hours in 2016-17, the Office has seen a substantial increase in the number of student appeals. From 2007-08 through 2015-16, the Office considered an average of 69 appeals per year. The most appeal requests considered in a year was 95. In 2016-17, the Office considered 557 appeals. The appeal process was updated by the Board during the 2016-17 aid year, but the Office is seeking further guidance. The proposed policy changes address the appeal process as well as common appeal-related issues.

II. DETERMINING ELIGIBILITY

E. Appealing Determinations of Ineligibility
1. A student who applies for state financial aid and is determined to be ineligible due to 1) full-time enrollment status, 2) continuous full-time enrollment status, or 3) satisfactory academic progress may appeal to the Office in writing.

2. The Office will not hear appeals related to deadline dates, residency, grade point average (either high school or college), and ACT/SAT scores. If the Office has made a determination of eligibility based on an incomplete/incorrect transcript or grade verification, the student should have the high school or college submit an official updated grade verification directly to the Office.

3. The appeal process is as follows:

   a) Student submits a Mississippi Office of Student Financial Aid Appeal Form written appeal which addresses the reason why the student was deemed ineligible and the reason why the Office should consider making an exception to the eligibility requirement. Acceptable reasons for appeal include:

      (1) Student or, in some cases, an immediate family member undergoes a significant personal event that prevents the student from maintaining continuous full-time enrollment, such as serious illness, personal injury, divorce, or death of an immediate family member.

      (a) An immediate family member is defined as a parent, spouse, sibling, or child.

      (b) A significant personal event includes serious medical problem or illness, accident or injury, divorce, abuse, death of an immediate family member, or military service.

      (2) Student is nearing degree completion and does not have enough hours
remaining to warrant continuous full-time enrollment. For the 2016-17 academic year, students with 6 to 17 credit hours remaining in the course of study may appeal for an exception for a single term. Students with 18-29 credit hours remaining in the course of study may appeal for an exception for two terms, BUT one semester must carry at least 12 hours and the other semester must carry at least six 6 hours. Such students may appeal for an exception for a single term. No appeal will be accepted, and no aid will be disbursed for any semester carrying less than 6 hours. Beginning with the 2017-18 academic year, only students with 6-14 credit hours remaining may appeal for an exception for a single term.

(3) Student experiences a break in continuous full-time enrollment due to the completion of a qualifying internship during the fall, winter, or spring term(s). To qualify, an internship must either be required by the attending institution or lead to earned credit hours.

b) The personal event appeal should be accompanied by appropriate supporting documentation. The nearing degree appeal should be accompanied by a letter on institutional letterhead from the appropriate dean, director, or academic advisor. The letter from the faculty/administrator should indicate 1) the expected graduation date, 2) the total number of hours the student needs to complete his/her degree, and 3) the number of hours the student intends to take each term.

(1) For a medical problem or serious illness (physical or mental), the supporting documentation must include appropriate medical reports that identify the inception and duration of the illness. Supporting document(s) should clearly
indicate whether the medical condition is under control, thus allowing the student to meet all eligibility requirements. Supporting documents should include, but are not limited to, medical reports and letters from a doctor or professional counselor.

(2) For an accident or injury, the supporting documentation must identify the date of the accident or injury and describe the resultant medical problems. Supporting documents should include, but are not limited to, police and medical reports.

(3) For a family problem such as divorce, abuse, and death or serious illness of an immediate family member, the supporting documentation must identify the student’s relationship to the family member(s) involved and the inception and duration of the problem. Clearly state what actions have been taken to manage the problem, thus allowing the student to meet all eligibility requirements. Appropriate supporting documents include, but are not limited to, police and/or medical report(s), death certificate, divorce decree, and letter(s) from a professional counselor.

(4) For military service, supporting documentation must identify the dates and status of the student’s military tours of duty. Appropriate supporting documents include military orders and discharge papers.

c) Only one appeal will be considered per personal event. Any additional appeals must demonstrate a new mitigating circumstance beyond the student’s control.

d) The nearing degree appeal should be accompanied by a letter on institutional
The letter from the faculty/administrator should indicate 1) the expected graduation date, 2) the total number of hours the student needs to complete his/her degree, and 3) the number of hours the student intends to take each term.

e) The internship appeal should be accompanied by a letter on institutional letterhead from the appropriate dean, director, or academic advisor that states the date of the internship, the number of credits received, and if required by the institution.

f) The written appeal Mississippi Office of Student Financial Aid Appeal Form and supporting documentation should be mailed to the Mississippi Office of Student Financial Aid, 3825 Ridgewood Road, Jackson, MS 39211. The Appeal Form and documentation may also be faxed to 601-432-6527 or emailed to sfa@mississippi.edu.

g) The written appeal Mississippi Office of Student Financial Aid Appeal Form along with supporting documentation is reviewed by a Program Administrator to ensure that the issue may be considered for appeal.

h) The Program Administrator presents the Mississippi Office of Student Financial Aid Appeal Form written appeal, supporting documentation, and any other necessary documentation/data related to the student’s file to the Appeals Committee.

i) The Appeals Committee reviews information. The Committee may request additional information from the student and/or other parties.

j) The Appeals Committee issues a decision. The Committee’s decision is final. The Director of Student Financial Aid is not authorized to overturn the decision of the Appeals Committee.
REGULAR AGENDA

k) The decision is delivered in writing to the student and a copy is kept for the student’s file.

l) There is no deadline for appeals. Appeals are received and considered year-round.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

G. Section V. to Add a Section on Loan Servicing and Repayment Process

Summary:
The current policy does not address how the Office handles the servicing of loans or the loan repayment process. The proposed language adds a new section to the General Administration Rules to address loan servicing and repayment.

V. Loan Repayment and Servicing Process

A. Third-party Servicer

1. A third-party vendor will service all the state’s forgivable loan accounts.

2. The vendor will provide an online platform where a student may electronically participate in Entrance Counseling and sign the Master Contract and Note before receiving funds.

3. The vendor will complete all billing and collections functions on behalf of the Office.

4. The vendor will supply online account access for every student borrower, where the borrower may make payments, download and file deferment and cancellation forms, set up automatic payments, etc.

5. The vendor will provide customer service representatives to answer questions related to the deferment, cancellation, and repayment of forgivable loans.

B. Loan Recipient Responsibilities
1. While receiving funds, the loan recipient must at all
times keep the Office informed of the recipient’s
current, correct, and complete contact information.
This information may be updated via the student
account online at www.mississippi.edu/financialaid.
Once in repayment, the recipient must at all times keep
the loan servicer informed of the recipient’s current,
correct, and complete contact information until the debt
is completely satisfied.

2. A loan recipient should address in writing to the Office
or the loan servicer any special circumstances regarding
enrollment status, withdrawal from school, or failure to
complete the approved program of study.

C. Repayment

1. A forgivable loan recipient enters repayment when the
recipient completes the approved program of study,
withdraws from school, fails to complete the approved
program of study, or fails to obtain the necessary
license (if required for employment).

2. Repayment with service or money must begin by the
month after the applicable event outlined in section
V.C.1.a) above, unless the recipient is granted a grace
period, in which case repayment must begin by the
month after the expiration of the grace period.

3. The recipient may repay the loan debt either through
service or by making monetary payments.

D. Grace Period and Other Deferments

A deferment is a postponement of payment for a defined period
of time for a specific purpose. The grace period is a type of
deferment.

1. Grace Period

   a) Loan recipients who complete their approved
      program of study receive a grace period, which
      is outlined in the Master Contract and Note
signed by the student prior to receiving any award from the Office.

b) Most forgivable loans carry a 12-month grace period, but some carry only a 1-month grace period. The Master Contract and Note details the duration of the grace period.

c) The student borrower may utilize the grace period to seek and secure qualifying employment.

d) A loan recipient who does not complete the approved program of study will not be granted a grace period and will enter repayment immediately upon separation from the approved program of study. In some cases, such a recipient may be eligible for an in-school deferment.

2. Residency Deferment

a) A residency deferment is available to students in specific loan programs. These deferments are outlined in the Master Contract and Note.

b) At the beginning of each year of residency, the loan recipient should submit a Residency Deferment Form.

3. In-School Deferment

a) A loan recipient who does not complete the approved program of study, but remains enrolled at least part-time, may request deferment for the purpose of remaining in school.

b) The in-school deferment must be requested in writing to the loan servicer and must be accompanied by verification of at least part-time enrollment from the attending institution.
c) The in-school deferment must be requested by the recipient and approved every term (except Summer) throughout the duration of the deferment.

4. Temporary Disability Deferment

a) A loan recipient who is unable to secure or continue employment because of temporary disability may request deferment.

b) To qualify, a recipient must be unable to work and earn money due to the disability for at least sixty (60) days or be providing continuous care for a dependent or spouse during a period of at least (90) consecutive days.

c) The temporary disability deferment must be requested in writing to the loan servicer and must be accompanied by certification from a Doctor of Medicine or Osteopathy who is legally authorized to practice medicine.

d) The temporary disability deferment must be requested by the recipient and approved every six (6) months throughout the duration of the deferment and condition for a total period of time not to exceed three (3) years.

5. Military Service Deferment

a) In terms of military service, the following definitions shall apply:

(1) REQUIRED military service is that service which is required of an individual in the service of the Armed Forces of the United States; it does not include a military service obligation incurred to repay a grant, stipend or scholarship.

(2) OBLIGATED or VOLUNTARY military service is that service which is performed by the individual in repayment of a debt owed the United
States government as a result of military scholarships, ROTC scholarships, etc, received by the individual. Service is VOLUNTARY if the individual is not obligated to incur a period of military service but chooses to incur the service obligation.

b) A loan recipient may request deferment during the time of required military service.

c) The military deferment must be requested in writing to the loan servicer, stating the beginning and ending dates of the required military service, and must be accompanied by a copy of the military orders.

d) The military deferment must be requested and approved on a year-to-year basis (annually).

e) If a loan recipient continues military service for any reason beyond the REQUIRED time, then that person shall be declared ineligible for additional military deferment.

f) If a recipient obligates himself/herself to VOLUNTARY military service, then the recipient shall be declared ineligible for military deferment.

E. Repayment through Service

1. Service Deferment

a) The loan recipient who completes the approved program of study, earns the necessary license (if required), and obtains appropriate employment may request a service deferment.

b) The loan recipient must submit to the third-party servicer a Service Deferment Form at the beginning of each and every year of employment until the debt is paid in full.
c) The deferment form must be submitted by the month after the expiration of the grace period.

2. Service Cancellation

A cancellation is a clearing of all or part of the debt.

a) Loan recipients who render employment according to the terms of their Master Contract and Note may request service cancellation.

b) For service cancellation, the loan recipient should submit to the third-party servicer a Service Cancellation Form at the end of each and every year of employment until the debt is paid in full.

F. Monetary Payments

1. The loan recipient who does not repay the loan through service must begin making payments by the month after the recipient completes the approved program of study, withdraws from school, fails to complete the approved program of study, fails to obtain the necessary license (if required for employment), or the expiration of the grace period if granted.

2. Amount, Frequency, and Duration of Payments

a) The loan recipient is liable for the sum of all loan awards made to that person less the corresponding amount of debt previously cancelled through service, plus a penalty of 5% of the outstanding principal, and interest on the combined outstanding principal and penalty.

b) The rate of interest is the current unsubsidized Federal Direct Loan rate at the time of the occurrence of one of the events outlined in section V.F.2.a). Interest begins accruing at the time of occurrence of one of the events outlined in Section V.F.2.a).

c) To keep the account current, loan recipients must repay the loan (principal, penalty, and
3. Past Due and Delinquent Accounts

a) An account becomes past due when the recipient fails to make the minimum monthly payment.

b) An account becomes delinquent when the account becomes 4 months past due.

c) A loan recipient with a past due or delinquent account may request to “reschedule” the minimum monthly payments to keep the account from being turned over to a collection recovery agency. “Rescheduled” accounts are still considered to be past due or delinquent until any past due balance is paid in full.

d) Delinquent accounts are considered to be in default during the 5th month past due. At such time, the account is accelerated and placed with a collection recovery agency and submitted for tax offset.

(1) When an account is accelerated, the sum of the outstanding principal, penalty, and interest becomes the new balance due.

(2) A collection commission is applied to the new balance, and interest accrues on the sum of the new balance and collection commission.

G. Collection of Defaulted Forgivable Loan Accounts

1. Collection Agencies

a) The Office partners with third-party collection recovery agencies to collect on defaulted accounts.
b) Collection efforts by these agencies include, but are not limited to paper correspondence, electronic correspondence, and phone calls.

c) Collection costs are borrower-paid. When an account is placed with a collection agency, a collection commission is added to the accelerated balance. Interest then accrues on the combined accelerated balance and collection commission.

2. Tax Offset

a) When a borrower’s account is placed with a collection agency, the third-party servicer also reports the account to the Mississippi Department of Revenue.

b) The Department of Revenue may intercept individual and joint State of Mississippi income tax returns in an effort to collect on defaulted forgivable loan balances.

c) The intercepted tax return is applied first to past due interest, then to current interest, and lastly to the outstanding principle balance.

d) Refunding of Tax Offset Intercepts

1) If the tax offset payment is intercepted from a joint return, a not-at-fault spouse may be entitled to a portion of the refund. In this case, the borrower may appeal to the Office on behalf of the not-at-fault spouse in order to procure a portion of the refund for said spouse.

2) The Refund Process for State Tax Offset Payments is as follows:

(a) The borrower receives the initial notification letter from the Mississippi Department of Revenue confirming their state tax refund has been intercepted by the Mississippi Institutions of
Higher Learning to repay a defaulted forgivable loan debt.

(b) The borrower may submit a written appeal to the Office for the portion of the refund due to the not-at-fault spouse.

(c) The appeal must be received by the Office no later than 30 days after the date of issuance of the letter from the Department of Revenue.

(d) The Office will request W-2 employment wage verification forms from each spouse to verify the proportionate amount of tax each spouse contributed within the last calendar year.

(e) After reviewing the W-2 documents, the office will make a determination of the percentage of the refund attributed to the not-at-fault spouse.

(f) A refund check reflecting the proportionate amount of tax available to return along with a finalization letter will be issued to the not-at-fault spouse.

H. Credit Reporting

1. State Forgivable Loans are reported to the credit bureaus monthly.

2. Credit reporting is completed by the third-party servicer.

3. Accounts are reported using the standard credit reporting codes.

I. Cancellation through Death or Disability
1. Death
   a) If a loan recipient dies, then the recipient's obligation to repay the loan or render service is canceled.
   b) The Board shall require a copy of the death certificate or other proof of death that is acceptable under applicable State Law. If a death certificate or other acceptable proof of death is not available, the recipient's obligation for service or repayment on the loan is canceled only upon a determination by the Board on the basis of other evidence that the Board finds conclusive.
   c) The Board may not attempt to collect on the loan from the deceased recipient's estate.

2. Total and Permanent Disability
   a) If a loan recipient becomes totally and permanently disabled, the recipient may request cancellation of the outstanding balance.
   b) A recipient is not considered totally and permanently disabled on the basis of a condition that existed before he/she applied for the forgivable loan, unless the recipient's condition has substantially deteriorated since he/she submitted the forgivable loan application, so as to render the recipient totally and permanently disabled.
   c) To demonstrate total and permanent disability, the recipient or the recipient's representative must submit the Disability Cancellation Form. The form must include a certification from a physician, who is a doctor of medicine or osteopathy and legally authorized to practice, on a form provided or approved by the Board, that the recipient is totally and permanently disabled.
   d) Other documents may be requested.
e) Collection efforts will continue until the physician certification is received or until notice is received from the physician stating that the certification has been requested and additional time is needed.

f) The physician certification and all requested documents must be submitted within 60 days of the borrower’s request for cancellation.

g) The borrower’s outstanding debt will be cancelled only after the borrower is deemed to be totally and permanently disabled in accordance with the physician certification and supporting documents.

1.3. State of Mississippi forgivable loans are cannot be discharged or cancelled through bankruptcy.

2.4. Forgivable loan cancellation forms can be found at the following link: [http://www.mississippi.edu/repayment](http://www.mississippi.edu/repayment).

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

4. Approval of APA Part 621 – Nissan Scholarship (NISS) Rules and Regulations

The Postsecondary Board has never approved APA Part 621. The IHL Board previously approved Rules and Regulations for the Nissan Scholarship.

Summary:
The Nissan Scholarship has been administered by the Office since its creation, but the program was previously authorized by IHL rather than the Postsecondary Board. SB 2193 was passed during the 2018 Legislative Session to move the authority from IHL to the Postsecondary Board. The Postsecondary Board must approve the program rules and regulations. The Rules have been reformatted, but only substantive changes appear in red. Most of the redline changes were requested by Nissan North America.

Title 10: Education Institutions and Agencies

Part 621: Nissan Scholarship (NISS)

Part 621 Chapter 1: Nissan Scholarship (NISS) Rules and Regulations
Rule 1.1 Nissan Scholarship (NISS) Rules and Regulations. These Rules and Regulations are subject to change by the Mississippi Postsecondary Education Financial Assistance Board (Postsecondary Board).

I. GENERAL ELIGIBILITY

Only first-time entering freshmen are eligible for the Nissan scholarship.

II. INITIAL ELIGIBILITY REQUIREMENTS

A student is eligible to be selected as a Nissan scholar if he or she:

A. Is a legal resident of the State of Mississippi;

B. Will be graduating from a Mississippi high school;

C. Will be enrolling as a full-time student at a public two-year college or four-year university in Mississippi;

D. Has a high school grade point average of 2.5 or higher on a 4.0 grading scale and a minimum score of 20 on the national ACT;

E. Submits an essay which demonstrates a desire to incorporate their career goal to support the automotive industry;

F. Demonstrates financial need as determined by the Mississippi Office of Student of Financial Aid; and

G. Demonstrates leadership abilities through extracurricular participation in 3 or more activities during the 9th – 12th grades as outlined in the student’s résumé and transcript.

III. NUMBER AND AMOUNT OF AWARDS

A. The Nissan Scholarship Selection Committee will determine the number of Nissan scholarships to be awarded annually.

B. Each scholarship will be in an amount that pays full tuition (and required fees) and a book allowance to be determined by the Nissan Scholarship Selection Committee, contingent upon the availability of funds.

IV. DISBURSEMENT OF SCHOLARSHIP

A. The college or university shall certify that the student has met the general requirements for initial student eligibility and continuing eligibility.
B. For each scholar who meets the requirements for initial eligibility under Section 2 and continuing eligibility under Section 10, the Mississippi Office of Student Financial Aid shall disburse one-half of the annual award for each semester (one-fourth for a quarter or one-third for each trimester) to the educational institution with each scholar designated as the recipient of a specified amount.

C. Funds will be mailed directly to the institution, to be applied first to tuition.

V. SCHOLARSHIP LENGTH

A. The length of the scholarship will vary depending upon the certificate or degree the student pursues.

B. This scholarship will provide support for up to a maximum of four years of undergraduate work at a public four-year university (up to a maximum of two years of undergraduate work at a public four-year university if the scholar first completes two years of undergraduate work at a public two-year college).

C. This scholarship will provide support for up to a maximum of two years of undergraduate work at a public two-year college.

VI. SELECTION PROCESS

A. Upon recommendation by the Mississippi Office of Student Financial Aid, the Nissan Scholarship Selection Committee will determine the number of Nissan scholarships to be awarded annually.

B. Each year, for which the NISSAN Scholarship is awarded, one recipient should be from Canton High School and one from Madison County Schools.

C.B. There will be a Nissan Scholarship Selection Committee appointed each year. The committee shall consist of the following seven members: one member from Nissan North America, Inc. who will review and approve the list of recipients, two educator representatives appointed by the State Board for Community and Junior Colleges Mississippi Community College Board from within all community and junior college faculties, two educator representatives appointed by the Board of Trustees of State Institutions of Higher Learning from within the university faculties, one representative from the Office of Academic Affairs of the Board of Trustees of State Institutions of Higher Learning and the Director of Mississippi Student
Financial Aid who shall act as coordinator of the selection committee.

D.C. Selection of scholarship recipients will be based on the following criteria and scoring percentages:

1. Academic achievement (50%)
2. Extracurricular activities/work/leadership/community involvement (15%)
3. Quality of applicant’s signed maximum 200-word essay described in Section 7 below (15%); and
4. Demonstrated financial need (20%)

D.D. If the selection committee must select recipients from applicants with similarly scored applications, selection preference should go to applicant(s) from the Hinds, Madison, Rankin tri-county area.

VII. REQUIRED DOCUMENTS

Submission of the following on or before the deadline will constitute a “COMPLETE” application:

A. Online application
B. Resume
C. Two documents verifying Mississippi residency
D. Completed needs analysis form (Free Application for Federal Student Aid – FAFSA)
E. High school transcript showing national ACT score and seven semester grades (through December). The GPA must be calculated on a 4.0 scale. Also, send a college transcript, if taking advanced placement courses.
F. Signed maximum 200-word essay describing the applicant’s plans for the future and reasons for choosing his/her particular field of study as it relates to the automotive industry.

VIII. APPLICATIONS
The application will be available January-October 1 each year on the Mississippi Office of Student Financial Aid’s website at www.mississippi.edu/financialaid or you may contact:

Mississippi Office of Student Financial Aid
3825 Ridgewood Road
Jackson, MS 39211-6453
1-800-327-2980 or (601) 432-6997

IX. APPLICATION DEADLINE

Complete applications must be received in the office of Mississippi Student Financial Aid by March 1 each year.

X. CONTINUING ELIGIBILITY CRITERIA

A Nissan scholar is eligible to continue on the program if he or she:

A. Attains a cumulative grade point average of 2.5 on a 4.0 scale at the end of each semester or quarter or trimester.

1. The award may be renewed upon certification by the eligible institutions that the recipient meets the necessary qualifications.

2. If any recipient transfers from one college or university to another, his or her award will be transferable, provided that he or she is otherwise eligible for the award;

B. Demonstrates satisfactory academic progress toward the completion of a degree including continuous full-time enrollment; and

C. Maintains good standing at the college or university.

XI. CONSEQUENCES OF A SCHOLAR’S FAILURE TO MEET THE CONTINUING ELIGIBILITY CRITERIA

A. If a scholar loses eligibility due to having less than the required cumulative grade point average, the scholar shall receive no subsequent awards until the student regains eligibility. The scholar will regain eligibility when the cumulative grade point average is improved to the required minimum for the program.

B. If a scholar fails to maintain continuous enrollment, he/she may submit a request for “exception for cause” to the Coordinator of the Nissan Scholarship Selection Committee. If the request is denied, the scholar shall receive no
subsequent awards.

C. A scholar, who receives an award for a period for which the Coordinator of the Nissan Scholarship Selection Committee subsequently determines the scholar was ineligible under the requirements in Section 10, shall, at the discretion of the Selection Committee, return all or a portion of the total amount of the scholarship funds received for the period during which he or she was ineligible.

**Recommendation:**
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

5. **Approval of Updates to APA Part 637 – William Winter Alternate Route Teacher Forgivable Loan Program (WWAR) to Remove References to Praxis 1**

The Board previously approved APA Part 637 in April 2017. APA Part 637 is included as Appendix 3, beginning on page 105.

**Summary:**
The Office seeks to align the WWAR program requirements with the program requirements of Mississippi’s teacher education programs. Praxis Pre-Professional Skills Test, commonly known as the Praxis 1, results are no longer accepted for admission into the state’s teacher education programs. The proposed policy removes references to the Praxis 1.

I. **GENERAL ELIGIBILITY**
   
   E. The applicant must have earned passing scores on all three of the Praxis I Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics).

   …

II. **APPLICATION REQUIREMENTS FOR FORGIVABLE LOAN APPLICANT**

   A. First time applicants must:

   3. Earn passing scores on all three of the Praxis I Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics) and submit all three test scores to the Board as soon as possible. Scores must be received by June 30. Passing scores are indicated on the score report provided to the student by the testing
service. Passing scores are also published online at www.mississippi.edu/financialaid.

**Recommendation:**
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

6. **Approval of Updates to APA Part 639 – William Winter Teacher Forgivable Loan Program (WWTS) to Remove References to ACT Subscores and Praxis 1**

The Board previously approved APA Part 639 in April 2017. APA Part 639 is included as Appendix 4, beginning on page 115.

**Summary:**
The Office seeks to align the WWTS program requirements with the program requirements of Mississippi’s teacher education programs. Praxis Pre-Professional Skills Test, commonly known as the Praxis 1, results are no longer accepted for admission into the state’s teacher education programs. The proposed policy removes references to the Praxis 1. The proposed policy also removes the ACT sub-score requirement for students with a composite score of 21 or higher on the ACT, because the sub-scores are no longer considered for program entry.

**I. GENERAL ELIGIBILITY**

D. The applicant must have earned passing scores on all three of the Praxis I Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics), or must supply proof of exemption for Praxis testing by providing an ACT composite score of 21 or higher from a national test with sub-scores of 18 or higher from that same test. A combined score of 990 on the Critical Reading and Math sections of the Old SAT or a score of 1060 on the New SAT will be accepted in lieu of the ACT. ACT or SAT scores must come from a test taken prior to enrollment into higher education.

... 

**II. APPLICATION REQUIREMENTS FOR FORGIVABLE LOAN APPLICANT**

A. First time applicants must:

3. Earn passing scores on all three of the Praxis I Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics) and submit all three test scores to the Board as soon as possible. Scores must be received by June 30. Passing scores are indicated on the score report provided to the student by the testing
service. Passing scores are also published online at [www.mississippi.edu/financialaid](http://www.mississippi.edu/financialaid). Applicants may supply proof of exemption for Praxis testing by providing an ACT composite score of 21 or higher from a national test with sub-scores of 18 or higher from that same test. A combined score of 990 on the Critical Reading and Math sections of the Old SAT or a score of 1060 on the New SAT will be accepted in lieu of the ACT. ACT or SAT scores must come from a test taken prior to enrollment into higher education. If submitted in lieu of Praxis I scores, ACT or SAT scores must be received by the document deadline of April 30.

**Recommendation:**
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

7. **Approval of Updates to Program Rules and Regulations to Clarify When the ACT Must Be Taken for Eligibility**

A. **APA Part 611 – Mississippi Tuition Assistance Grant (MTAG) Rules and Regulations, Section II, A, 3.**

The Board previously approved APA Part 611 in April 2017. APA Part 611 is included as Appendix 5, beginning on page 125.

**Summary:**
MTAG requires the ACT to be taken before the applicant begins college. The proposed language seeks to clarify when the ACT should be taken

II. **APPLICATION REQUIREMENTS**

A. First-time applicants must:

…

3. If the applicant is considered to be a first-time college student (completed fewer than twelve (12) credit hours), submit by the document deadline of October 15:

a) Proof of graduation from high school with a minimum cumulative GPA of 2.5 on a 4.0 scale certified by the high school counselor or other authorized school official and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical Reading and Math
sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

b) Proof of attendance at a home education program during grade levels 9 through 12 and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

c) Proof of successful completion of the International Baccalaureate Program, with a minimum cumulative GPA of 2.5 on a 4.0 scale, based on that school’s grading system and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

d) Proof of satisfactory completion of a high school equivalency diploma and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.
B. APA Part 613 – Mississippi Eminent Scholars Grant (MESG) Rules and Regulations, Section I, C.

The Board previously approved APA Part 613 in April 2017. APA Part 613 is included as Appendix 6, beginning on page 131.

Summary:
MESG requires the ACT to be taken before the applicant begins college. The proposed language seeks to clarify when the ACT should be taken.

I. GENERAL ELIGIBILITY

... 

C. The applicant must meet one of the following sets of academic criteria:

1. Graduated from high school or earned the equivalent in high school subjects acceptable for credit toward a diploma, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 3.5 on a 4.0 scale based on the high school’s grading system and certified by the high school counselor or other authorized school official, and scored an ACT composite score of 29 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 1290 on the Old SAT Critical Reading and Math sections, a combined score of 1940 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1350 on the New SAT will be accepted in lieu of the ACT; or

2. Attended a home education program during grade levels 9 through 12 and scored an ACT composite score of 29 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 1290 on the Old SAT Critical Reading and Math sections, a combined score of 1940 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1350 on the New SAT will be accepted in lieu of the ACT; or

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.

The Board previously approved APA Part 615 in September 2017. APA Part 615 is included as Appendix 7, beginning on page 136.

Summary:
HELP requires the ACT to be taken before the applicant begins college. The proposed language seeks to clarify when the ACT should be taken

II. APPLICATION REQUIREMENTS

A. First-time applicants must:

…

1. Submit by the document deadline of April 30:

…

c) Proof of completion of the American College Test (ACT). The applicant must earn a composite score of at least twenty (20) on the ACT from a national test taken prior to being awarded HELP funds enrolled as a first-time college student. A combined score of 950 on the Old SAT Critical Reading and Math sections, a combined score of 1410 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1020 on the New SAT will be accepted in lieu of the ACT.

Recommendation:
The recommended changes have been reviewed by the Office of the Attorney General. Board approval is recommended, contingent upon completion of the Administrative Procedures Act process.
8. Update on Old Business

A. Online Application Rewrite

In November 2017, IHL, on behalf of the Office of Student Financial Aid, entered into a Master Agreement with Mississippi State University, on behalf of the National Strategic Planning & Analysis Research Center (NSPARC). The agreement allows NSPARC to issue Work Orders on a continuing basis for the maintenance and development of the SFA online application. The first Work Order has been issued in the amount of $18,000 for NSPARC to assume control and maintenance of the existing application from ITS. The next Work Order will be issued for the development of the new application. The anticipated cost of the new application is expected to be around $200,000, which is considerably less than the $350,000 cost initially quoted by Mississippi Interactive. Also, NSPARC will not charge a fixed annual fee for maintenance and ongoing development. They will only charge for the actual costs incurred for annual maintenance, estimating about $30,000 to $35,000 each year, compared to the $70,000 estimated by Mississippi Interactive.

B. Student Financial Aid Redesign Project

A formal request was submitted to and approved by the LifeTracks Board to address the following research questions:

1. Do beneficiaries of each of the following financial aid programs experience better outcomes (i.e. persist and graduate at higher rates, find employment at higher rates, earn higher average incomes, etc.) than similar (i.e. income, race, academic prep in high school, etc.) students who do not receive aid?
   a. Mississippi Tuition Assistance Grant
   b. Mississippi Eminent Scholars Grant
   c. Higher Education Legislative Plan for Needy Students

2. Does the availability of the Mississippi Eminent Scholars Grant increase in-state enrollment of high-achieving students?

3. Do forgivable loan recipients stay in appropriate fields of employment after completing the service obligation?

A feasibility study was conducted, the research methodology was approved, and the study is currently underway.

Next Steps:
- Draft study results are expected by the end of April or early May.
- The Office will have an opportunity to review the results and ask questions.
- The study will be finalized, and a report will be published. The final report is anticipated by late May or early June.
INFORMATION AGENDA ITEMS

- A Task Force (legislators, college presidents, financial aid directors, board members, others) will be convened to review the report, identify opportunities for change or improvement, and develop recommendations for consideration by the 2019 Legislature.
- A moderator will be selected to lead discussions and facilitate the work of the Task Force.
- The Office will support the Task Force by conducting financial analysis and modeling.

9. Update on Office of Student Financial Aid Operations

A. Website

The Mississippi Office of Student Financial Aid’s online presence is part of the state’s college access portal. The portal, branded as Rise Up, was first created in 2007. It was redesigned in 2013. The P-20 collaborative, which includes IHL, MCCB, MDE, SFA and Get2College, are in the process of redesigning the website. With this redesign, the site will also be rebranded as My Way Mississippi.

B. Staffing

Apyrll Washington was promoted in July 2017 to Assistant Director of Policy and Planning. Meg Harris’ title was changed to Assistant Director of Operations to reflect her revised duties. Corey Hicks, Loan Repayment Specialist, will be leaving at the end of May. A position announcement has been posted to fill his position.
Part 601 Chapter 1: Authority of the Board of Trustees of State Institutions of Higher Learning

Rule 1.1 Authority of the Board of Trustees of State Institutions of Higher Learning. The Board of Trustees of State Institutions of Higher Learning, hereafter referred to as the Agency, is granted authority by the State of Mississippi for oversight of the Mississippi Office of Student Financial Aid and for administration of various state-supported student financial assistance programs. Authority is granted by the legal statutes authorizing such programs, as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Authorizing Code Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Grant and Scholarship Programs</td>
<td></td>
</tr>
<tr>
<td>GEAR UP Mississippi Scholarship – Cohort 1 (GUMS)</td>
<td>Federal Matching Grant</td>
</tr>
<tr>
<td>GEAR UP Mississippi Scholarship – Cohort 2 (GUMS)</td>
<td>Federal Matching Grant</td>
</tr>
<tr>
<td>Summer Development Program Grant (SUMD)</td>
<td>Miss. Code Ann. § 27-103-203</td>
</tr>
<tr>
<td>Nissan Scholarship</td>
<td>Miss. Code Ann. § 57-74-3 and § 57-75-11</td>
</tr>
</tbody>
</table>


Part 601 Chapter 2: Mississippi Postsecondary Education Financial Assistance Board

Rule 2.1 Statutory Creation, Composition, and Powers of the Mississippi Postsecondary Education Financial Assistance Board. The Postsecondary Education Financial Assistance Board, hereafter referred to as the Board or the Postsecondary Board, was first created in 1975 to administer the state’s guaranteed student loan program. The Board was later given authority for the state’s primary grant programs. In 2014, all state student grant and forgivable loan programs were consolidated under the authority of the Board.

I. The Board will consist of the following nine (9) voting members:

   A. Two (2) people to be appointed by the Board of Trustees of State Institutions of Higher Learning, one (1) from its membership and one (1) institutional representative;

   B. Two (2) people to be appointed by the Mississippi Community College Board, one (1) from its membership and one (1) institutional representative;

   C. Two (2) people to be appointed by the Governor;
Appendix 1

D. Two (2) people to be appointed by the Executive Director of the Mississippi Association of Independent Colleges and Universities, one (1) association representative and one (1) institutional representative;

E. One (1) person to be appointed by the Lieutenant Governor.

II. The following elected officials will serve as non-voting advisory members to the Board:

A. The Chairman of the House Universities and Colleges Committee and

B. The Chairman of the Senate Universities and Colleges Committee.

III. The board shall elect from its membership a chairman.

IV. The members of the board shall serve without pay.

V. The board is vested with full and complete authority and power to sue in its own name any person for any balance, including principal, interest and reasonable collection costs or attorney's fees, due and owing the state on any uncompleted contract.

VI. The board shall promulgate rules and regulations to govern the state grant and forgivable loan programs authorized in this chapter.


Rule 2.2 Purpose of the Mississippi Postsecondary Education Financial Assistance Board. The Purpose of the Mississippi Postsecondary Education Financial Assistance Board is as follows:

I. To make manifest the belief that the continued growth and development of Mississippi requires that all Mississippi youth be assured ample opportunity for the fullest development of their abilities and to recognize that this opportunity will not fully materialize unless the State of Mississippi moves to encourage and financially assist our young people in their efforts.

II. To operate the programs created by legislative enactment, wherein Mississippi residents are granted forgivable loans in certain professional fields in return for their contractual obligation to perform services in such professions under a variety of requirements of location, duration, manner and mode of service, and institution in which performed.

III. To fashion new and innovative systems for the financing of forgivable loan programs by combining the use of private sector loans for education and guaranteed student loans with loan repayment programs promulgated by the board.

IV. To promote, strengthen, encourage and enhance high standards of performance in administration and operation of state scholarship, grant, and loan programs to the end that
the benefits of these programs shall be available to students throughout the state for the purpose of expanding and furthering postsecondary educational opportunities.

V. To provide a forum for the development and exchange of information, ideas, policy positions, procedures and needs for student financial assistance for the benefit of universities, colleges, the legislature, and other agencies and organizations.

VI. To facilitate the development and exchange of information about state financial aid programs.

VII. To establish and act as a collective voice of reasoned opinion before the state legislature with respect to student financial aid programs whose objective is the furtherance of postsecondary education in Mississippi and to consider, debate, decide positions, make recommendations and otherwise act as an advising body on such matters as shall serve the objectives set forth herein this article.

VIII. To collaborate with institutions of higher learning and other state agencies in the interest of effective implementation of various federal, state and institutional student financial assistance programs.

IX. To work with other agencies to design, implement and operate simplified student application procedures for student financial assistance and design a uniform method of determining the financial need of an eligible student while attending an approved institution which cannot reasonably be met by said student, or by the parents.

X. To conduct research, publish reports, hold conferences and otherwise engage in activities which: (1) help existing programs to become more responsive to federal, regional and state public policy goals and objectives; (2) encourage the development of new programs as the need arises; (3) work toward the prevention and elimination of fraud and abuse in student financial aid programs; and (4) enable the Postsecondary Board to accomplish the objectives set forth herein.


Rule 2.3 Terms of Service of Mississippi Postsecondary Education Financial Assistance Board Members.

I. Two (2) people will be appointed by the Board of Trustees of State Institutions of Higher Learning, one (1) from its membership to serve for an initial period of four (4) years and one (1) institutional representative to serve for an initial period of three (3) years.

II. Two (2) people will be appointed by the Mississippi Community College Board, one (1) from its membership to serve for an initial period of three (3) years and one (1) institutional representative to serve for an initial period of two (2) years.
Appendix 1

III. Two (2) people will be appointed by the Governor, one (1) to serve for an initial period of two (2) years and one (1) to serve for an initial period of one (1) year.

IV. Two (2) people will be appointed by the Executive Director of the Mississippi Association of Independent Colleges and Universities, one (1) association representative to serve for an initial period of two (2) years and one (1) institutional representative to serve for an initial period of one (1) year.

V. One (1) person will be appointed by the Lieutenant Governor for an initial period of (4) years.

VI. All subsequent appointments shall be for a period of four (4) years.

VII. Vacancies shall be filled for the length of the unexpired term only.


Rule 2.4 Meetings of the Mississippi Postsecondary Education Financial Assistance Board.

I. The Postsecondary Board will establish a meeting schedule and publish the schedule on the Mississippi Office of Student Financial Aid website.

II. Typically, the Board will meet on a quarterly basis with meetings scheduled on the third Monday of June, September, December and March at a time and place to be agreed upon by the Board.

III. Notice of Board meetings will be provided at least five (5) days prior to the scheduled Board meeting in accordance with the Open Meetings Act.

IV. Special meetings of the Board may be called upon the occurrence of events which warrant the consideration and attention of the Board.


Part 601 Chapter 3: Authority of the Mississippi Postsecondary Education Financial Assistance Board

Rule 3.1 Authority of the Mississippi Postsecondary Education Financial Assistance Board. The Postsecondary Education Financial Assistance Board is granted authority by the State of Mississippi for administration of various state student financial assistance programs. Authority is granted by the legal statutes authorizing such programs as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Authorizing Code Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Grant and Scholarship Programs (Parts 610-619)</td>
<td></td>
</tr>
<tr>
<td>Mississippi Resident Tuition Assistance Grant (MTAG)</td>
<td>Miss. Code Ann.§ 37-106-29</td>
</tr>
<tr>
<td>Mississippi Eminent Scholars Grant (MESG)</td>
<td>Miss. Code Ann.§ 37-106-31</td>
</tr>
<tr>
<td>Program</td>
<td>Code Section</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Southwest Asia Prisoner of War/Missing in Action Scholarship Program (POW) – Inactive</td>
<td>Miss. Code Ann. § 37-106-41</td>
</tr>
<tr>
<td>Graduate Grant and Scholarship Programs (Parts 620-629)</td>
<td></td>
</tr>
<tr>
<td>Mississippi Public Management Graduate Intern Program (PMGT)</td>
<td>Miss. Code Ann. § 37-106-43</td>
</tr>
<tr>
<td>Undergraduate Forgivable Loan Programs (Parts 630-649)</td>
<td></td>
</tr>
<tr>
<td>Teacher Education Scholars Forgivable Loan (TES)</td>
<td>Miss. Code Ann. § 37-106-37</td>
</tr>
<tr>
<td>William Winter Alternate Route Teacher Forgivable Loan (WWAR)</td>
<td>Miss. Code Ann. § 37-106-57</td>
</tr>
<tr>
<td>Mississippi Teaching Fellows Forgivable Loan</td>
<td>Miss. Code Ann. § 37-106-77</td>
</tr>
<tr>
<td>Undergraduate and Graduate Forgivable Loan Programs (Parts 650-659)</td>
<td></td>
</tr>
<tr>
<td>Health Care Professions Forgivable Loan (HCP)</td>
<td>Miss. Code Ann. § 37-106-67</td>
</tr>
<tr>
<td>Nursing Education Forgivable Loan, BSN (NELB); RN to BSN (NELR); MSN (NELM); RN to MSN (NERM); and Ph.D./DNP (NELP)</td>
<td>Miss. Code Ann. § 37-106-59</td>
</tr>
<tr>
<td>Family Protection Specialist Social Worker Forgivable Loan (SWOR)</td>
<td>Miss. Code Ann. § 37-106-69</td>
</tr>
<tr>
<td>Graduate Forgivable Loan Programs (Parts 660-679)</td>
<td></td>
</tr>
<tr>
<td>Counselor and School Administrator Forgivable Loan (CSA)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>Graduate Teacher Forgivable Loan (GTS)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>Southern Region Education Board Doctoral Scholars Forgivable Loan (SDSP)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>State Dental Education Forgivable Loan (DENT)</td>
<td>Miss. Code Ann. § 37-106-63</td>
</tr>
<tr>
<td>State Medical Education Forgivable Loan (MED)</td>
<td>Miss. Code Ann. § 37-106-61</td>
</tr>
<tr>
<td>Southern Regional Education Board Regional Contract Forgivable Loan (SREB)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>Graduate and Professional Degree Forgivable Loan (STSC)</td>
<td>Miss. Code Ann. § 37-106-65</td>
</tr>
<tr>
<td>Veterinary Medicine Minority Forgivable Loan (VMMP)</td>
<td>Miss. Code Ann. § 37-106-47</td>
</tr>
<tr>
<td>Loan Repayment and Other Programs (Parts 680-689)</td>
<td></td>
</tr>
<tr>
<td>Mississippi Teacher Loan Repayment Program (MTLR)</td>
<td>Miss. Code Ann. § 37-106-55</td>
</tr>
<tr>
<td>Teacher Education Alternate Route Certification Scholars Forgivable Loan (TESA)</td>
<td>Miss. Code Ann. § 37-106-79</td>
</tr>
</tbody>
</table>
Part 601 Chapter 4: Office of Student Financial Aid

Rule 4.1 Statutory Creation of the Office of Student Financial Aid. The Board of Trustees of State Institutions of Higher Learning shall designate one (1) member of its staff to serve as Director of the Postsecondary Board, to administer the provisions of the financial assistance programs established in accordance with the Postsecondary Education Financial Assistance Law of 1975. The Director shall be assigned by the Agency sufficient staff, professional and clerical, funds and quarters to administer this program. The staff and Director shall be organized under the Mississippi Office of Student Financial Aid, hereafter referred to as the Office.


Rule 4.2 Director of Student Financial Aid.

I. The Director of Student Financial Aid directs the activities of the Mississippi Office of Student Financial Aid. The Director is designated by the Agency as the Director of the Postsecondary Board. In accordance with the Postsecondary Education Financial Assistance Law of 1975, the Director, subject to the review of the Postsecondary Board, shall have the power of final approval of any application submitted. Subject to the approval of the Postsecondary Board, the Director has authority to promulgate the necessary rules and regulations for effective administration of the programs authorized by the Postsecondary Board.

II. The Director of Student Financial Aid is empowered to carry out the functions of the Board relating to the administration of the state financial aid programs. As such, the Director may approve and disapprove various items on behalf of the Board, including, but not limited to: requests for deferment, requests for cancellation, and requests for total and permanent disability. Subject to the approval of the Postsecondary Board, the Director has authority to promulgate the necessary rules and regulations for the programs administered by the Office.


Rule 4.3 General Purpose of the Office of Student Financial Aid. The Mississippi Office of Student Financial Aid is responsible for administering all aspects of the state-supported student financial aid programs. The Office also administers or coordinates some federal and private
grants and scholarships. For state forgivable loan programs, the Office monitors student service obligations and collects funds paid in repayment of loans. The Office maintains records, documents activities, and reports on its activities in accordance with state and federal laws. The Office seeks to build awareness and understanding of financial aid opportunities. The Office interfaces with external constituency groups, such as the Mississippi Legislature, state and national financial aid organizations, non-profit college access organizations, and others.


Rule 4.4 Mission of the Office of Student Financial Aid. The Mississippi Office of Student Financial Aid seeks to provide financial assistance to students in pursuit of educational and professional goals and to help the state achieve the goal of a more educated citizenry while alleviating critical workforce needs in specific service areas.


Part 601 Chapter 5: Creation and Modification of Student Financial Assistance Programs

Rule 5.1 Creation of Student Financial Assistance Programs. State-supported student financial assistance programs may be created by the Mississippi Legislature through the established legislative process. The Legislature will name the administering agency in the authorizing legislation. If the Agency or the Postsecondary Board is named as the administering agency, the Mississippi Office of Student Financial Aid will complete the following process:

I. Draft Rules and Regulations and Contracts (when appropriate) to govern the program;

II. Submit the Rules and Regulations and Contracts to the Office of the Attorney General for review;

III. Present the Rules and Regulations and Contracts to the Postsecondary Board for approval, pending completion of the Administrative Procedures Act Process;

IV. After Board approval is obtained, complete the Administrative Procedures Act Process as required by the Secretary of State;

V. Publish the Rules and Regulations and other public information about the program;

VI. Make the program available for application through the state online application portal.


Rule 5.2 Modification of Student Financial Assistance Programs.

I. The Office of Student Financial Aid will continuously monitor the state-supported student financial aid programs for accessibility, necessity, affordability, and efficiency
Appendix 1

and will consider potential program modifications as needed.

II. The Office will consider potential program modifications that are expressed in writing from Legislators, higher education institutions, workforce or industry representatives, and other government agencies.

III. If there is identified a need to modify a program, the Office will follow the following process:

A. The Office documents the need for the change by collecting data related to the number of students that will be affected by the change, the projected cost of the change, and the rationale for the change;

B. Once the need for modification of a program is documented, the Office drafts proposed changes to the program Rules and Regulations and Contract (when appropriate);

C. The modified Rules and Regulations and Contract (when appropriate) are submitted to the Office of the Attorney General for review and approval;

D. The modified Rules and Regulations and Contract (when appropriate) are then submitted to the appropriate Board(s) for consideration;

E. Once Board approval is obtained, the Office publishes the Rules and Regulations and other public information about the program and makes the program available for application through the state online application portal.


Part 601 Chapter 6: Reporting

Rule 6.1 Reporting.

I. The Mississippi Office of Student Financial Aid will report on the activities of the Office annually as required by state and/or federal law.

II. All funds administered by the Board shall be accounted for in an annual report that shall be submitted to the Legislature within ten (10) days after the convening of each new legislative session. The report should detail for each grant, scholarship, or forgivable loan program the number of recipients, the total amount of awards made, and the average award amount. The report shall include the number of students at each institution receiving financial assistance and the amount of such assistance. For forgivable loan programs, the report shall also include a summary of the repayment status and method of repayment for student cohorts as well as an accounting of the receipt of funds in repayment. Furthermore, all funds received and expended shall be reported and otherwise
Appendix 1

accounted for in accordance with the provisions of Section 37-106-11, Mississippi Code of 1972, except where individual identifying information must be withheld pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.

III. The Mississippi Office of Student Financial Aid will post the Annual Report to the Mississippi Legislature on its website and will furnish copies to the Agency and the Postsecondary Board.


Part 601 Chapter 7: Compliance with State and Federal Regulations

Rule 7.1 Compliance with State and Federal Regulations. The Mississippi Office of Student Financial Aid will comply with state and federal laws and regulations. All Office employees are expected to consistently follow and enforce the rules laid out herein and all state and federal laws and regulations.


I. The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal law that grants important privacy rights to students regarding their educational records. More specifically, unless required by federal law, the information contained in educational records may not be disclosed to third parties, including parents, without the written consent of a student who is 18 or over. In addition to granting privacy rights, FERPA gives students the right to review their educational records and the right to request an amendment of those records should they feel the records contain inaccurate information.

II. The term, “educational records,” as used in the FERPA statute, includes more than academic records in its meaning. Educational records may also be financial aid records, transcripts, letters of recommendation, disciplinary files, grades, test scores, admissions applications and course enrollments. In essence, any records maintained by an institution and which contain information directly related to a student are educational records. Additionally, FERPA designates certain types of student information which may be published or released without the consent of the student. This information is referred to as “directory information”. Although such information is contained within an educational record, it is not generally considered harmful or an invasion of privacy if disclosed. Directory information can include a student’s name, address, telephone listing, email address, photograph, birth date, place of birth, area of study, grade level, dates of attendance, and recognition for activities, honors and awards.

III. Applicants for state student financial assistance complete an educational records release form at the point of application and may update the educational records release permissions at any time by accessing the student account online. To provide permission
for the Office to release a student’s non-directory information, the student must provide the name of the person to whom information can be released, the relationship of that person to the student, the person’s date of birth, and the last four digits of the person’s Social Security Number. Non-directory information will be released only to persons with an active records release form on file with the Office.

IV. The Office seeks to ensure the security of non-directory information, also referred to as Highly Confidential Information. Therefore, the Office will abide by the following policies when transmitting and storing such information:

A. The preferred method of transmitting Highly Confidential Information is via the Office’s Secure Document Share Portal, which is protected via SSL technology. Some Highly Confidential Information may also be shared via the Office’s Secure Counselor Web Application.

B. If it is necessary to mail physical copies of Highly Confidential Information, the Highly Confidential Information will be mailed in a tamper-proof, labeled container, with a tracking number and a delivery confirmation receipt.

C. When it is necessary to mail Highly Confidential Information on electronic media, such as CDs, DVDs, electronic tape, etc., the Highly Confidential Information will be encrypted. The Highly Confidential Information shall only be mailed in accordance with the provisions of IV.B. above.

D. If it is necessary to transmit Highly Confidential Information electronically via any method not listed in IV.A. above (such as email), the Highly Confidential Information will be encrypted.

E. Passwords or other information sufficient to allow decryption of Highly Confidential Information will not be emailed along with the Encrypted Highly Confidential Information.

F. Physical copies (paper or other physical representations) of Highly Confidential Information will be kept under lock and key when not in immediate use. Highly Confidential Information will not be left unsecured and unattended at any time.

G. Highly Confidential Information stored on electronic media, such as CDs, DVDs, tape, flash drives, etc. will be Encrypted. Further, such electronic media shall be kept locked, or otherwise have sufficient physical access control measures to prevent unauthorized access. Highly Confidential Information in any electronic format, including computer databases, will not be left unsecured, meaning accessible without a password, and unattended at any time.

H. Any laptop or computer that contains Confidential Information or Highly Confidential Information will be password protected. Additionally, any laptop or computer that contains Highly Confidential Information shall have its full hard
drive encrypted. No laptop or computer will be left unattended without enabling a screen-lock or otherwise blocking access to the laptop or computer. No password or other information sufficient to access a laptop or computer containing Highly Confidential Information will be attached to or located near the laptop or computer at any time.

I. Access to Highly Confidential Information through modems, networks, and the Internet will be carefully monitored and limited to authorized users.

J. Only authorized users who have signed a Certification Statement shall have access to Highly Confidential Information.


Rule 7.3 Compliance by Institutions. The Postsecondary Board may conduct its own annual compliance audits of any institution participating in the Mississippi Resident Tuition Assistance Grant or the Mississippi Eminent Scholars Grant. The Postsecondary Board may suspend or revoke an institution’s eligibility to receive future monies under the program if it finds that the institution has not complied with the provisions of all applicable laws and the program Rules and Regulations.


Part 601 Chapter 8: Rights and Responsibilities

Rule 8.1 Student Rights. As an applicant of state student financial aid, a student has the right to:

I. Be informed of the correct procedures for applying for aid, the amount and types of aid available, initial and continuing eligibility criteria, deadline dates and the consequences of failure to meet the deadlines, and how academic progress is determined;

II. Be informed of the status of one’s application for state financial aid;

III. Be informed of the type and amount of state aid awarded, and how and when aid will be paid;

IV. Appeal to the state financial aid office decisions about an application or eligibility, if such decisions are eligible for appeal;

V. Access the Rules and Regulations for any state student financial aid program; and

VI. Decline state student financial aid.


Rule 8.2 Student Responsibilities. As an applicant of state student financial aid, a student is responsible for:
Appendix 1

I. Making application by the established deadline date on an annual basis.

II. Submitting all additional documentation, corrections, and/or new information requested by the Office by the established deadline date.

III. Any student who willfully presents false evidence as to his residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars, per Miss. Code of 1972, § 37-103-27.

IV. Reading and understanding all materials sent to the student from the Office.

V. Documenting all interaction with the Office.

VI. Being aware of and complying with the rules governing state student financial aid programs.

VII. Complying with the provisions of any contract and rules & regulations, signed by the student.

VIII. Registering for the number of hours required.

IX. Notifying the Office of changes of address, phone number, email address, institution, etc.

X. Maintaining satisfactory academic progress.

XI. Using aid only for expenses related to attending college/university.

XII. Checking regularly the student account for updates.


Rule 8.3 Institutional Responsibilities. It is the responsibility of each institution eligible for state student financial aid to:

I. Submit grade files by the deadline each term.

II. Submit enrollment files by the deadline each term.

III. Review award, disbursement, and balance reports published by the Office each term.

IV. Notify the Office of any discrepancies related to residency, citizenship, or financial need.

V. Ensure that no state financial aid recipient receives an aid package that exceeds cost of attendance.
Appendix 1

VI. For all returning students, a complete and accurate report of the student’s cumulative grade point average on all college course work attempted as of the end of the previous semester or trimester should be submitted to the Board within five (5) days of beginning of any given semester or trimester.

VII. For all students, a complete and accurate roster of the eligibility status of each recipient shall be submitted to the Board by the final add/drop date of each semester or trimester of the academic year the student receives a grant.

VIII. A balancing statement and certification statement, verifying monies disbursed to all students, must be submitted before the end of the semester or trimester to the Board. Funds for a given term will not be disbursed until the balancing process for the previous term is complete.

VIII-IX. Refunds due to the Board must be received and processed within thirty (30) days of the end of each aid year. Funds for the subsequent aid year will not be disbursed until all refunds have been received and processed for the preceding aid year.


Part 601 Chapter 9: Program Funding

Rule 9.1 Funding.

I. The Agency receives an annual appropriation for Student Financial Aid, which consists of the following:

A. General Funds from the State Treasury

B. Spending Authority from special sources, such as:
   1. Collections from repayment accounts
   2. Carryover funds
   3. Private foundations
   4. Interest accounts
   5. Federal funds
   6. Grants
   7. Donations
Appendix 1

8. Fees

II. Unless otherwise noted in the annual appropriation, unexpended funds appropriated for Student Financial Aid will not lapse into the General Fund but will carryover for use in subsequent fiscal years.

III. Typically, the annual appropriation does not specify funding levels for specific programs. In some cases, the appropriation may set a maximum funding level for a program and/or delineate funding for a specific program.

IV. Annually, the Board will review the annual legislative budget request for the Mississippi Office of Student Financial Aid and make a budget recommendation to the Agency.


*Rule 9.2 Program Funding.*

I. When determining how funds will be distributed by program, the Office will first take into consideration the level of funding available from all possible sources, including General Funds and Special Funds such as repayment accounts, private foundations, interest accounts, and the federal government;

II. The Office will seek to determine whether funding is sufficient to award all eligible applicants for all programs.

III. If funding is sufficient, all eligible applicants will receive an award offer.

IV. If funding is not sufficient to award all eligible applicants, funds will be disbursed, according to the following priorities set forth by the Mississippi Legislature.

A. It is the intent of the Legislature to first fund grant awards to eligible students.

B. Grant awards will be offered to individual applicants through the single undergraduate grant program that offers the applicant the largest award.

C. If funds are insufficient to fully fund grant awards to eligible students, grant awards shall be prorated among all eligible students.

D. After grant awards are made, it is the intent of the Legislature to fund forgivable loan awards to eligible renewal students.

E. Lastly, forgivable loans will be awarded to eligible new students on a first-come, first-served basis.

Appendix 2

Title 10: Education Institutions and Agencies

Part 605: General Administration Rules and Regulations

Part 605 Chapter 1: General Administration Rules and Regulations

Rule 1.1 General Administration Rules and Regulations. These Rules and Regulations apply to the general administration of all student financial assistance programs administered by the Board of Trustees of State Institutions of Higher Learning (hereafter referred to as the “Agency”) or the Mississippi Postsecondary Education Financial Assistance Board (hereafter referred to as the “Board” or “Postsecondary Board”) and are subject to change by the Board. These Rules and Regulations are meant to provide additional guidance for, not supplant the approved Rules and Regulations for each student financial assistance program. The Mississippi Office of Student Financial Aid (hereinafter referred to as the “Office”) will act on behalf of the Board and/or Agency to administer the student financial assistance programs.

I. APPLICATION PROCESS

A. All students must complete the online application for state student financial aid. Paper applications are not accepted. The Office will consider only applications made by the published deadlines, unless an exception is granted for all applicants.

B. A student should complete the following steps to apply for state student financial aid:

1. Complete the online portion of the application, available at www.mississippi.edu/financialaid by the published application deadline for the appropriate program(s). The application is available beginning October 1 each year. Students should complete an application EVERY year for which they wish to receive financial aid.

2. Print the confirmation page at the end of the online portion of the application and keep the confirmation page for record-keeping purposes.

3. Print and keep the confirmation email (if the student requests email correspondence), which verifies successful completion of the online portion of the application.

4. Wait approximately 48-72 hours to receive notification from the Office with the information needed to access a student’s secure online account. Notification will be sent via email if the student requests email correspondence or by mail if the student requests paper correspondence.

5. Submit all supporting documents requested via the student account. Supporting documents are essential to the application and must be
received by the Office (not postmarked) by the published deadline for the appropriate program(s).

6. Check the student account often for updates and/or requests for documentation. NOTE: In certain situations, the Office may become aware of student circumstances that require the Office to collect other or additional supporting documents from the student.

C. The following supporting documents may be requested to complete an application for state student financial aid. The documents are grouped according to the purpose for which they are requested.

1. Residency Documentation - The Office will collect two documents to determine whether or not a student is a Mississippi resident. Any combination of two of the following documents will be accepted.

   a) Mississippi Driver’s License Number - A student should submit the Mississippi Driver’s License Number while completing the online application or make a color photocopy and send to the Office. Please do not fax a copy of the driver’s license. Dependent students must submit a parent’s Mississippi Driver’s License Number. Independent students must submit his/her own Mississippi Driver’s License Number.

   b) Mississippi Tax Return (Current Year) - A student should submit the first two pages of the state tax return for the current tax year. The tax return must be signed, unless prepared by a tax preparation professional. Dependent students must submit a parent’s tax return. Independent students must submit his/her own tax return.

   c) Free Application for Federal Student Aid (FAFSA) - The FAFSA is the application for federal student aid. It is available online at www.fafsa.gov. The student must complete the FAFSA by the document deadline specified by the program. The Office will automatically receive the applicant’s FAFSA results if the applicant’s official state of residency is Mississippi.

   d) Motor Vehicle Registration in Mississippi - Registration of vehicle must have been completed at least 12 months prior to the start of the term for which the student is seeking financial aid.

   e) Proof of Homestead Exemption - Homestead Exemption must have been filed at least 12 months prior to the start of the term for which the student is seeking financial aid.
Appendix 2

f) Proof of Voter Registration in Mississippi - Voter registration must have been completed at least 12 months prior to the start of the term for which the student is seeking financial aid.

g) Other Documents for Students with Special Circumstances – Some students with special circumstances may be required to submit documents in addition to two from the preceding list.

   (1) Military Personnel - Other residency documents may be required for students who are serving or have parents who are serving in the military.

   (2) Part-Year Tax Filers – A residential lease agreement may be requested and accepted as residency documentation in combination with a part-year Mississippi tax return.

2. Dependency Documentation – Students with certain family circumstances may be considered “independent” for purposes of receiving financial aid. The student may be asked to verify such circumstances by providing documentation. In some cases, the Office may defer to the institution’s decision concerning the student’s dependency status.

   a) Legal Guardianship or Custody – The student must provide court documents proving legal guardianship or legal custody of student by someone other than the student’s parents.

   b) Death Certificate – The student must provide a certificate of death for both parents.

   c) Proof of Homelessness – A high school counselor, high school homeless liaison, or director of a youth center/transitional living program must provide certification that the student is homeless or self-supporting and at risk of being homeless.

   d) Ward of the Court/Foster Care – The student must provide legal documentation proving that the student is under foster care or a ward of the court.

3. Merit Documentation - The Office will collect documents to determine a student’s academic or merit eligibility for state student financial aid.

   a) High School GPA - The high school grade point average (GPA) should be submitted either electronically by the high school through the approved grade file format or through the secure website. In limited cases, the Office will accept an official transcript. The GPA should be calculated on a 4.0 scale.
b) Official High School Transcript - The official high school transcript should include all courses attempted, completed or in progress; the GPA on a 4.0 scale; and the ACT/SAT score if available. **A homeschool transcript must be signed and notarized.**

c) Official College Transcript(s) or Electronic Grade Verification - The official college transcript should include all courses attempted, completed and in progress, and the overall cumulative GPA on a 4.0 scale.

d) Certification of HELP Core Curriculum by Counselor - Students applying for the Higher Education Legislative Plan for Needy Students (HELP) Scholarship may request that their counselor certify the HELP Core Curriculum on the High School Grade File, online through the Counselor Web Application, or via file upload to the Secure Document Share Portal. The counselor certification will serve as documentation that a student has completed or will complete all courses required to be eligible for the HELP Scholarship.

e) Certification of GEAR UP Core Curriculum by Counselor - Students applying for the GEAR UP Mississippi Scholarship may request that their counselor certify the GEAR UP Core Curriculum on the High School Grade File, online through the Counselor Web Application, or via file upload to the Secure Document Share Portal. The counselor certification will serve as documentation that a student has completed or will complete all courses required to be eligible for the GEAR UP Mississippi Scholarship.

f) Official ACT/SAT Score Report on National Test - Students may submit a copy of the official ACT/SAT Score Report. Scores from residual tests will NOT be accepted.

g) Passing Praxis Score Report - Students may submit a copy of the official Praxis Score Report.

h) Essay - Students should follow directions carefully for writing and submitting essays required for specific programs.

i) Resume - Students should follow directions carefully for drafting and submitting resumes required for specific programs.

4. Documentation of Financial Need - For some programs, the Office will collect documents to determine a student’s financial need.
Appendix 2

a) Free Application for Federal Student Aid (FAFSA) - The FAFSA is the application for federal student aid. It is available online at www.fafsa.gov. The student must complete the FAFSA by the document deadline specified by the program. The Office will automatically receive the applicant’s FAFSA results.

b) Household Verification Worksheet (HELP Worksheet) - The household verification worksheet is used to determine the number of dependents who live in the home with the applicant.

5. Licensing Documentation - For some graduate programs, the Office will collect documents to determine a student’s licensure status.

a) Current Teacher’s License - The student may submit a copy of a valid teacher’s license.

b) Current Nursing License - The student should go online and print a copy of the online nursing license verification available from the Mississippi Board of Nursing.

c) Documentation of Student Preparation for Program - For some programs, the Office will collect documents to determine a student’s level of preparation for receiving state student financial aid.

6. Entrance Counseling - Entrance counseling will be provided as part of the contract for forgivable loans. As with the Master Contract and Note, the Entrance Counseling document is first presented electronically for electronic signature. However, Entrance Counseling documents can be provided in paper format upon request. The entrance counseling document should be signed and returned by the deadline.

7. Letter of Acceptance - Letters of acceptance should be submitted as soon as they are received. Letters of acceptance should be submitted by the published deadline.

8. Letter of Recommendation - Letters of recommendation should be submitted by the document deadline.

D. A valid social security number shall be required from all students applying for state aid in order to create a permanent and lasting record and to facilitate student data sharing between the student’s institution, the federal government, ACT, the Department of Revenue, the Department of Motor Vehicles, and the Office. An alternative number will be assigned and used for all purposes which do not require the social security number. The Office is dedicated to insuring the privacy and proper handling of confidential information pertaining to students.
Appendix 2

E. Whoever, with intent to defraud the state or any department, agency, Board, Office, commission, county, municipality or other subdivision of state or local government, knowingly and willfully falsified, conceals or covers up by trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writings or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall upon conviction, be punished by a fine of not more than Ten Thousand Dollars ($10,000) or by imprisonment for not more than five (5) years, or by both such fine and imprisonment.

II. DETERMINING ELIGIBILITY

A. General Requirements for Determining Initial Eligibility

In general, to be eligible for state student financial aid, a student must:

1. Be a Mississippi resident per Mississippi Statute unless the applicant is applying for a program which does not require Mississippi residency;

2. Be a citizen of the United States or eligible non-citizen. Generally, an eligible non-citizen is one of the following:
   a) U.S. permanent resident, with a Permanent Resident Card (formerly known as an Alien Registration Receipt Card or "Green Card");
   b) Conditional permanent resident (I-551C);
   c) Other eligible noncitizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Indefinite Parole,” “Humanitarian Parole,” or “Cuban-Haitian Entrant”; or
   d) A citizen of the Republic of Palau (PW), the Republic of the Marshall Islands (MH), or the Federated States of Micronesia (FM).

3. Have a high school diploma or its recognized equivalent. Recognized equivalents include the General Education Diploma (GED). This requirement is applicable to students who have earned less than 12 college credits;

4. Not be in default on any federal or state education loan or owe a repayment on a federal or state grant;
Appendix 2

5. Be registered with Selective Service (if required);
6. Complete the online application by the published deadline.
7. Provide all supporting documentation by the published deadline;
8. Enroll for the minimum number of hours required by the appropriate program;
9. Enroll in an approved postsecondary institution for the appropriate program;
10. For some programs, provide proof of acceptance into the appropriate educational program at an approved location;
11. Meet any other program-specific eligibility requirements for the appropriate program.

B. Process for Determining Initial Eligibility

To determine a student’s eligibility for state student financial aid, the Office may consider a student’s residency status, academic standing, enrollment status, licensure status, financial need, and preparation for the program. Below is the process the Office will follow:

1. The Office will receive a student’s online application.
2. The Office will notify the student of documents needed for determining initial eligibility.
3. The Office will collect the documents requested.
4. A Program Administrator will evaluate documents as they are submitted and update the student’s account with the date the document was received and with a code as to whether the document satisfies the request.
5. After the deadline for the submission of documents, all student accounts will be reviewed electronically.
6. Students, whose accounts show missing or outstanding documents, will be considered ineligible.
7. Students, whose accounts show no missing or outstanding documents, will advance for further evaluation.
8. For advancing students, documents will be evaluated on the basis of academic standing, merit, financial need, etc. to determine if the student meets the eligibility requirements of the appropriate program.

9. Students who meet all eligibility requirements will be awarded aid, as long as money is available for making awards.

10. Students who do not meet all eligibility requirements will receive notice regarding which eligibility requirement has not been made.

C. Process for Determining Continuing Eligibility

To determine a student’s continuing eligibility for state student financial aid, the Office may consider a student’s residency status, academic standing, enrollment status, licensure status, financial need, and preparation for the program. Below is the process the Office will follow:

1. The Office will receive a student’s online application.

2. The Office will notify the student of documents needed for determining continuing eligibility.

3. The Office will collect the documents requested.

4. A Program Administrator will evaluate documents as they are submitted and update the student’s account with the date the document was received and with a code as to whether the document satisfies the request.

5. After the deadline for the submission of documents, all student accounts will be reviewed electronically.

6. Students, whose accounts show missing or outstanding documents, will be considered ineligible.

7. Students, whose accounts show no missing or outstanding documents, will advance for further evaluation.

8. For advancing students, documents will be evaluated on the basis of academic standing, merit, financial need, etc. to determine if the student meets the eligibility requirements of the appropriate program.

9. Students who meet all eligibility requirements will be awarded aid, as long as money is available for making awards.

10. Students who do not meet all eligibility requirements will receive notice regarding which eligibility requirement has not been made.
D. Special Issues Related to Determining Eligibility

1. Residency

   a) For most state-supported financial aid programs legal Mississippi residency is a requirement for eligibility. Residency status for the purpose of administering state financial aid shall be determined in the same manner as residency status for tuition purposes as set forth in Sections § 37-103-1 through § 37-103-29, with the exception of § 37-103-17. For the purpose of administering state financial aid, the term “dependent” will be used in place of the term “minor” in the applicable code sections. Eligible nonprofit institutions must comply with the same statutes set forth in these sections. The Office will use the following process to make the initial determination of residency:

      (1) The Office will look at the student’s responses to certain questions on the state financial aid application and/or on the Free Application for Federal Student Aid (FAFSA), whichever application is completed and processed first.

      (2) The Office will review supporting documents submitted by the student. A dependent student is considered a non-resident if the parent's permanent (legal) address is an out-of-state address, as reported on the supporting documents. An independent student is considered a non-resident if the student’s permanent (legal) address is an out-of-state address, as reported on supporting documents. Both dependent and independent students are considered non-residents if the permanent or legal state of residence is left blank on the FAFSA or is reported as a state other than Mississippi.

      (3) The school should identify students where the school's residency status differs from the status reported by the Office.

      (4) When a student with a differing residency status has been identified, the school should contact the Office and provide the appropriate documentation to show that the student should/should not be considered a Mississippi resident.

   b) Legal Residence of an Independent Student (§ 37-103-13) - The residence of an independent student is that place where he/she is domiciled, that is, the place where he/she actually physically
resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

c) Legal Residence of a Dependent Student (§37-103-7) - The residence of a dependent student is that of the father, the mother, or a general guardian duly appointed by a proper court in Mississippi. If a court has granted custody of the dependent to one (1) parent, the residence of the dependent is that of the parent who was granted custody by the court. If both parents are dead, the residence of the dependent student is that of the last surviving parent at the time of that parent’s death unless the dependent lives with a legal guardian duly appointed by a proper court of Mississippi, in which case his/her residence becomes that of the guardian.

d) If a dependent student resides in Mississippi, graduates from a Mississippi high school, and completes the final four years of high school in Mississippi as demonstrated by the transcript, the student shall not be required to pay out-of-state tuition. However, the dependent student’s residency status continues to be that of his/her parent for financial aid purposes.

e) Legal Residence of Person Entering State for Purpose of Attendance at Educational Institution (§ 37-103-5) - A person who enters the state of Mississippi from another state and enters a postsecondary educational institution is considered a non-resident. Even though he/she may have been legally adopted by a resident of Mississippi or may have been a qualified voter, or a landowner, or may otherwise have sought to establish legal residence, such a person will still be considered as being a non-resident of Mississippi if he/she has entered the state for the purpose of enrolling in a postsecondary educational institution.

f) Legal Residence of Children of Parents Who Are Employed by Institutions of Higher Learning (§ 37-103-9) - Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the Board of Trustees (“Agency”) may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.

g) Effect of Removal of Parents from Mississippi (§ 37-103-11) - If the parents of a dependent who is enrolled as a student in an institution of higher learning move their legal residence from the State of Mississippi, the dependent is immediately classified as a non-resident student. If a student is determined to be a non-resident before state financial aid funds are disbursed to the school, the
funds will be cancelled. The student will not be eligible for state financial aid since the student is considered a non-resident. If a student is determined to be a non-resident after state financial aid funds are disbursed to the school, the student may keep the funds for that term. However, the student will not be eligible for state financial aid for subsequent terms.

h) Legal Residency Status of a Married Student (§ 37-103-13) - A married person may claim the residency status of his or her spouse, or he/she may claim residency status as any other independent student. A student who marries a Mississippi resident is considered a resident the day he/she marries.

i) Legal Residence of Active Duty Military Personnel Stationed in Mississippi (§ 37-103-17) - The residency requirements for members of the armed forces (and their spouses and dependents) stationed on full-time active duty in Mississippi are waived for tuition purposes only, not for student financial aid. Non-resident military personnel (or their spouses or dependents) stationed in Mississippi are not eligible for state financial aid. The financial aid applicant will be required to document legal residence by providing the military Leave and Earnings Statement listing Mississippi as the Home of Record. In cases where an active duty military applicant is determined to be a non-resident according to military documentation, the Board may request additional documentation to determine if the applicant has resident status under a different residency code section.

j) Children of Military Personnel (§ 37-103-19) - The dependent children of legal Mississippi residents who are members of the armed forces on extended active duty away from Mississippi shall be eligible for state financial aid, even when those dependents live out-of-state and receive their high school diplomas from non-Mississippi schools. The student will be required to document that legal residence has been maintained by providing the military Leave and Earnings Statement listing Mississippi as the Home of Record. Other documents may be requested.

k) Military Personnel - If the student was a legal resident of Mississippi when he/she entered into the service and has maintained that legal residence while in the service, the student is presumed to meet the residency requirement. The student will be required to document that legal residence has been maintained by providing the military Leave and Earnings Statement listing Mississippi as the Home of Record. Other documents may be requested.
Appendix 2

1) Residency Status of Aliens (§ 37-103-19) - Aliens are considered non-residents by the Mississippi Code of 1972. However, all state financial aid programs require the student to meet certain requirements relating to U.S. citizenship. Students will be considered to have fulfilled the citizenship requirement for state aid if they meet this requirement for federal programs. If the institution has any information that would cast doubt on an award recipient's ability to meet the citizenship requirement, the institution should notify the Office.

m) Duration of Residency - For grant and forgivable loan programs requiring award recipients to be Mississippi residents, the student must be a legal resident of Mississippi for at least 12 months before the term for which assistance is sought. Students who resided in Mississippi before meeting citizenship requirements are considered to meet Mississippi residency requirements for any term of study beginning after they have met citizenship requirements if they have resided in the state for at least 12 months.

n) Responsibility for Registration Under Proper Residence Status Is Placed Upon the Student (§ 37-103-27) - Any student who willfully presents false evidence as to his residency status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars.

2. Dependency Status

a) For the purpose of awarding state financial aid, the Office will follow the federal guidelines for classifying a student as “dependent” or “independent.”

b) To be “independent”, a student must:

(1) Be at least 24 years old;

(2) Be married;

(3) Be pursuing a graduate degree;

(4) Be serving on active duty in the U.S. Armed Forces for purposes other than training;

(5) Be a veteran of the U.S. Armed Forces;
Appendix 2

(6) Have a child or children for which the student provides more than half of the support;

(7) Have other dependents who live with the student for which the student provides more than half of the support;

(8) At any time since the age of 13, both parents of the student have been deceased, the student has been in foster care, or the student has been a dependent ward of the court;

(9) Be in a legal guardianship or legal custodial relationship as determined by a court in Mississippi; or

(10) Be an unaccompanied youth who is homeless or self-supporting and at risk of being homeless as determined by the high school or school district homeless liaison, by the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or by the director of a runaway or homeless youth basic center or transitional living program.

(10)(11) Emancipation solely for purposes of financial aid is not recognized to establish independent student status.

3. First-time College Student

a) A first-time college student is any student who has fewer than 12 hours of postsecondary academic credit.

(1) Postsecondary academic credit earned prior to or during the summer immediately subsequent to receiving a high school diploma or earned while dually enrolled in secondary and postsecondary educational institutions, or while enrolled in the early admission program of a postsecondary institution shall not be considered when determining if a student is a first-time college student.

(2) Postsecondary academic credit granted by an institution for Advanced Placement (AP) or International Baccalaureate (IB) courses completed in high school shall not be considered when determining if a student is a first-time college student.

3.4. Continuous Full-Time Enrollment
Appendix 2

a) Full-time Enrollment - For some state aid programs, a student must enroll full-time and maintain continuous full-time enrollment as a requirement for eligibility.

(1) Full time enrollment for undergraduate students is defined as follows, unless exceptions are made for all students in a specific program at a specific institution:

(a) Fifteen (15) earned semester hours each academic term (excluding summer) or nine (9) earned trimester hours per academic term or twenty-four (24) earned clock hours per week for a program using clock hours.

(b) Hours must be reported by a single institution.

(c) Hours may be undergraduate or graduate course hours as long as the student is pursuing an undergraduate degree.

(2) Full-time enrollment for graduate students will be determined by the attending institution.

b) Grade of “Incomplete” and Full-time Enrollment - If a student benefits from state aid during any term and the student receives one or more grades of “incomplete”, and the “incomplete” causes the number of hours reported as earned by the institution to be less than full-time, the Office will not disburse funds scheduled for the next period of enrollment until the “incomplete” is successfully removed and the student is otherwise eligible.

c) Intersession or Minisession and Full-time Enrollment - The Office will follow the federal guidelines for considering enrollment in intersessions or minisessions. A short nonstandard term may be treated as part of one of the standard terms, and the combined terms may be considered to be a single standard term as long as the combined term is the same for all students at the institution. Hours taken in the intersession must count towards a student’s enrollment status for the combined term and costs for the intersession must be appropriately included in the cost of attendance.

d) Continuous Full-time Enrollment - Continuous full-time enrollment is defined as full-time enrollment for two consecutive semesters, three consecutive trimesters, or the equivalent in each successive academic year. The summer term will not qualify as a period of full-time enrollment since funds for most programs are
not available for summer terms. The following examples demonstrate how this policy will be administered:

(1) Example 1: A student fails to enroll for fall or is enrolled less than full-time, but subsequently enrolls full-time for spring. The student is not eligible to receive the funds for fall or spring as the student does not meet the continuous enrollment requirement.

(2) Example 2: A student is enrolled full-time for spring, but withdraws (without cause) or drops below full-time status after receiving state financial aid funds for spring. The student is not eligible to receive funds for the following fall term.

e) Cooperative Education Programs and Continuous Full-time Enrollment - A student who participates in an approved Cooperative Education Program and therefore attends school on alternate semesters is considered to have maintained continuous enrollment for state aid purposes. The eligible institution where the student is enrolled will report the student as being enrolled in an approved Cooperative Education Program on the Enrollment Verification Report. The student will not need to provide any special documentation to the Office.

f) Internships and Continuous Full-time Enrollment - A student who experiences a break in continuous full-time enrollment due to the completion of a qualifying internship during the fall, winter, or spring term(s) may submit an appeal to receive aid the following term. To qualify, an internship must either be required by the attending institution or lead to earned credit hours.

f)g) Remedial Courses and Full-time Enrollment - Remedial or developmental courses should be graded as PASS or FAIL. Grades earned in developmental courses should not be calculated into the cumulative grade point average; however, hours enrolled in developmental courses may be counted to determine enrollment status.

4.5. Contractual Agreements and Study Abroad - For the purposes of state financial aid, a contractual agreement is a written agreement between an eligible Mississippi school and an ineligible school. Study abroad programs will be treated as contractual agreements. A student, who is participating in a contractual agreement, including a study abroad program, may be eligible for state financial aid if the student meets all applicable requirements of continuous full-time enrollment at an eligible
Appendix 2

Mississippi institution. The eligible institution's registrar must consider the student to be a student at that school, and the student must be billed through the Business or Bursar's Office as a registered student.

5.6. Consortium Agreements - For the purposes of state financial aid, a consortium agreement is a written agreement between two eligible Mississippi schools. The home school is the school where the student is enrolled in a degree or certificate program. The host school is the school where the student is taking part of his or her program requirements. A student who is participating in a consortium agreement may be eligible for state financial aid if the student meets all applicable requirements of continuous full-time enrollment. The home institution's registrar must consider the student to be a student at that school, and the student must be billed through the Business or Bursar's Office as a registered student.

6.7. Grade Point Average - To be eligible and maintain eligibility for state financial aid, recipients must have a minimum Grade Point Average (GPA).

   a) For first-time college students, the Office accepts the seven-semester high school GPA, as certified by the high school counselor or other school administrator. Most Mississippi high schools submit a high school Grade File directly to the Office, which includes the seven-semester high school GPA and ACT/SAT scores for all graduating seniors. However, the Office may request this information from a student if the high school does not submit a Grade File. The Office will not calculate GPAs. After a student’s initial year in college, the Office will not accept high school GPAs that have been recalculated for reasons such as a change in the high school grading scale or high school grading policy.

   b) For continuing college students, the Office accepts the overall cumulative college GPA, as calculated and certified by the registrar at the end of each term or year. The college GPA is reported directly to the Office at the end of each term by the college in a Grade Report. A student should not submit a transcript at the end of each term unless requested by the Office. The Office will not calculate GPAs, but will accept the GPA calculated by the college.

7.8. ACT/SAT Scores - To be eligible for some state financial aid, recipients must document a certain minimum score on the ACT or SAT, as determined by the program for which the applicant is applying. Only scores on the national ACT (includes state-wide weekday testing) or
national SAT will be accepted. Scores on residual tests will not be accepted.

8.9. Satisfactory Academic Progress (SAP) - All students must make Satisfactory Academic Progress (SAP) toward a certificate or degree to maintain eligibility for state financial aid. To make SAP, a student must have attempted fewer than 96 credit hours at the two-year college level and fewer than 192 credit hours at the four-year college level to maintain eligibility. Each term, the Office will review the total number of hours attempted by each student to determine continued eligibility for state financial aid. However, a student may appeal SAP rulings by following the approved Appeal Process and may be granted an exception for cause. In addition, if a student has appealed a SAP ruling by the school and been granted eligibility for federal student aid, the Office will defer to the ruling made by the attending institution.

9.10. Eligible Institutions - All state financial aid programs require recipients to attend an eligible institution. Some state financial aid programs are not available to students at all “eligible” institutions. An eligible institution for state aid purposes is an institution of higher learning, public or private, located in Mississippi, which is accredited by the Southern Association of Colleges and Secondary Schools, or its equivalent, or a business, vocational, technical or other specialized school recognized and approved by the Board. In keeping with the Legislative intent established in Miss. Code Ann. § 37-101-241, the Board hereby approves any community, junior, or senior college or university with the main campus in Mississippi that was chartered, authorized, or approved by the Mississippi Commission on College Accreditation prior to July 1, 1988. Eligible institutions for the SREB Regional Contract Program and the Graduate and Professional Degree Program are not in Mississippi.

a) Eligible In-State Institutions:

<table>
<thead>
<tr>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcorn State University</td>
</tr>
<tr>
<td>Delta State University</td>
</tr>
<tr>
<td>Jackson State University</td>
</tr>
<tr>
<td>Mississippi State University</td>
</tr>
<tr>
<td>Mississippi University for Women</td>
</tr>
<tr>
<td>Mississippi Valley State University</td>
</tr>
<tr>
<td>University of Mississippi</td>
</tr>
<tr>
<td>University of Mississippi Medical Center</td>
</tr>
<tr>
<td>University of Southern Mississippi</td>
</tr>
<tr>
<td>Coahoma Community College</td>
</tr>
<tr>
<td>Copiah-Lincoln Community College</td>
</tr>
<tr>
<td>East Central Community College</td>
</tr>
<tr>
<td>East Mississippi Community College</td>
</tr>
</tbody>
</table>

Appendix 2 - 87
Appendix 2

| Hinds Community College          |
| Holmes Community College         |
| Itawamba Community College       |
| Jones County Junior College      |
| Meridian Community College       |
| Mississippi Delta Community College |
| Mississippi Gulf Coast Community College |
| Northeast Mississippi Community College |
| Northwest Mississippi Community College |
| Pearl River Community College    |
| Southwest Mississippi Community College |
| Belhaven University              |
| Blue Mountain College           |
| Millsaps College                |
| Mississippi College             |
| Rust College                    |
| Tougaloo College                |
| Wesley College                  |
| William Carey University        |

b) Eligible Out-of-State Institutions (for certain programs)

| Alabama State University (AL) |
| Barry University (FL)         |
| CA School of Podiatric Med. – Samuel Merritt Univ. (CA) |
| Cleveland Chiropractic College (MO) |
| Des Moines University – College of Podiatric Medicine (IA) |
| Kent State University – College of Podiatric Medicine (OH) |
| Life University (GA)          |
| Logan Chiropractic College – Logan University (MO) |
| Los Angeles College of Chiropractic Medicine (CA) |
| New York College of Podiatric Medicine (NY) |
| Northwestern Health Science Univ. – Chiropractic Coll. (MN) |
| Northwestern University – Prosthetics-Orthotics Center (IL) |
| Palmer College of Chiropractic (IA) |
| Parker University – Chiropractic College (TX) |
| Sherman College of Chiropractic Medicine (SC) |
| Southern College of Optometry (TN) |
| Temple University – School of Podiatric Medicine (PA) |
| Texas Chiropractic College (TX) |
| University of Alabama Birmingham (AL) |
| UT Southwestern Medical Center – Prosthetics-Orthotics (TX) |

10. Default on Student Loan or Refund - A student is not eligible for state student financial assistance if he or she is in default on a federal or state
Appendix 2

loan or owes a refund on a federal or state award. If the student has defaulted but repaid the loan in full or has refunded the award in full, the student is eligible for state funds. To demonstrate that the student meets this eligibility requirement, the student must either complete the FAFSA or the Certification Statement on the state financial aid application.

E. Appealing Determinations of Ineligibility

1. A student who applies for state financial aid and is determined to be ineligible due to 1) full-time enrollment status, 2) continuous full-time enrollment status, or 3) satisfactory academic progress may appeal to the Office in writing.

2. The Office will not hear appeals related to deadline dates, residency, grade point average (either high school or college), and ACT/SAT scores. If the Office has made a determination of eligibility based on an incomplete/incorrect transcript or grade verification, the student should have the high school or college submit an official updated grade verification directly to the Office.

3. The appeal process is as follows:

   a) Student submits a Mississippi Office of Student Financial Aid Appeal Form written appeal which addresses the reason why the student was deemed ineligible and the reason why the Office should consider making an exception to the eligibility requirement. Acceptable reasons for appeal include:

      (1) Student or, in some cases, an immediate family member undergoes a significant personal event that prevents the student from maintaining continuous full-time enrollment, such as serious illness, personal injury, divorce, or death of an immediate family member.

      (a) An immediate family member is defined as a parent, spouse, sibling, or child.

      (1)(b) A significant personal event includes serious medical problem or illness, accident or injury, divorce, abuse, death of an immediate family member, or military service.

      (2) Student is nearing degree completion and does not have enough hours remaining to warrant continuous full-time enrollment. For the 2016-17 academic year, students with 6 to 17 credit hours remaining in the course of study may
appeal for an exception for a single term. Students with 18-29 credit hours remaining in the course of study may appeal for an exception for two terms, BUT one semester must carry at least 12 hours and the other semester must carry at least six hours. Such students may appeal for an exception for a single term. No appeal will be accepted, and no aid will be disbursed for any semester carrying less than 6 hours. Beginning with the 2017-18 academic year, only students with 6-14 credit hours remaining may appeal for an exception for a single term.

(3) Student experiences a break in continuous full-time enrollment due to the completion of a qualifying internship during the fall, winter, or spring term(s). To qualify, an internship must either be required by the attending institution or lead to earned credit hours.

(2) The personal event appeal should be accompanied by appropriate supporting documentation. The nearing degree appeal should be accompanied by a letter on institutional letterhead from the appropriate dean, director, or academic advisor. The letter from the faculty/administrator should indicate 1) the expected graduation date, 2) the total number of hours the student needs to complete his/her degree, and 3) the number of hours the student intends to take each term.

(1) For a medical problem or serious illness (physical or mental), the supporting documentation must include appropriate medical reports that identify the inception and duration of the illness. Supporting document(s) should clearly indicate whether the medical condition is under control, thus allowing the student to meet all eligibility requirements. Supporting documents should include, but are not limited to, medical reports and letters from a doctor or professional counselor.

(2) For an accidents or injury, the supporting documentation must identify the date of the accident or injury and describe the resultant medical problems. Supporting documents should include, but are not limited to, police and medical reports.

(3) For a family problem such as divorce, abuse, and death or serious illness of an immediate family member, the supporting documentation must identify the student’s
relationship to the family member(s) involved and the
inception and duration of the problem. Clearly state what
actions have been taken to manage the problem, thus
allowing the student to meet all eligibility requirements.
Appropriate supporting documents include, but are not
limited to, police and/or medical report(s), death certificate,
divorce decree, and letter(s) from a professional counselor.

(4) For military service, supporting documentation must
identify the dates and status of the student’s military tours
of duty. Appropriate supporting documents include military
orders and discharge papers.

b) Only one appeal will be considered per personal event. Any
additional appeals must demonstrate a new mitigating
circumstance beyond the student’s control.

c) The nearing degree appeal should be accompanied by a letter on
institutional letterhead from the appropriate dean, director, or
academic advisor. The letter from the faculty/administrator should
indicate 1) the expected graduation date, 2) the total number of
hours the student needs to complete his/her degree, and 3) the
number of hours the student intends to take each term.

d) The internship appeal should be accompanied by a letter on
institutional letterhead from the appropriate dean, director, or
academic advisor that states the date of the internship, the number
of credits received, and if required by the institution.

e) The written appeal
Appeal Form and supporting documentation and should be mailed
to the Mississippi Office of Student Financial Aid, 3825
Ridgewood Road, Jackson, MS 39211. The Appeal Form
and documentation may also be faxed to 601-432-6527 or emailed
to sfa@mississippi.edu.

f) The written appeal
Appeal Form along with supporting documentation is reviewed by
a Program Administrator to ensure that the issue may be
considered for appeal.

g) The Program Administrator presents the Appeal Form written appeal, supporting
documentation, and any other necessary documentation/data
related to the student’s file to the Appeals Committee.
Appendix 2

The Appeals Committee reviews information. The Committee may request additional information from the student and/or other parties.

The Appeals Committee issues a decision. The Committee’s decision is final. The Director of Student Financial Aid is not authorized to overturn the decision of the Appeals Committee.

The decision is delivered in writing to the student and a copy is kept for the student’s file.

There is no deadline for appeals. Appeals are received and considered year-round.

F. Application Status

A student may check the status of an application online at www.mississippi.edu/financialaid at any time after the application has been processed. To check the status of an application, a student must log in, using his/her social security number, date of birth, and state assigned Personal Identification Number (PIN). Below is a processing schedule for applications:

<table>
<thead>
<tr>
<th>Day/Time Application Submitted</th>
<th>Day/Time Application Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday after 7:00 p.m. through Monday before 7:00 p.m.</td>
<td>Tuesday before noon</td>
</tr>
<tr>
<td>Monday after 7:00 p.m. through Tuesday before 7:00 p.m.</td>
<td>Wednesday before noon</td>
</tr>
<tr>
<td>Tuesday after 7:00 p.m. through Wednesday before 7:00 p.m.</td>
<td>Thursday before noon</td>
</tr>
<tr>
<td>Wednesday after 7:00 p.m. through Thursday before 7:00 p.m.</td>
<td>Friday before noon</td>
</tr>
<tr>
<td>Thursday after 7:00 p.m. through Sunday before 7:00 p.m.</td>
<td>Monday before noon</td>
</tr>
</tbody>
</table>

G. Updating an Application

A student should update the online application if any of the following information changes after an application has been completed online during a given aid year:

1. School attending
2. Enrollment status
3. Terms of enrollment
Appendix 2

4. Contact information

III. AWARD OFFER AND ACCEPTANCE PROCESS

A. Award Offer and Acceptance Process for Grant and Scholarship Programs

1. The Office will notify students of award offers through email or mail, depending on the type of communication requested by the student at the point of application.

2. Award notices are typically made beginning in July, but will be made only after an application is considered complete and eligible.

3. Students who wish to accept a grant or scholarship award offer do not need to take any action.

4. Students who wish to decline a grant or scholarship award should notify the Office in writing of that decision.

B. Award Offer and Acceptance Process for Forgivable Loan Programs

1. The Office will notify students of award offers through email or mail, depending on the type of communication requested by the student at the point of application.

2. Award notices are typically made beginning in July, but will be made only after an application is considered complete and eligible.

3. First-time forgivable loan applicants who wish to accept a forgivable loan award offer must complete, sign, and submit the following documents:
   a) Entrance Counseling
   b) Master Contract and Note incorporating the program Rules and Regulations
   c) Self-Certification Form

4. Renewing forgivable loan applicants who wish to accept a forgivable loan award offer must complete, sign, and submit the Self-Certification Form each year.

5. Some documents may be available for signature electronically, but the student may request a paper document for signature.
6. Students who wish to decline a forgivable loan award offer should notify
the Office in writing of that decision.

C. Award Offer Process for Gear Up Mississippi Scholarships

1. When the Office determines a GEAR UP Mississippi application to be
complete and eligible, the Office will send a file to the institution where
the applicant is attending. The file will include the applicant’s name and
identifying information.

2. The institution must complete the file by confirming full-time enrollment
and by documenting the other sources of financial aid awarded to the
applicant and the amount of financial assistance the applicant is eligible to
receive through the GEAR UP Mississippi Scholarship program.

3. Once the Office receives the completed file back from the institution, the
Office will make the applicant an award offer and will notify the applicant
of the award offer through email or mail, depending on the type of
communication requested by the applicant at the point of application.

4. Students who wish to accept the GEAR UP Mississippi award offer do not
need to take any action.

5. Students who wish to decline the GEAR UP Mississippi award should
notify the Office in writing of that decision.

D. Award Offer Process for Summer Developmental Program Grants

1. Each of the eight public universities will submit a Summer Developmental
Program enrollment file to the Office.

2. The Office will compare the enrollment files with active applications for
state financial aid.

3. If a student has made application for state financial aid AND is enrolled in
the Summer Developmental Program, the Office will send a file back to
the institution where the student is attending. The file will include the
applicant’s name and identifying information.

4. The institution must complete the file by confirming full-time enrollment
in the Summer Developmental Program and by documenting the other
sources of financial aid awarded to the applicant and the amount of
financial assistance the applicant is eligible to receive through the Summer
Developmental Program Grant.
5. Once the Office receives the completed file back from the institution, the Office will make the applicant an award offer and will notify the applicant of the award offer through email or mail, depending on the type of communication requested by the applicant at the point of application.

6. Students who wish to accept the Summer Developmental Program Grant award offer do not need to take any action.

7. Students who wish to decline the Summer Developmental Program Grant award should notify the Office in writing of that decision.

E. The Office will create and distribute Award Reports to notify each approved institution of the students at the institution who have received an award offer. New Award Reports are posted regularly (typically once a week), and may include changes to an award amount, reasons for cancellation of an award, and other information.

F. Some state financial aid awards may be used only for tuition, but other awards may be used for other costs of attendance. Consult the Rules and Regulations of a particular program to determine what may/may not be covered by an award. In no case shall any student receive any combination of financial aid that would be more than the cost of attendance. The Office encourages the institutions to reduce other aid (excluding Pell Grant) which it controls prior to returning state funds.

IV. DISBURSEMENT PROCESS

State financial aid funds will be disbursed directly to the approved institution on behalf of the eligible student. Money will never be disbursed directly to the student.

A. Enrollment Verification - No state financial aid funds will be disbursed until the Office receives verification of enrollment. Each approved institution will submit an Enrollment Verification Report after the final add/drop date at the beginning of each term. The Office will process the Enrollment Verification Reports in the order in which they are received.

B. Requesting Funds - After the Office has processed the Enrollment Verification Report, the Office requests that funds be disbursed to the institution for eligible students with confirmed enrollment.

C. Transferring Funds to the Institution - State financial aid funds will be transferred to the institution by check or electronic funds transfer. After funds are requested, the transfer of funds may take as long as 14-21 days. Once the funds have been transferred to the institution, the institution will be responsible for crediting each student’s account with the correct award amount.
Appendix 2

D. Disbursing Funds to the Student - Funds are considered to be disbursed to the student at the point at which the institution makes the funds unconditionally available to the student for use in payment of tuition, fees, or other eligible costs of attendance. Funds are considered to be disbursed to the student if the institution uses its own funds to advance payment of the funds and later requests the Board for reimbursement. Funds are not considered to be disbursed if the institution merely waives payment of costs pending receipt of payment from the Office.

E. Returning Funds to the State - If a student, who is required to maintain continuous full-time enrollment for continued eligibility, withdraws or drops to below full-time status before state financial aid funds are disbursed to the student, the institution should return the funds to the state. The student will not be eligible for state financial aid for the subsequent term, since he/she did not maintain continuous full-time enrollment. If a student, who is required to maintain continuous full-time enrollment for continued eligibility, withdraws or drops to below full-time status after state financial aid funds are disbursed to the student, the student may keep the funds. However, the student will not be eligible for state financial aid for the subsequent term, since he/she did not maintain continuous full-time enrollment.

V. Loan Repayment and Servicing Process

A. Third-party Servicer

1. A third-party vendor will service all the state’s forgivable loan accounts.

2. The vendor will provide an online platform where a student may electronically participate in Entrance Counseling and sign the Master Contract and Note before receiving funds.

3. The vendor will complete all billing and collections functions on behalf of the Office.

4. The vendor will supply online account access for every student borrower, where the borrower may make payments, download and file deferment and cancellation forms, set up automatic payments, etc.

5. The vendor will provide customer service representatives to answer questions related to the deferment, cancellation, and repayment of forgivable loans.

B. Loan Recipient Responsibilities

1. While receiving funds, the loan recipient must at all times keep the Office informed of the recipient’s current, correct, and complete contact information.
Appendix 2

This information may be updated via the student account online at www.mississippi.edu/financialaid. Once in repayment, the recipient must at all times keep the loan servicer informed of the recipient’s current, correct, and complete contact information until the debt is completely satisfied.

2. A loan recipient should address in writing to the Office or the loan servicer any special circumstances regarding enrollment status, withdrawal from school, or failure to complete the approved program of study.

C. Repayment

1. A forgivable loan recipient enters repayment when the recipient completes the approved program of study, withdraws from school, fails to complete the approved program of study, or fails to obtain the necessary license (if required for employment).

2. Repayment with service or money must begin by the month after the applicable event outlined in section V.C.1.a) above, unless the recipient is granted a grace period, in which case repayment must begin by the month after the expiration of the grace period.

3. The recipient may repay the loan debt either through service or by making monetary payments.

D. Grace Period and Other Deferments

A deferment is a postponement of payment for a defined period of time for a specific purpose. The grace period is a type of deferment.

1. Grace Period

   a) Loan recipients who complete their approved program of study receive a grace period, which is outlined in the Master Contract and Note signed by the student prior to receiving any award from the Office.

   b) Most forgivable loans carry a 12-month grace period, but some carry only a 1-month grace period. The Master Contract and Note details the duration of the grace period.

   c) The student borrower may utilize the grace period to seek and secure qualifying employment.
d) A loan recipient who does not complete the approved program of study will not be granted a grace period and will enter repayment immediately upon separation from the approved program of study. In some cases, such a recipient may be eligible for an in-school deferment.

2. Residency Deferment

a) A residency deferment is available to students in specific loan programs. These deferments are outlined in the Master Contract and Note.

b) At the beginning of each year of residency, the loan recipient should submit a Residency Deferment Form.

3. In-School Deferment

a) A loan recipient who does not complete the approved program of study, but remains enrolled at least part-time, may request deferment for the purpose of remaining in school.

b) The in-school deferment must be requested in writing to the loan servicer and must be accompanied by verification of at least part-time enrollment from the attending institution.

c) The in-school deferment must be requested by the recipient and approved every term (except Summer) throughout the duration of the deferment.

4. Temporary Disability Deferment

a) A loan recipient who is unable to secure or continue employment because of temporary disability may request deferment.

b) To qualify, a recipient must be unable to work and earn money due to the disability for at least sixty (60) days or be providing continuous care for a dependent or spouse during a period of at least (90) consecutive days.

c) The temporary disability deferment must be requested in writing to the loan servicer and must be accompanied by certification from a Doctor of Medicine or Osteopathy who is legally authorized to practice medicine.
d) The temporary disability deferment must be requested by the recipient and approved every six (6) months throughout the duration of the deferment and condition for a total period of time not to exceed three (3) years.

5. Military Service Deferment

a) In terms of military service, the following definitions shall apply:

(1) REQUIRED military service is that service which is required of an individual in the service of the Armed Forces of the United States; it does not include a military service obligation incurred to repay a grant, stipend or scholarship.

(2) OBLIGATED or VOLUNTARY military service is that service which is performed by the individual in repayment of a debt owed the United States government as a result of military scholarships, ROTC scholarships, etc. received by the individual. Service is VOLUNTARY if the individual is not obligated to incur a period of military service but chooses to incur the service obligation.

b) A loan recipient may request deferment during the time of required military service.

c) The military deferment must be requested in writing to the loan servicer, stating the beginning and ending dates of the required military service, and must be accompanied by a copy of the military orders.

d) The military deferment must be requested and approved on a year-to-year basis (annually).

e) If a loan recipient continues military service for any reason beyond the REQUIRED time, then that person shall be declared ineligible for additional military deferment.

f) If a recipient obligates himself/herself to VOLUNTARY military service, then the recipient shall be declared ineligible for military deferment.

E. Repayment through Service

1. Service Deferment
Appendix 2

a) The loan recipient who completes the approved program of study, earns the necessary license (if required), and obtains appropriate employment may request a service deferment.

b) The loan recipient must submit to the third-party servicer a Service Deferment Form at the beginning of each and every year of employment until the debt is paid in full.

c) The deferment form must be submitted by the month after the expiration of the grace period.

2. Service Cancellation

A cancellation is a clearing of all or part of the debt.

a) Loan recipients who render employment according to the terms of their Master Contract and Note may request service cancellation.

b) For service cancellation, the loan recipient should submit to the third-party servicer a Service Cancellation Form at the end of each and every year of employment until the debt is paid in full.

F. Monetary Payments

1. The loan recipient who does not repay the loan through service must begin making payments by the month after the recipient completes the approved program of study, withdraws from school, fails to complete the approved program of study, fails to obtain the necessary license (if required for employment), or the expiration of the grace period if granted.

2. Amount, Frequency, and Duration of Payments

a) The loan recipient is liable for the sum of all loan awards made to that person less the corresponding amount of debt previously cancelled through service, plus a penalty of 5% of the outstanding principal, and interest on the combined outstanding principal and penalty.

b) The rate of interest is the current unsubsidized Federal Direct Loan rate at the time of the occurrence of one of the events outlined in section V.F.2.a). Interest begins accruing at the time of occurrence of one of the events outlined in Section V.F.2.a).

c) To keep the account current, loan recipients must repay the loan (principal, penalty, and interest) in equal consecutive monthly
installments. The number of installments is outlined in the recipient’s Master Contract and Note.

3. Past Due and Delinquent Accounts

a) An account becomes past due when the recipient fails to make the minimum monthly payment.

b) An account becomes delinquent when the account becomes 4 months past due.

c) A loan recipient with a past due or delinquent account may request to “reschedule” the minimum monthly payments to keep the account from being turned over to a collection recovery agency. “Rescheduled” accounts are still considered to be past due or delinquent until any past due balance is paid in full.

d) Delinquent accounts are considered to be in default during the 5th month past due. At such time, the account is accelerated and placed with a collection recovery agency and submitted for tax offset.

   (1) When an account is accelerated, the sum of the outstanding principal, penalty, and interest becomes the new balance due.

   (2) A collection commission is applied to the new balance, and interest accrues on the sum of the new balance and collection commission.

G. Collection of Defaulted Forgivable Loan Accounts

1. Collection Agencies

a) The Office partners with third-party collection recovery agencies to collect on defaulted accounts.

b) Collection efforts by these agencies include, but are not limited to paper correspondence, electronic correspondence, and phone calls.

c) Collection costs are borrower-paid. When an account is placed with a collection agency, a collection commission is added to the accelerated balance. Interest then accrues on the combined accelerated balance and collection commission.

2. Tax Offset
a) When a borrower’s account is placed with a collection agency, the third-party servicer also reports the account to the Mississippi Department of Revenue.

b) The Department of Revenue may intercept individual and joint State of Mississippi income tax returns in an effort to collect on defaulted forgivable loan balances.

c) The intercepted tax return is applied first to past due interest, then to current interest, and lastly to the outstanding principle balance.

d) Refunding of Tax Offset Intercepts

(1) If the tax offset payment is intercepted from a joint return, a not-at-fault spouse may be entitled to a portion of the refund. In this case, the borrower may appeal to the Office on behalf of the not-at-fault spouse in order to procure a portion of the refund for said spouse.

(2) The Refund Process for State Tax Offset Payments is as follows:

(a) The borrower receives the initial notification letter from the Mississippi Department of Revenue confirming their state tax refund has been intercepted by the Mississippi Institutions of Higher Learning to repay a defaulted forgivable loan debt.

(b) The borrower may submit a written appeal to the Office for the portion of the refund due to the not-at-fault spouse.

(c) The appeal must be received by the Office no later than 30 days after the date of issuance of the letter from the Department of Revenue.

(d) The Office will request W-2 employment wage verification forms from each spouse to verify the proportionate amount of tax each spouse contributed within the last calendar year.

(e) After reviewing the W-2 documents, the office will make a determination of the percentage of the refund attributed to the not-at-fault spouse.
Appendix 2

(f) A refund check reflecting the proportionate amount of tax available to return along with a finalization letter will be issued to the not-at-fault spouse.

H. Credit Reporting

1. State Forgivable Loans are reported to the credit bureaus monthly.

2. Credit reporting is completed by the third-party servicer.

3. Accounts are reported using the standard credit reporting codes.

I. Cancellation through Death or Disability

1. Death

   a) If a loan recipient dies, then the recipient's obligation to repay the loan or render service is canceled.

   b) The Board shall require a copy of the death certificate or other proof of death that is acceptable under applicable State Law. If a death certificate or other acceptable proof of death is not available, the recipient's obligation for service or repayment on the loan is canceled only upon a determination by the Board on the basis of other evidence that the Board finds conclusive.

   c) The Board may not attempt to collect on the loan from the deceased recipient's estate.

2. Total and Permanent Disability

   a) If a loan recipient becomes totally and permanently disabled, the recipient may request cancellation of the outstanding balance.

   b) A recipient is not considered totally and permanently disabled on the basis of a condition that existed before he/she applied for the forgivable loan, unless the recipient's condition has substantially deteriorated since he/she submitted the forgivable loan application, so as to render the recipient totally and permanently disabled.

   c) To demonstrate total and permanent disability, the recipient or the recipient's representative must submit the Disability Cancellation Form. The form must include a certification from a physician, who is a doctor of medicine or osteopathy and legally authorized to practice, on a form provided or approved by the Board, that the recipient is totally and permanently disabled.
d) Other documents may be requested.

e) Collection efforts will continue until the physician certification is received or until notice is received from the physician stating that the certification has been requested and additional time is needed.

f) The physician certification and all requested documents must be submitted within 60 days of the borrower’s request for cancellation.

g) The borrower’s outstanding debt will be cancelled only after the borrower is deemed to be totally and permanently disabled in accordance with the physician certification and supporting documents.

3. State of Mississippi forgivable loans are cannot be discharged or cancelled through bankruptcy.

4. Forgivable loan cancellation forms can be found at the following link: http://www.mississippi.edu/repayment.

Title 10: Education Institutions and Agencies

Part 637: William Winter Alternate Route Teacher Forgivable Loan Program (WWAR) Rules and Regulations

Part 637 Chapter 1: William Winter Alternate Route Teacher Forgivable Loan Program (WWAR) Rules and Regulations

Rule 1.1 William Winter Alternate Route Teacher Forgivable Loan Program (WWAR) Rules and Regulations. These Rules and Regulations are subject to change by the Mississippi Postsecondary Education Financial Assistance Board (hereinafter referred to as the "Board"). The number of awards and recipients are dependent upon availability of funds and selection shall be based on a first-come, first-served basis of all eligible applicants; however, priority consideration shall be given to persons previously receiving awards under the William Winter Alternate Route Teacher Forgivable Loan program (WWAR).

I. GENERAL ELIGIBILITY

A. The applicant must be a current legal resident of Mississippi. Resident status for purposes of receiving WWAR shall be determined in the same manner as resident status for tuition purposes as set forth in Sections 37-103-1 through 37-103-29 of Ms. Code Ann., with the exception of Section 37-103-17.

B. The applicant must be fully admitted as a regular student and enrolled full-time (minimum 15 semester hours or 9 trimester hours) at the undergraduate level as a Junior or Senior seeking a first bachelor’s degree in a program of study leading to an Alternate Route teacher educator license at one (1) Board-approved accredited four-year institution of higher learning in the State of Mississippi. Classification will be determined by the attending institution.

C. The recipient must have a cumulative 3.0 college grade point average (GPA) on a 4.0 scale to establish eligibility, maintain a cumulative 3.0 GPA each period of enrollment (i.e. semester or trimester) for continued eligibility, and maintain satisfactory academic progress in the approved program of study in accordance with the attending institution’s policy.

D. The applicant must have expressed in writing a present intention to teach in the State of Mississippi in a K-12 public school district or public charter school, and must diligently pursue the course of study and requirements for the teaching license.

E. The applicant must have earned passing scores on all three of the Praxis I® Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics).
Appendix 3

F. The applicant must not presently or previously have defaulted on an educational loan.

II. APPLICATION REQUIREMENTS FOR FORGIVABLE LOAN APPLICANT

A. First time applicants must:

1. Complete an application online at www.mississippi.edu/financialaid by the deadline date of March 31.

2. If residency has not been established, submit two forms of documentation of current legal residency by the document deadline of April 30. Acceptable forms of residency documentation are listed in the General Administration Rules and Regulations and published online at www.mississippi.edu/financialaid.

3. Earn passing scores on all three of the Praxis I® Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics) and submit all three test scores to the Board as soon as possible. Scores must be received by June 30. Passing scores are indicated on the score report provided to the student by the testing service. Passing scores are also published online at www.mississippi.edu/financialaid.

4. Signify understanding of the WWAR Rules and Regulations, enter into a Contract and Note with the Board pursuant to the applicable Rules and Regulations and all applicable State laws, and complete, sign and return the Self Certification of a Private Loan form prior to the disbursement of funds. Note: The Contract and Note will be issued once the applicant has been awarded. Funds will not be disbursed until the Contract and Note has been signed.

5. Have a cumulative college GPA of 3.0 on a 4.0 scale, be enrolled full-time in a program of study leading to an Alternate Route teacher educator license, and be making satisfactory academic progress in accordance with the attending institution’s policy. Evidence of academic eligibility will be automatically provided to the Board by the attending institution, unless specifically requested from the applicant.

B. Renewal applicants must:

1. Complete an application online at www.mississippi.edu/financialaid by the deadline date of March 31.

2. Maintain a cumulative 3.0 college GPA on a 4.0 scale per period of enrollment (i.e. semester or trimester), maintain full-time enrollment status
Appendix 3

for each period of enrollment, and remain in a program of study leading to
an Alternate Route teacher educator license, making satisfactory academic
progress in accordance with the attending institution’s policy. Evidence of
continuing academic eligibility will be automatically provided to the
Board by the attending institution, unless specifically requested from the
applicant.

3. Complete, sign and return the Self Certification of a Private Loan form.

III. AMOUNT AND LENGTH OF FORGIVABLE LOAN

A. The maximum annual award amount shall be $4,000.

B. Students may receive a lifetime maximum of two (2) annual awards, four (4)
   semesters, or six (6) trimesters.

C. Awards shall be disbursed directly to the school of attendance, to be applied first
   toward tuition.

D. Awards are not provided for summer school.

E. Once a student has received WWAR funds, he/she may not receive funds from the
   other undergraduate teacher programs, Critical Needs Teacher Forgivable Loan
   (CNTP), Critical Needs Alternate Route Teacher Forgivable Loan (CNAR), or
   Mississippi Teacher Loan Repayment (MTLR). A recipient of WWAR, who has
   not exhausted his/her eligibility in the program and who meets all eligibility
   requirements for the Teacher Education Scholars Forgivable Loan (TES)
   program, may switch participation to TES. Such recipients will be required to
   repay both forgivable loans according to the terms of both contracts, but may
   fulfill the service requirement for both programs concurrently.

IV. RECIPIENT RESPONSIBILITIES

A. A WWAR recipient must maintain good standing at the educational institution in
   which he/she is enrolled at all times.

B. A WWAR recipient must maintain a 3.0 minimum GPA on a 4.0 scale per period
   of enrollment (i.e. semester or trimester). A WWAR recipient who fails to
   maintain the minimum GPA will be suspended from participation in the program
   for the following period of enrollment. An official transcript or grade verification
   sent directly to the Board by the attending institution evidencing a 3.0 GPA on a
   4.0 scale for the non-eligible period of enrollment will entitle a WWAR recipient
   for renewal priority.

C. A WWAR recipient must remain in school full-time, complete an approved
   program of study and obtain the appropriate educator’s license. A WWAR
recipient who withdraws from school, fails to complete an approved program of study, or fails to obtain an appropriate educator’s license, shall immediately become liable to the Board for the sum of all outstanding WWAR awards, plus a penalty of 5% of the outstanding principal, and interest on the combined outstanding principal and penalty.

D. While receiving funds, the WWAR recipient must at all times keep the Board informed of the recipient’s current, correct, and complete contact information. This information may be updated via the WWAR recipient’s student account online at www.mississippi.edu/financialaid. Once in repayment, the WWAR recipient must at all times keep the Board or its loan servicer informed of the recipient’s current, correct, and complete contact information until the debt is completely satisfied.

E. A WWAR recipient should address in writing to the Board or its loan servicer any special circumstances regarding enrollment status, withdrawal from school, or failure to complete the approved program of study.

V. **REPAYMENT**

A. A WWAR forgivable loan recipient enters repayment when the recipient completes the approved program of study, withdraws from school, or fails to complete the approved program of study. The recipient may satisfy his/her forgivable loan debt either by cancellation through teaching service or by loan repayment.

B. **Cancellation through Teaching Service**

1. A WWAR forgivable loan recipient must meet all of the following criteria to qualify for debt cancellation through teaching service:

   a) Obtain the appropriate educator’s license, as determined by the State Board of Education.

   b) Teach full-time, as defined by the State Board of Education. Qualifying positions include teacher and school librarian; invalid positions include, but are not limited to, the following: assistant teacher, full-time substitute, high school counselor, curriculum specialist or administrator.

   c) Teach in grades kindergarten through twelve (K-12) in a Mississippi public school or public charter school. *NOTE: It is fully understood that it is the responsibility of the forgivable loan recipient to seek and secure employment. Prospective teachers may contact the Mississippi Teacher Center for placement assistance at www.mde.k12.ms.us/mtc.*
2. A WWAR forgivable loan debt shall be cancelled on the basis of one year’s teaching service for one year of forgivable loan received. For all WWAR recipients, such service shall never be less than one (1) year regardless of the length of study provided under this forgivable loan.

3. At the time of separation from the approved program of study, unless granted a grace period or other type of deferment, the WWAR forgivable loan recipient must request in writing a deferment of the accrual of interest and repayment of principal and penalty for purposes of completing the teaching service option. The service deferment request must be accompanied by evidence of appropriate employment as defined in Section V.B.1.

4. At the end of each service deferment period, the WWAR forgivable loan recipient must request in writing a cancellation of the equivalent of one annual award.

5. The service deferment and cancellation must be requested in writing and approved each year until the debt is fully satisfied.

C. Loan Repayment

1. Unless granted a grace period or other deferment, a WWAR forgivable loan recipient shall become liable to the Board for the sum of all WWAR forgivable loan awards made to that person less the corresponding amount of debt previously cancelled through teaching service, plus a penalty of 5% of the outstanding principal, and interest on the combined outstanding principal and penalty, immediately at the time of occurrence of one of the following events:

   a) The recipient withdraws from school;

   b) The recipient fails to complete the approved program of study;

   c) The recipient fails to obtain the appropriate educator’s license; or

   d) The recipient fails to complete the teaching service option defined in Section V.B.

2. At the time of the occurrence of one of the events outlined in Section V.C.1. or upon termination of a grace period or other deferment, a 5% penalty will be applied to the sum of all WWAR forgivable loan awards made to the recipient less any amount previously cancelled through service.
Appendix 3

3. The rate of interest charged a WWAR forgivable loan recipient on the unsatisfied balance shall be the current unsubsidized Federal Stafford Loan rate at the time of occurrence of one of the events outlined in Section V.C.1. or upon termination of a grace period or other deferment.

4. Interest begins accruing at the time of occurrence of one of the events outlined in Section V.C.1. or upon termination of a grace period or other deferment, and repayment commences one (1) month after the occurrence of the event.

5. Forgivable loan recipients must repay the loan (principal, penalty, and interest thereon) in 36 or less equal consecutive monthly installments. If the recipient fails to repay his/her loan (principal, penalty, and interest thereon) in 36 or less equal consecutive monthly installments, all principal, penalty, and interest outstanding, together with costs of collection, shall become immediately due and payable and, demand shall be made by mailing the same to the obligor at the last address furnished by said obligor. Should payment of the sum due not be made in full within thirty (30) days, from the date demand was made, the Contract and Note executed by the obligor shall be placed with a collection agency or an attorney for collection, at which point the obligor shall become liable for reasonable collection or attorneys' fees, which may be based on a percentage of the amount of the debt, and court costs, in addition to the other sums due and owing.

D. The obligations made by the recipient of this forgivable loan shall not be voidable by reason of the age of the student at the time of receiving the forgivable loan.

E. Special circumstances regarding a recipient’s failure to complete the teaching service option and/or fulfill the loan obligation should be addressed in writing to the Board or its loan servicer.

VI. GRACE PERIOD AND OTHER DEFERMENTS

A. Grace Period

1. Upon completion of the approved program of study, the WWAR forgivable loan recipient will be granted a 12-month grace period, during which the recipient should obtain the appropriate educator’s license and secure appropriate teaching employment as defined in Section V.B.1.

2. A WWAR forgivable loan recipient who does not complete the approved program of study will not be granted a 12-month grace period and will enter repayment immediately upon separation from the approved program of study. Such a recipient may be eligible for an in-school deferment as defined in Section VI.B.
Appendix 3

B. In-School Deferment

1. A WWAR forgivable loan recipient who does not complete the approved program of study, but remains enrolled at least part-time in a baccalaureate level program may request deferment of the accrual of interest and the repayment of principal and penalty for purposes of remaining in school.

2. The in-school deferment must be requested in writing to the Board or its loan servicer and must be accompanied by verification of at least part-time enrollment from the attending institution.

3. The in-school deferment will not be granted for enrollment in a graduate program.

4. The in-school deferment must be requested by the recipient and approved every term (except Summer) throughout the duration of the deferment.

C. Temporary Disability Deferment

1. A WWAR forgivable loan recipient in repayment who is unable to secure or continue employment because of temporary total disability may request deferment of the accrual of interest and the repayment of principal and penalty. To qualify, a recipient must be unable to work and earn money due to the disability for at least sixty (60) days, or be providing continuous care for a dependent or spouse during a period of at least (90) consecutive days.

2. The temporary disability deferment must be requested in writing to the Board or its loan servicer and must be accompanied by certification from a doctor of medicine or osteopathy who is legally authorized to practice medicine.

3. The temporary disability deferment must be requested by the recipient and approved every six (6) months throughout the duration of the deferment and condition for a total period of time not to exceed three (3) years.

D. Military Service Deferment

1. In terms of military service the following definitions shall apply:

   a) REQUIRED military service is that service which is required of an individual in the service of the Armed Forces of the United States; it does not include a military service obligation incurred to repay a grant, stipend or scholarship granted the individual prior to, during, or after the award under the William Winter Alternate Route Forgivable Loan program.
Appendix 3

b) OBLIGATED or VOLUNTARY military service is that service which is performed by the individual in repayment of a debt owed the United States government as a result of military scholarships, ROTC scholarships, etc. received by the individual. Service is VOLUNTARY if the individual is not obligated to incur a period of military service, but chooses to incur the service obligation.

2. A WWAR forgivable loan recipient shall be eligible for deferment of the accrual of interest and the repayment of principal and penalty during the time of required military service.

3. The military deferment must be requested in writing to the Board or its loan servicer, stating beginning and ending dates of such required military service, and must be accompanied by a copy of the military orders.

4. The military deferment must be requested by the recipient and approved on a year-to-year basis (annually).

5. If a recipient continues military service for any reason beyond the REQUIRED time, then that person shall be declared ineligible for military deferment and the remaining unsatisfied principal, penalty, and interest shall become due and payable to the Board according to the terms outlined in Section V.C.

6. If a recipient obligates himself/herself to VOLUNTARY military service prior to, during, or after the WWAR award, then that person shall be declared ineligible for military deferment and the remaining unsatisfied principal, penalty, and interest shall become due and payable to the Board according to the terms outlined in Section V.C.

VII. CANCELLATION OF DEBT

A. Death

1. If an individual recipient dies, then the recipient's obligation to repay the loan or render service is canceled.

2. The Board shall require a copy of the death certificate or other proof of death that is acceptable under applicable State Law. If a death certificate or other acceptable proof of death is not available, the recipient's obligation for service or repayment on the loan is canceled only upon a determination by the Board on the basis of other evidence that the Board finds conclusive.

3. The Board may not attempt to collect on the loan from the deceased recipient's estate.
Appendix 3

B. Total and Permanent Disability

1. If the Board determines that an individual recipient is totally and permanently disabled, the recipient's obligation to make any further payments of principal, penalty, and interest on the loan is canceled. A recipient is not considered totally and permanently disabled on the basis of a condition that existed before he/she applied for the forgivable loan, unless the recipient's condition has substantially deteriorated since he/she submitted the forgivable loan application, so as to render the recipient totally and permanently disabled.

2. After being notified by the recipient or the recipient's representative that the recipient claims to be totally and permanently disabled, the Board shall promptly request that the recipient or the recipient's representative obtain a certification from a physician, who is a doctor of medicine or osteopathy and legally authorized to practice, on a form provided or approved by the Board and other necessary documents as requested, that the recipient is totally and permanently disabled. The Board shall continue collection until it receives the certification or receives a letter from a physician stating that the certification has been requested and that additional time is needed to determine if the recipient is totally and permanently disabled. After receiving the physician's certification or letter and other necessary documents as requested and the student is found to be totally and permanently disabled, the Board may not attempt to collect from the recipient.

3. If the Board determines that a loan owed by a recipient, who claims to be totally and permanently disabled, is not eligible for cancellation for that reason, or if the Board has not received the physician's certification and other requested documents, as described in Section VII.B.2., within 60 days of the receipt of the documents as described in Section VII.B.2., the Board shall resume collection and shall be deemed to have exercised forbearance of payment of principal, penalty, and interest from the date the Board received the documents described in Section VII.B.2. until such a determination of ineligibility is made by the Board.

C. Bankruptcy

WWAR forgivable loans are nondischargeable in bankruptcy.

VIII. WARRANTY

The acceptance of the WWAR forgivable loan shall serve to appoint the Secretary of State of the State of Mississippi by each recipient as his/her designated agent for service of process, upon whom may be served all lawful processes and summons in any action or
Appendix 3

proceeding against him/her in the event he/she removes himself/herself from this State and the processes of its courts, growing out of any breach of Contract and Note by the recipient for failure to fulfill his/her Contract and Note with the Board or, to repay the WWAR forgivable loan, including penalty and interest pursuant to the law and Contract and Note, and, said acceptance of the loan rights and privileges shall be a signification of the applicant's agreement that any such process or summons against him/her, which is so served upon the Secretary of State, shall be of the same legal force and validity as if served on him/her personally. The venue of all causes of action against such nonresidents shall be Hinds County, Mississippi.

IX. AUTHORIZATION

The acceptance of the WWAR forgivable loan shall serve to authorize the Mississippi Office of Student Financial Aid, the Board, and their respective agents and contractors to contact the recipient regarding the recipient’s loan request or loan(s), including repayment of loan(s), at the current or any future number the recipient provides for the recipient’s cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

Appendix 4

Title 10: Education Institutions and Agencies

Part 639: William Winter Teacher Forgivable Loan Program (WWTS) Rules and Regulations

Part 639 Chapter 1: William Winter Teacher Forgivable Loan Program (WWTS) Rules and Regulations

Rule 1.1 William Winter Teacher Forgivable Loan Program (WWTS) Rules and Regulations. These Rules and Regulations are subject to change by the Mississippi Postsecondary Education Financial Assistance Board (hereinafter referred to as the "Board"). The number of awards and recipients are dependent upon availability of funds and selection shall be based on a first-come, first-served basis of all eligible applicants; however, priority consideration shall be given to persons previously receiving awards under the William Winter Teacher Forgivable Loan program (WWTS).

I. GENERAL ELIGIBILITY

A. The applicant must be a current legal resident of Mississippi. Resident status for purposes of receiving WWTS shall be determined in the same manner as resident status for tuition purposes as set forth in Sections 37-103-1 through 37-103-29 of Ms. Code Ann., with the exception of Section 37-103-17.

B. The applicant must be fully admitted as a regular student and enrolled full-time (minimum 15 semester hours or 9 trimester hours) at the undergraduate level as a Junior or Senior seeking a bachelor’s degree in a program of study leading to a Class “A” standard teacher educator license at one (1) Board-approved accredited four-year institution of higher learning in the State of Mississippi. Classification will be determined by the attending institution.

C. The recipient must have a cumulative 3.0 college grade point average (GPA) on a 4.0 scale to establish eligibility, maintain a cumulative 3.0 GPA each period of enrollment (i.e. semester or trimester) for continued eligibility, and maintain satisfactory academic progress in the approved program of study in accordance with the attending institution’s policy.

D. The applicant must have earned passing scores on all three of the Praxis I® Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics), or must supply proof of exemption for Praxis testing by providing an ACT composite score of 21 or higher from a national test with sub-scores of 18 or higher from that same test. A combined score of 990 on the Critical Reading and Math sections of the Old SAT or a score of 1060 on the New SAT will be accepted in lieu of the ACT. ACT or SAT scores must come from a test taken prior to enrollment into higher education.

Appendix 4 - 115
Appendix 4

E. The applicant must have expressed in writing a present intention to teach in the State of Mississippi in a K-12 public school district or public charter school, and must diligently pursue the course of study and requirements for the teaching license.

F. The applicant must not presently or previously have defaulted on an educational loan.

II. APPLICATION REQUIREMENTS FOR FORGIVABLE LOAN APPLICANT

A. First time applicants must:

1. Complete an application online at www.mississippi.edu/financialaid by the deadline date of March 31.

2. If residency has not been established, submit two forms of documentation of current legal residency by the document deadline of April 30. Acceptable forms of residency documentation are listed in the General Administration Rules and Regulations and published online at www.mississippi.edu/financialaid.

3. Earn passing scores on all three of the Praxis I® Pre-Professional Skills Tests (PPST) (reading, writing, and mathematics) or all three Praxis Core Academic Skills for Educators (Core) Tests (reading, writing, and mathematics) and submit all three test scores to the Board as soon as possible. Scores must be received by June 30. Passing scores are indicated on the score report provided to the student by the testing service. Passing scores are also published online at www.mississippi.edu/financialaid. Applicants may supply proof of exemption for Praxis testing by providing an ACT composite score of 21 or higher from a national test with sub-scores of 18 or higher from that same test. A combined score of 990 on the Critical Reading and Math sections of the Old SAT or a score of 1060 on the New SAT will be accepted in lieu of the ACT. ACT or SAT scores must come from a test taken prior to enrollment into higher education. If submitted in lieu of Praxis scores, ACT or SAT scores must be received by the document deadline of April 30.

4. Signify understanding of the WWTS Rules and Regulations, enter into a Contract and Note with the Board pursuant to the applicable Rules and Regulations and all applicable State laws, complete, sign and return the Self Certification of a Private Loan form prior to the disbursement of funds. Note: The Contract and Note will be issued once the applicant has been awarded. Funds will not be disbursed until the Contract and Note has been signed.
Appendix 4

5. Have a cumulative college GPA of 3.0 on a 4.0 scale, be enrolled full-time in a program of study leading to a Class “A” standard teacher educator license, and be making satisfactory academic progress in accordance with the attending institution’s policy. Evidence of academic eligibility will be automatically provided to the Board by the attending institution, unless specifically requested from the applicant.

B. Renewal applicants must:

1. Complete an application online at www.mississippi.edu/financialaid by the deadline date of March 31.

2. Maintain a cumulative 3.0 college GPA on a 4.0 scale per period of enrollment (i.e. semester or trimester), maintain full-time enrollment status for each period of enrollment, and remain in a program of study leading to a Class “A” standard teacher educator license, making satisfactory academic progress in accordance with the attending institution’s policy. Evidence of continuing academic eligibility will be automatically provided to the Board by the attending institution, unless specifically requested from the applicant.

3. Complete, sign and return the Self Certification of a Private Loan form.

III. AMOUNT AND LENGTH OF FORGIVABLE LOAN

A. The maximum annual award amount shall be $4,000.

B. Students may receive a lifetime maximum of two (2) annual awards, four (4) semesters, or six (6) trimesters.

C. Awards shall be disbursed directly to the school of attendance, to be applied first toward tuition.

D. Awards are not provided for summer school.

E. Once a student has received WWTS funds, he/she may not receive funds from the other undergraduate teacher programs, Critical Needs Teacher Forgivable Loan (CNTP), Critical Needs Alternative Route Teacher Forgivable Loan (CNAR), and Mississippi Teacher Loan Repayment (MTLR). A recipient of WWTS, who has not exhausted his/her eligibility in the program and who meets all eligibility requirements for the Teacher Education Scholars Forgivable Loan (TES) program, may switch participation to TES. Such recipients will be required to repay both forgivable loans according to the terms of both contracts, but may fulfill the service requirement for both programs concurrently.
Appendix 4

IV. RECIPIENT RESPONSIBILITIES

A. A WWTS recipient must maintain good standing at the educational institution in which he/she is enrolled at all times.

B. A WWTS recipient must maintain a 3.0 minimum GPA on a 4.0 scale per period of enrollment (i.e. semester or trimester). A WWTS recipient who fails to maintain the minimum GPA will be suspended from participation in the program for the following period of enrollment. An official transcript or grade verification sent directly to the Board by the attending institution evidencing a 3.0 GPA on a 4.0 scale for the non-eligible period of enrollment will entitle a WWTS recipient for renewal priority.

C. A WWTS recipient must remain in school full-time, complete an approved program of study and obtain the appropriate educator’s license. A WWTS recipient who withdraws from school, fails to complete an approved program of study, or fails to obtain an appropriate educator’s license, shall immediately become liable to the Board for the sum of all outstanding WWTS awards, plus a penalty of 5% of the outstanding principal, and interest on the combined outstanding principal and penalty.

D. While receiving funds, the WWTS recipient must at all times keep the Board informed of the recipient’s current, correct, and complete contact information. This information may be updated via the WWTS recipient’s student account online at www.mississippi.edu/financialaid. Once in repayment, the WWTS recipient must at all times keep the Board or its loan servicer informed of the recipient’s current, correct, and complete contact information until the debt is completely satisfied.

E. A WWTS recipient should address in writing to the Board or its loan servicer any special circumstances regarding enrollment status, withdrawal from school, or failure to complete the approved program of study.

V. REPAYMENT

A. A WWTS forgivable loan recipient enters repayment when the recipient completes the approved program of study, withdraws from school, or fails to complete the approved program of study. The recipient may satisfy his/her forgivable loan debt either by cancellation through teaching service or by loan repayment.

B. Cancellation through Teaching Service

1. A WWTS forgivable loan recipient must meet all of the following criteria to qualify for debt cancellation through teaching service:
Appendix 4

a) Obtain the appropriate educator’s license, as determined by the State Board of Education.

b) Teach full-time, as defined by the State Board of Education. Qualifying positions include teacher and school librarian; invalid positions include, but are not limited to, the following: assistant teacher, full-time substitute, high school counselor, curriculum specialist or administrator.

c) Teach in grades kindergarten through twelve (K-12) in a Mississippi public school or public charter school. NOTE: It is fully understood that it is the responsibility of the forgivable loan recipient to seek and secure employment. Prospective teachers may contact the Mississippi Teacher Center for placement assistance at [www.mde.k12.ms.us/mtc](http://www.mde.k12.ms.us/mtc).

2. A WWTS forgivable loan debt shall be cancelled on the basis of one year’s teaching service for one year of forgivable loan received. For all WWTS recipients, such service shall never be less than one (1) year regardless of the length of study provided under this forgivable loan.

3. At the time of separation from the approved program of study, unless granted a grace period or other type of deferment, the WWTS forgivable loan recipient must request in writing a deferment of the accrual of interest and repayment of principal and penalty for purposes of completing the teaching service option. The service deferment request must be accompanied by evidence of appropriate employment as defined in Section V.B.1.

4. At the end of each service deferment period, the WWTS forgivable loan recipient must request in writing a cancellation of the equivalent of one annual award.

5. The service deferment and cancellation must be requested in writing and approved each year until the debt is fully satisfied.

C. Loan Repayment

1. Unless granted a grace period or other deferment, a WWTS forgivable loan recipient shall become liable to the Board for the sum of all WWTS forgivable loan awards made to that person less the corresponding amount of debt previously cancelled through teaching service, plus a penalty of 5% of the outstanding principal, and interest on the combined outstanding principal and penalty, immediately at the time of occurrence of one of the following events:
Appendix 4

a) The recipient withdraws from school;
b) The recipient fails to complete the approved program of study;
c) The recipient fails to obtain the appropriate educator’s license; or
d) The recipient fails to complete the teaching service option defined in Section V.B.

2. At the time of the occurrence of one of the events outlined in Section V.C.1. or upon termination of a grace period or other deferment, a 5% penalty will be applied to the sum of all WWTS forgivable loan awards made to the recipient less any amount previously cancelled through service.

3. The rate of interest charged a WWTS forgivable loan recipient on the unsatisfied balance shall be the current unsubsidized Federal Stafford Loan rate at the time of occurrence of one of the events outlined in Section V.C.1. or upon termination of a grace period or other deferment.

4. Interest begins accruing at the time of occurrence of one of the events outlined in Section V.C.1. or upon termination of a grace period or other deferment, and repayment commences one (1) month after the occurrence of the event.

5. Forgivable loan recipients must repay the loan (principal, penalty, and interest thereon) in 36 or less equal consecutive monthly installments. If the recipient fails to repay his/her loan (principal, penalty, and interest thereon) in 36 or less equal consecutive monthly installments, all principal, penalty, and interest outstanding, together with costs of collection, shall become immediately due and payable and, demand shall be made by mailing the same to the obligor at the last address furnished by said obligor. Should payment of the sum due not be made in full within thirty (30) days, from the date demand was made, the Contract and Note executed by the obligor shall be placed with a collection agency or an attorney for collection, at which point the obligor shall become liable for reasonable collection or attorneys' fees, which may be based on a percentage of the amount of the debt, and court costs, in addition to the other sums due and owing.

D. The obligations made by the recipient of this forgivable loan shall not be voidable by reason of the age of the student at the time of receiving the forgivable loan.

E. Special circumstances regarding a recipient’s failure to complete the teaching service option and/or fulfill the loan obligation should be addressed in writing to the Board or its loan servicer.
Appendix 4

VI. GRACE PERIOD AND OTHER DEFERMENTS

A. Grace Period

1. Upon completion of the approved program of study, the WWTS forgivable loan recipient will be granted a 12-month grace period, during which the recipient should obtain the appropriate educator’s license and secure appropriate teaching employment as defined in Section V.B.1.

2. A WWTS forgivable loan recipient who does not complete the approved program of study will not be granted a 12-month grace period and will enter repayment immediately upon separation from the approved program of study. Such a recipient may be eligible for an in-school deferment as defined in Section VI.B.

B. In-School Deferment

1. A WWTS forgivable loan recipient who does not complete the approved program of study, but remains enrolled at least part-time in a baccalaureate level program may request deferment of the accrual of interest and the repayment of principal and penalty for purposes of remaining in school.

2. The in-school deferment must be requested in writing to the Board or its loan servicer and must be accompanied by verification of at least part-time enrollment from the attending institution.

3. The in-school deferment will not be granted for enrollment in a graduate program.

4. The in-school deferment must be requested by the recipient and approved every term (except Summer) throughout the duration of the deferment.

C. Temporary Disability Deferment

1. A WWTS forgivable loan recipient in repayment who is unable to secure or continue employment because of temporary total disability may request deferment of the accrual of interest and the repayment of principal and penalty. To qualify, a recipient must be unable to work and earn money due to the disability for at least sixty (60) days, or be providing continuous care for a dependent or spouse during a period of at least (90) consecutive days.

2. The temporary disability deferment must be requested in writing to the Board or its loan servicer and must be accompanied by certification from a doctor of medicine or osteopathy who is legally authorized to practice medicine.
Appendix 4

3. The temporary disability deferment must be requested by the recipient and approved every six (6) months throughout the duration of the deferment and condition for a total period of time not to exceed three (3) years.

D. Military Service Deferment

1. In terms of military service the following definitions shall apply:

   a) REQUIRED military service is that service which is required of an individual in the service of the Armed Forces of the United States; it does not include a military service obligation incurred to repay a grant, stipend or scholarship granted the individual prior to, during, or after the award under the William Winter Teacher Forgivable Loan program.

   b) OBLIGATED or VOLUNTARY military service is that service which is performed by the individual in repayment of a debt owed the United States government as a result of military scholarships, ROTC scholarships, etc. received by the individual. Service is VOLUNTARY if the individual is not obligated to incur a period of military service, but chooses to incur the service obligation.

2. A WWTS forgivable loan recipient shall be eligible for deferment of the accrual of interest and the repayment of principal and penalty during the time of required military service.

3. The military deferment must be requested in writing to the Board or its loan servicer, stating beginning and ending dates of such required military service, and must be accompanied by a copy of the military orders.

4. The military deferment must be requested by the recipient and approved on a year-to-year basis (annually).

5. If a recipient continues military service for any reason beyond the REQUIRED time, then that person shall be declared ineligible for military deferment and the remaining unsatisfied principal, penalty, and interest shall become due and payable to the Board according to the terms outlined in Section V.C.

6. If a recipient obligates himself/herself to VOLUNTARY military service prior to, during, or after the WWTS award, then that person shall be declared ineligible for military deferment and the remaining unsatisfied principal, penalty, and interest shall become due and payable to the Board according to the terms outlined in Section V.C.
Appendix 4

VII. CANCELLATION OF DEBT

A. Death

1. If an individual recipient dies, then the recipient's obligation to repay the loan or render service is canceled.

2. The Board shall require a copy of the death certificate or other proof of death that is acceptable under applicable State Law. If a death certificate or other acceptable proof of death is not available, the recipient's obligation for service or repayment on the loan is canceled only upon a determination by the Board on the basis of other evidence that the Board finds conclusive.

3. The Board may not attempt to collect on the loan from the deceased recipient's estate.

B. Total and Permanent Disability

1. If the Board determines that an individual recipient is totally and permanently disabled, the recipient's obligation to make any further payments of principal, penalty, and interest on the loan is canceled. A recipient is not considered totally and permanently disabled on the basis of a condition that existed before he/she applied for the forgivable loan, unless the recipient's condition has substantially deteriorated since he/she submitted the forgivable loan application, so as to render the recipient totally and permanently disabled.

2. After being notified by the recipient or the recipient's representative that the recipient claims to be totally and permanently disabled, the Board shall promptly request that the recipient or the recipient's representative obtain a certification from a physician, who is a doctor of medicine or osteopathy and legally authorized to practice, on a form provided or approved by the Board and other necessary documents as requested, that the recipient is totally and permanently disabled. The Board shall continue collection until it receives the certification or receives a letter from a physician stating that the certification has been requested and that additional time is needed to determine if the recipient is totally and permanently disabled. After receiving the physician's certification or letter and other necessary documents as requested and the student is found to be totally and permanently disabled, the Board may not attempt to collect from the recipient.

3. If the Board determines that a loan owed by a recipient, who claims to be totally and permanently disabled, is not eligible for cancellation for that reason, or if the Board has not received the physician's certification and
other requested documents, as described in Section VII.B.2., within 60 days of the receipt of the documents as described in Section VII.B.2., the Board shall resume collection and shall be deemed to have exercised forbearance of payment of principal, penalty, and interest from the date the Board received the documents described in Section VII.B.2. until such a determination of ineligibility is made by the Board.

C. Bankruptcy

WWTS forgivable loans are nondischargeable in bankruptcy.

VIII. WARRANTY

The acceptance of the WWTS forgivable loan shall serve to appoint the Secretary of State of the State of Mississippi by each recipient as his/her designated agent for service of process, upon whom may be served all lawful processes and summons in any action or proceeding against him/her in the event he/she removes himself/herself from this State and the processes of its courts, growing out of any breach of Contract and Note by the recipient for failure to fulfill his/her Contract and Note with the Board or, to repay the WWTS Forgivable Loan, including penalty and interest pursuant to the law and Contract and Note, and, said acceptance of the loan rights and privileges shall be a signification of the applicant's agreement that any such process or summons against him/her, which is so served upon the Secretary of State, shall be of the same legal force and validity as if served on him/her personally. The venue of all causes of action against such nonresidents shall be Hinds County, Mississippi.

IX. AUTHORIZATION

The acceptance of the WWTS forgivable loan shall serve to authorize the Mississippi Office of Student Financial Aid, the Board, and their respective agents and contractors to contact the recipient regarding the recipient’s loan request or loan(s), including repayment of loan(s), at the current or any future number the recipient provides for the recipient’s cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

Appendix 5

Title 10: Education Institutions and Agencies

Part 611: Mississippi Resident Tuition Assistance Grant (MTAG)

Part 611 Chapter 1: Mississippi Resident Tuition Assistance Grant (MTAG) Rules and Regulations

Rule 1.1 Mississippi Resident Tuition Assistance Grant (MTAG) Rules and Regulations. These Rules and Regulations are subject to change by the Mississippi Postsecondary Education Financial Assistance Board (Postsecondary Board). All eligible students shall receive a Mississippi Resident Tuition Assistance Grant (MTAG) award; however, the amount of each MTAG award depends upon the availability of funds as authorized by the State Legislature.

I. GENERAL ELIGIBILITY

A. The applicant must be a current legal resident of Mississippi. Resident status for purposes of receiving MTAG under this act shall be determined in the same manner as resident status for tuition purposes as set forth in Sections 37-103-1 through 37-103-29, of Ms. Code Ann., with the exception of Section 37-103-17.

B. The applicant must be continuously enrolled (not less than two semesters or three trimesters in each successive academic year) full-time (minimum 15 semester hours or 9 trimester hours) at the undergraduate level at one (1) eligible institution in the State of Mississippi.

C. The applicant must meet one of the following sets of academic criteria:

1. Graduated from high school, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale, as certified by the high school counselor or other authorized school official, and scored an ACT composite score of 15 or higher from a national test. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

2. Attended a home education program during grade levels 9 through 12 and scored an ACT composite score of 15 or higher from a national test. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

3. Successfully completed the International Baccalaureate Program, with a minimum cumulative GPA of 2.5 on a 4.0 scale, based on that school’s grading system, and scored an ACT composite score of 15 or higher from
Appendix 5

a national test. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

4. Satisfactorily completed a high school equivalency diploma and scored an ACT composite score of 15 or higher from a national test. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

5. Completed at least twelve (12) college hours and earned a cumulative GPA of at least 2.5 on a 4.0 scale on all college work.

D. Exception: Any student, including the entrant with a high school equivalency diploma, pursuing a non-academic program of study leading to a certificate or an associate of applied science degree is not required to take the ACT, unless required by the school.

E. The number of prior full-time semesters or trimesters that a student has attended college will not be a factor in determining a recipient’s initial eligibility if he/she is otherwise eligible.

F. The applicant must not be financially eligible for the full Federal Pell Grant as evidenced either by an Expected Family Contribution (EFC) greater than zero (0) on the Free Application for Federal Student Aid (FAFSA) or by completion of a Financial Certification Statement certifying that the family income will preclude the applicant’s eligibility for the Federal Pell Grant or other need-based Title IV funds.

G. The applicant must complete an application for state financial aid on or before September 15 during the fall of the aid year for which the student is seeking assistance.

H. The applicant must not currently be in default on a Federal or State educational loan or owe a repayment on a Federal or State grant.

I. The applicant must meet any other general requirements for admission and student financial aid at the student’s eligible institution of choice.

II. APPLICATION REQUIREMENTS

A. First-time applicants must:
Appendix 5

1. Complete an application online at www.mississippi.edu/financialaid by the deadline date of September 15 during the fall of the aid year for which the student is seeking assistance.

2. Submit two forms of documentation of current legal residency by the document deadline of October 15. Acceptable forms of residency documentation are listed in the General Administration Rules and Regulations and published online at www.mississippi.edu/financialaid.

3. If the applicant is considered to be a first-time college student (completed fewer than twelve (12) credit hours), submit by the document deadline of October 15:

   a) Proof of graduation from high school with a minimum cumulative GPA of 2.5 on a 4.0 scale certified by the high school counselor or other authorized school official and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

   b) Proof of attendance at a home education program during grade levels 9 through 12 and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

   c) Proof of successful completion of the International Baccalaureate Program, with a minimum cumulative GPA of 2.5 on a 4.0 scale, based on that school’s grading system and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT; or

   d) Proof of satisfactory completion of a high school equivalency diploma and proof of an ACT composite score of 15 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 720 on the Old SAT Critical
Appendix 5

Reading and Math sections, a combined score of 1060 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 810 on the New SAT will be accepted in lieu of the ACT.

4. If the applicant is considered to be a continuing college student (completed more than twelve (12) credit hours), submit by the document deadline of October 15, proof of a cumulative college GPA of at least 2.5 on a 4.0 scale.

5. Complete by the document deadline of October 15 either the FAFSA to demonstrate that the applicant is not financially eligible for the full Federal Pell Grant because the applicant has an EFC greater than zero (0), or a Financial Certification Statement certifying that the family income will preclude the applicant’s eligibility for the Federal Pell Grant or other need-based Title IV funds.

6. Be enrolled full-time (minimum 15 semester hours or 9 trimester hours) at the undergraduate level at one (1) eligible institution in the State of Mississippi. Evidence of enrollment will be automatically provided to the Postsecondary Board by the attending institution.

B. Renewal applicants must:

1. Complete an application online at www.mississippi.edu/financialaid by the deadline date of September 15.


3. Complete by the document deadline of October 15 either the FAFSA to demonstrate that the applicant is not financially eligible for the full Federal Pell Grant because the applicant has an EFC greater than zero (0), or a Financial Certification Statement certifying that the family income will preclude the applicant’s eligibility for the Federal Pell Grant or other need-based Title IV funds.

4. Maintain continuous, full-time enrollment at one (1) eligible institution in the State of Mississippi for not less than two semesters or three trimesters in each successive academic year, unless granted an exception for cause.

   a) Full-time enrollment consists of a minimum 15 semester hours or 9 trimester hours at the undergraduate level. Evidence of enrollment will be automatically provided to the Postsecondary Board by the attending institution, unless requested from the applicant.

   b) If a student drops below full-time status during a semester or trimester of the academic year and is not granted an exception for
cause by the administering agency, no refund will be required for that term; however, that student is ineligible to receive funds during the following semester or trimester of full-time enrollment of the regular academic year.

5. Maintain satisfactory academic progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale, as certified by the registrar, based on that institution’s calculation, at the end of each semester, trimester, or term of the regular academic year. In the case of students pursuing a certificate, the student must meet that institution’s satisfactory academic progress standards of his/her program of study.

III. LENGTH AND AMOUNT OF AWARD

A. No student may receive MTAG for longer than the equivalent semesters or trimesters required to complete one (1) certificate, and/or one (1) associate, and/or (1) bachelor degree per institution, not to exceed eight (8) semesters or twelve (12) trimesters.

B. For freshman and sophomore students, the award shall not exceed Five Hundred Dollars ($500.00) per academic year (to be divided equally between each semester/trimester). Classification will be determined by the attending institution.

C. For junior and senior students, the award shall not exceed One Thousand Dollars (1,000.00) per academic year (to be divided equally between each semester/trimester). Classification will be determined by the attending institution.

D. Those students eligible for less than the full Federal Pell Grant award shall receive an MTAG award in an amount equal to the difference between the maximum Federal Pell Grant award amount and the award amount of the Federal Pell Grant for which the student is eligible based upon the student’s EFC as determined by the FAFSA. In no situation may the MTAG award amount exceed the maximum MTAG amount allowable for students of the same classification.

E. All awards are dependent on the availability of funds and are subject to proration.

F. No student shall receive a combination of student financial aid and MTAG that exceeds the cost of attendance as defined by the institution’s Federal Pell Grant Budget.

G. Undergraduate grant awards will be offered to individual applicants through the single undergraduate grant program that offers the applicant the largest award.

H. Payment of MTAG awards shall be disbursed directly to the educational institutions and applied first to tuition.
Appendix 5

I. If a recipient transfers from one eligible Mississippi institution to another, the award will be transferable, provided the student applies for the grant and is otherwise eligible.

Title 10: Education Institutions and Agencies

Part 613: Mississippi Eminent Scholars Grant (MESG)

Part 613 Chapter 1: Mississippi Eminent Scholars Grant (MESG) Rules and Regulations

Rule 1.1 Mississippi Eminent Scholars Grant (MESG) Rules and Regulations. These Rules and Regulations are subject to change by the Mississippi Postsecondary Education Financial Assistance Board (Postsecondary Board). All eligible students shall receive a Mississippi Eminent Scholars Grant (MESG) award; however, the amount of each MESG award depends upon the availability of funds as authorized by the State Legislature.

I. GENERAL ELIGIBILITY

A. The applicant must be a current legal resident of Mississippi. Resident status for purposes of receiving MESG under this act shall be determined in the same manner as resident status for tuition purposes as set forth in Sections 37-103-1 through 37-103-29, of Ms. Code Ann., with the exception of Section 37-103-17.

B. The applicant must be continuously enrolled (not less than two semesters or three trimesters in each successive academic year) full-time (minimum 15 semester hours or 9 trimester hours) at the undergraduate level at one (1) eligible institution in the State of Mississippi.

C. The applicant must meet one of the following sets of academic criteria:

1. Graduated from high school or earned the equivalent in high school subjects acceptable for credit toward a diploma, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 3.5 on a 4.0 scale based on the high school’s grading system and certified by the high school counselor or other authorized school official, and scored an ACT composite score of 29 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 1290 on the Old SAT Critical Reading and Math sections, a combined score of 1940 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1350 on the New SAT will be accepted in lieu of the ACT; or

2. Attended a home education program during grade levels 9 through 12 and scored an ACT composite score of 29 or higher from a national test taken prior to being enrolled as a first-time college student. A combined score of 1290 on the Old SAT Critical Reading and Math sections, a combined score of 1940 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1350 on the New SAT will be accepted in lieu of the ACT; or
Appendix 6

3. Graduated from high school or earned the equivalent in high school subjects acceptable for credit toward a diploma, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 3.5 on a 4.0 scale based on the high school’s grading system and certified by the high school counselor or other authorized school official, and was recognized as a semifinalist or finalist by the National Merit Scholarship Corporation or the National Achievement Scholarship Program.

D. The applicant must enroll as a first-time college student in Mississippi.

1. A “first-time in college” student is any student who has earned fewer than 12 hours of postsecondary academic credit.

   a) Postsecondary academic credit earned prior to or during the summer immediately subsequent to receiving a high school diploma, or earned while dually enrolled in secondary and postsecondary educational institutions, or while enrolled in the early admission program of a postsecondary institution shall not be considered when determining if a student is a “first-time in college” student.

   b) Postsecondary academic credit granted by an institution for Advanced Placement (AP) or International Baccalaureate (IB) courses completed in high school shall not be considered when determining if a student is a “first-time in college” student.

2. A student may enroll as a first-time college student in Mississippi as long as the student has earned no more than 36 hours of postsecondary academic credit out of state before enrolling in a Mississippi institution. The eligibility of such applicants will be determined in the same manner as “first-time in college” applicants, except that these students shall be required to have maintained the equivalent of a 3.5 cumulative grade point average on a 4.0 scale for all college work attempted, as certified by the attending institution.

E. The applicant must complete an initial application for state financial aid before the expiration of the third school year succeeding the year of his or her high school graduation and must complete an application on or before September 15 during the fall of the aid year for which the student is seeking assistance.

F. The applicant must not currently be in default on a Federal or State educational loan or owe a repayment on a Federal or State grant.

G. The applicant must meet any other general requirements for admission and student financial aid at the student’s eligible institution of choice.
II. APPLICATION REQUIREMENTS

A. First-time applicants must:

1. Complete an initial application online at www.mississippi.edu/financialaid before the expiration of the third school year succeeding the year of his or her high school graduation and on or before September 15 during the fall of the aid year for which the student is seeking assistance.

2. Submit two forms of documentation of current legal residency by the document deadline of October 15. Acceptable forms of residency documentation are listed in the General Administration Rules and Regulations and published online at www.mississippi.edu/financialaid.

3. Submit by the document deadline of October 15:
   a) Proof of graduation from high school or proof of earning the equivalent in high school subjects acceptable for credit toward a diploma, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 3.5 on a 4.0 scale based on the high school’s grading system and certified by the high school counselor or other authorized school official, and proof of an ACT composite score of 29 or higher from a national test. A combined score of 1290 on the Old SAT Critical Reading and Math sections, a combined score of 1940 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1350 on the New SAT will be accepted in lieu of the ACT; or
   b) Proof of attendance at a home education program during grade levels 9 through 12 and proof of an ACT composite score of 29 or higher from a national test. A combined score of 1290 on the Old SAT Critical Reading and Math sections, a combined score of 1940 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1350 on the New SAT will be accepted in lieu of the ACT; or
   c) Proof of graduation from high school or proof of earning the equivalent in high school subjects acceptable for credit toward a diploma, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 3.5 on a 4.0 scale based on the high school’s grading system and certified by the high school counselor or other authorized school official, and proof of recognition as a semifinalist or finalist by the
Appendix 6

National Merit Scholarship Corporation or the National Achievement Scholarship Program.

d) Proof of a minimum cumulative grade point average (GPA) of 3.5 on a 4.0 scale on at least 12, but no more than 36, hours of postsecondary education credit, as certified by the attending institution and proof of an ACT composite score of 29 or higher from a national test taken before the student became a first-time college student. A combined score of 1290 on the Old SAT Critical Reading and Math sections, a combined score of 1940 on the Old SAT Critical Reading and Math plus Writing sections, a score of 1350 on the New SAT, or proof of recognition as a semifinalist or finalist by the National Merit Scholarship Corporation or the National Achievement Scholarship Program will be accepted in lieu of the ACT.

4. Be enrolled full-time (minimum 15 semester hours or 9 trimester hours) at the undergraduate level at one (1) eligible institution in the State of Mississippi. Evidence of enrollment will be automatically provided to the Postsecondary Board by the attending institution.

B. Renewal applicants must:

1. Complete an application online at www.mississippi.edu/financialaid by the deadline date of September 15 during the fall of the aid year for which the student is seeking assistance.


3. Maintain continuous, full-time enrollment at one (1) eligible institution in the State of Mississippi for not less than two semesters or three trimesters in each successive academic year, unless granted an exception for cause.

   a) Full-time enrollment consists of a minimum 15 semester hours or 9 trimester hours at the undergraduate level. Evidence of enrollment will be automatically provided to the Postsecondary Board by the attending institution, unless requested from the applicant.

   b) If a student drops below full-time status during a semester or trimester of the academic year and is not granted an exception for cause by the administering agency, no refund will be required for that term; however, that student is ineligible to receive funds during the following semester or trimester of full-time enrollment of the regular academic year.
Appendix 6

4. Maintain satisfactory academic progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale, as certified by the registrar, based on that institution’s calculation, at the end of each semester, trimester, or term of the regular academic year.

III. LENGTH AND AMOUNT OF AWARD

A. No student may receive MESG for longer than the equivalent semesters or trimesters required to complete one (1) certificate, and/or one (1) associate, and/or (1) bachelor degree per institution, not to exceed eight (8) semesters or twelve (12) trimesters.

B. For all eligible students, the MESG award amount is the amount of tuition and mandatory fees at the institution of attendance, not to exceed Twenty-five Hundred Dollars ($2,500.00) per academic year (to be divided equally between each semester/trimester).

C. All awards are dependent on the availability of funds and are subject to proration.

D. A student may receive MESG, unless receipt of the award will cause the student’s financial aid package to exceed the institution’s established Cost of Attendance for the student. In such cases, the institution should reduce or cancel the award to ensure the student receives the maximum award without exceeding the Cost of Attendance. Undergraduate grant awards will be offered to individual applicants through the single undergraduate grant program that offers the applicant the largest award.

E. Payment of MESG awards shall be disbursed directly to the postsecondary institution and applied first to tuition.

F. If a recipient transfers from one eligible Mississippi institution to another, the award will be transferable, provided the student applies for the grant and is otherwise eligible.

Title 10: Education Institutions and Agencies

Part 615: Higher Education Legislative Plan for Needy Students Grant (HELP) Rules and Regulations

Part 615 Chapter 1: Higher Education Legislative Plan for Needy Students Grant (HELP) Rules and Regulations

Rule 1.1 Higher Education Legislative Plan for Needy Students Grant (HELP) Rules and Regulations. These Rules and Regulations are subject to change by the Mississippi Postsecondary Education Financial Assistance Board. All eligible students shall receive a Higher Education Legislative Plan for Needy Students (HELP) award; however, the amount of each award depends upon the availability of funds as authorized by the State Legislature.

I. GENERAL ELIGIBILITY

A. The applicant must be a United States citizen or eligible non-citizen and registered with the Selective Service, if required.

B. The applicant must be a current legal resident of Mississippi. Resident status for purposes of receiving HELP under this act shall be determined in the same manner as resident status for tuition purposes as set forth in Sections 37-103-1 through 37-103-29, of Ms. Code Ann., with the exception of Section 37-103-17.

C. The applicant must have no criminal record, except for misdemeanor traffic violations.

D. The applicant must be enrolled or accepted for enrollment as a full-time undergraduate student at an eligible Mississippi postsecondary institution, pursuing a first associate or baccalaureate degree.

E. The applicant must complete an online application on or before March 31 during the spring prior to the aid year for which the student is seeking assistance and submit all required supporting documents by April 30 of the same year.

F. The applicant must meet the following academic requirements:

1. The applicant must have graduated from high school within the two (2) years preceding the application, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 2.5 calculated on a 4.0 scale, as certified by the high school counselor or other school official.

2. The applicant must have successfully completed seventeen and one-half (17 ½) units of high school coursework that includes the College Preparatory Curriculum approved by the Board of Trustees of State Institutions of Higher Learning and required for admission into a state
university, plus one (1) unit of art (may include one (1) unit or two (2) one-half (1/2) units) from the approved Mississippi Department of Education Arts Visual and Performing series, and one (1) additional advanced elective unit, which may include Foreign Language II.

3. The applicant must have a composite score on the American College Test (ACT) of at least twenty (20) from a national test. A combined score of 950 on the Old SAT Critical Reading and Math sections, a combined score of 1410 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1020 on the New SAT will be accepted in lieu of the ACT.

G. The applicant must demonstrate financial need. For the purposes of this program, the term “family” for a dependent applicant includes the applicant’s parents and other children under age twenty-one (21) of the applicant’s parents. The term “family” for an independent applicant includes the applicant, the applicant’s spouse, and any children under age twenty-one (21) of the applicant and spouse.

1. To demonstrate financial need for the 2015-16 aid year, the applicant’s family must have an annual adjusted gross income of Thirty-nine Thousand Five Hundred Dollars ($39,500.00) or less for a family with only one dependent child under the age of twenty-one (21) or an annual adjusted gross income of Thirty-nine Thousand Five Hundred Dollars ($39,500.00) or less plus Five Thousand Dollars ($5,000.00) for each additional dependent child under the age of twenty-one (21). Unless specified otherwise by the Mississippi Legislature, to demonstrate financial need for the 2016-17 and subsequent aid years, the applicant’s family must have an annual adjusted gross income of Forty-two Thousand Five Hundred Dollars ($42,500.00) or less for a family with only one dependent child under the age of twenty-one (21) or an annual adjusted gross income of Forty-two Thousand Five Hundred Dollars ($42,500.00) or less plus Five Thousand Dollars ($5,000.00) for each additional dependent child under the age of twenty-one (21).

2. The applicant must file the Free Application for Federal Student Aid (FAFSA) and be found to be Pell-eligible.

H. The applicant must not currently be in default on a Federal or State educational loan or owe a repayment on a Federal or State grant.

I. The applicant must meet any other general requirements for admission and student financial aid at the student’s eligible institution of choice.

J. The applicant must be in compliance with the terms of federal and other state aid programs.
II. APPLICATION REQUIREMENTS

A. First-time applicants must:

1. Complete an initial application online at [www.mississippi.edu/financialaid](http://www.mississippi.edu/financialaid) on or before March 31 during the spring prior to the aid year for which the student is seeking assistance and within two (2) years of the student’s high school graduation.

2. Submit by the document deadline of April 30:
   a) Two forms of documentation of current legal Mississippi residency. Acceptable forms of residency documentation are listed in the General Administration Rules and Regulations and published online at [www.mississippi.edu/financialaid](http://www.mississippi.edu/financialaid).
   b) Proof of graduation from high school within the two years preceding the application, as verified by the institution before disbursement of awards, with a minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale based on the high school’s grading system and certified by the high school counselor or other authorized school official.
   c) Proof of completion of the American College Test (ACT). The applicant must earn a composite score of at least twenty (20) on the ACT from a national test taken prior to being awarded HELP funds enrolled as a first-time college student. A combined score of 950 on the Old SAT Critical Reading and Math sections, a combined score of 1410 on the Old SAT Critical Reading and Math plus Writing sections, or a score of 1020 on the New SAT will be accepted in lieu of the ACT.
   d) Proof of completion of the following HELP Core Curriculum: Seventeen and one-half (17-1/2) units of high school coursework that includes the College Preparatory Curriculum approved by the Board of Trustees of State Institutions of Higher Learning and required for admission into a state university, plus one (1) unit of art (may include one (1) unit or two (2) one-half (1/2) units) from the approved Mississippi Department of Education Arts Visual and Performing series, and one (1) additional advanced elective unit, which may include Foreign Language II.
   e) If the applicant has earned at least twelve (12) hours of college credit and is considered to be a currently enrolled student, proof of a cumulative grade point average (GPA) of at least 2.5 calculated
Appendix 7

3. File the Free Application for Federal Student Aid (FAFSA) by the document deadline of April 30.

4. Submit the Household Verification Worksheet by the document deadline of April 30.

5. Be enrolled or accepted for enrollment as a full-time (minimum 15 semester hours or 9 trimester hours) undergraduate student at one (1) eligible Mississippi postsecondary institution. Evidence of enrollment will be automatically provided to the Board by the attending institution.

B. Renewal Applicants Must:

1. Complete a renewal application online at www.mississippi.edu/financialaid on or before March 31 during the spring prior to the aid year for which the student is seeking assistance.

2. File the Free Application for Federal Student Aid (FAFSA) annually by the document deadline of April 30.

3. Submit the Household Verification Worksheet by the document deadline of April 30.

4. Make satisfactory academic progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale, as certified by the registrar, based on that institution’s calculation, at the end of each semester, trimester, or term of the regular academic year.

5. Maintain continuous enrollment as a full-time undergraduate student (excluding summer sessions) for not less than two (2) semesters or three (3) trimesters in each successive academic year at one (1) eligible postsecondary institution in the State of Mississippi. Evidence of enrollment will be automatically provided to the Board by the attending institution.

III. LENGTH AND AMOUNT OF AWARD

A. The annual award amount for the HELP Scholarship varies, since it is the actual tuition charged by individual Mississippi public institutions. The annual award amount for the HELP Scholarship for attendance at a Mississippi non-public four-year institution shall not exceed the average charges and fees required by all of the four-year public institutions of higher education. The annual award amount for the HELP Scholarship for attendance at a Mississippi non-public two-year
institution of higher education shall not exceed the average charges and fees required by all of the two-year public institutions of higher education.

B. A maximum cumulative award amount is not established; however, a recipient may only receive this scholarship for 8 semesters or 12 trimesters.

C. The HELP Scholarship is not available for summer school.

D. When the HELP Scholarship is added to a student’s award package, the total award package will not exceed the institution’s cost of attendance or some other limitation established by the institution which may be less than the cost of attendance. If an overaward occurs, the HELP Scholarship will be reduced.

E. The applicant must not be receiving a tuition and required fees waiver or tuition and required fees award from another state financial aid source including, but not limited to, the Teacher Education Scholars Forgivable Loan.

F. All awards are dependent upon the availability of funds. All eligible students shall receive a Higher Education Legislative Plan for Needy Students (HELP) award; however, the amount of each award depends upon the availability of funds as authorized by the State Legislature. Undergraduate grant awards will be offered to individual applicants through the single undergraduate grant program that offers the applicant the largest award.

G. Payment of HELP awards shall be disbursed directly to the educational institutions and applied first to tuition and required fees.

H. If a recipient transfers from one eligible Mississippi institution to another, the award will be transferable, provided the student applies for the Scholarship and is otherwise eligible.

IV. LOSS OF ELIGIBILITY

A. Failure to maintain academic eligibility will result in cancellation of the recipient's eligibility for the HELP Scholarship, until academic eligibility can be reestablished. Exception for cause will not be considered.

B. Failure to maintain continuous full-time enrollment will result in cancellation of the recipient's eligibility for the HELP Scholarship; however, the student may file an appeal for reconsideration with the Office of State Student Financial Aid and may be granted an exception for cause.

C. A HELP Scholarship recipient, who was denied continuation because of failure to show financial need during one academic year, may be reinstated in a subsequent academic year, upon written request to the Office of State Student Financial Aid,
Appendix 7

if he or she is once again able to demonstrate financial need and has maintained all other eligibility requirements.