

MILITARY DEPENDENTS' SCHOLARSHIP PROGRAM RULES AND REGULATIONS

RULE 1 – ORGANIZATION AND STRUCTURE

- I. The Arkansas Department of Higher Education shall administer the Military Dependents' Scholarship Program within the policies set by the Arkansas Higher Education Coordinating Board. All formal communications shall be addressed to or signed by the Director of the Arkansas Department of Higher Education or his/her designee.
- II. The final responsibility for determining eligibility of scholarship recipients shall rest with the Director of the Arkansas Department of Higher Education pursuant to the provisions of Act 188 of 1973, Act 2127 of 2005, and subsequent legislation.
- III. When functioning under Act 188 of 1973, Act 2127 of 2005, and subsequent legislation, the Arkansas Department of Higher Education shall follow the provisions of the Administrative Procedures Act.

RULE 2 -- SCHOLARSHIP ELIGIBILITY CRITERIA

- I. To be eligible for the Military Dependents' Scholarship, an applicant must meet the following conditions:
 - A. The student's parent or spouse must have been a disabled veteran, prisoner of war, missing in action, killed in action, or killed on ordnance delivery during the course of active military duty after January 1, 1960.
 - B. The student's parent or spouse must have been a resident of the State of Arkansas at the time he/she entered service in the United States Armed Services, or whose official residence was within the State of Arkansas.
 - C. The student must qualify as the dependent of a disabled veteran, prisoner of war, or a person declared to be missing or killed in action, or on ordnance delivery by meeting one of the following criteria:
 1. The spouse of a prisoner of war or a person declared to be a disabled veteran, missing or killed in action, or killed on ordnance delivery; or,

2. The dependent child born before or during the time his/her parent was a disabled veteran, prisoner of war, or was declared to be missing or killed in action, or killed on ordnance delivery; or,
 3. The dependent child was legally adopted or in the legal custody of the parent prior to and during the time the parent was a disabled veteran, prisoner of war or was declared to be missing or killed in action or killed on ordnance delivery.
- D. The applicant must be enrolled or accepted for enrollment as a full-time student in a public college or university in Arkansas.
- E. The applicant must be either:
1. An undergraduate student seeking a baccalaureate degree or certificate of completion; or
 2. A graduate student seeking a professional degree, and who has not received any undergraduate education in Arkansas.
- F. The applicant must apply for the scholarship prior to the published deadline in order to receive the scholarship. Reimbursement can only be made for the year in which the student is currently enrolled and has made application.
- II. Once a person qualifies as an eligible student under the terms of the program, there shall be no situation, such as the return of a parent or spouse, or the reported death of a parent or spouse that will remove the dependent from the benefits of this program.
- III. Continued Eligibility
- A. Undergraduate students
- The scholarship will be awarded for one academic year and renewed annually for a total of no more than four (4) years or until the student earns a baccalaureate degree, whichever occurs first, if the student satisfies the following conditions:
1. The student must maintain a cumulative grade point average of at least 2.0 on a 4.0 scale;
 2. The student is making satisfactory progress toward a degree or certificate of completion;

3. The student is enrolled in at least twelve semester hours or the equivalent per semester and completes 24 semester hours, or the equivalent, per academic year.

B. Graduate students

The scholarship will be awarded for one academic year to applicants seeking a master's degree and renewed annually for a total of no more than two (2) years or until the student earns a graduate degree, whichever occurs first.

The scholarship will be awarded for one academic year to applicants seeking a professional degree and renewed annually for a total of no more than three (3) years or until the student earns a professional degree, whichever occurs first. Graduate students must satisfy the following conditions:

1. The student must maintain a cumulative grade point average of at least 2.5 on a 4.0 scale;
2. The student must make satisfactory progress toward a degree; and,
3. The student must be enrolled full-time as defined by the institution.

RULE 3 -- APPLICATION PROCESS

I. Applications

- A. Applications and brochures are mailed to counselors and principals at public and private Arkansas high schools.
- B. Applications and brochures are mailed to financial aid officers at public colleges and universities in the state of Arkansas. The institutional financial aid officer is responsible for ensuring that eligible students are made aware of the Military Dependents' Scholarship Program and its benefits.
- C. Applications may also be obtained upon request from the Arkansas Department of Higher Education.

II. Submission of Applications

- A. All interested students planning to enroll in a public college or university in Arkansas may apply. The application deadline is August

1 for the Fall Term, December 1 for the Spring/Winter Terms, May 1 for Summer I and July 1 for Summer II.

B. Scholarship applicants shall submit to the Arkansas Department of Higher Education the following:

1. Military Dependents' Scholarship Application;
2. A death certificate or other documentation certifying the death of the parent or spouse if they were declared killed in action;
3. A Report of Casualty from the appropriate branch of the United States Armed Services if the parent or spouse was declared missing in action or killed in action;
4. Documentation from the federal Department of Veterans Affairs citing service-connected, one hundred percent (100%) total and permanent disability if the parent or spouse has been declared disabled;
5. A copy of birth certificate, if a dependent child;
6. A copy of marriage license, if a spouse; and,
7. Graduate/professional applicants must submit a copy of their undergraduate transcript.

RULE 4 -- AWARD PROCESS

- I. Applications and supporting documentation will be reviewed for completeness and to determine whether the applicant meets all the eligibility requirements. Applicants will be notified within thirty (30) days of the status of their application.
- II. Eligible students will be mailed an award notice, which contains the conditions of the award, the requirements for continued eligibility, an explanation of the benefits, and the student's responsibilities.
- III. The institution will also be mailed an award notice, which contains the student's name, social security number, award limits, conditions of the award, verification process, and payment process. The institution will be required to complete a Reimbursement Form listing all charges covered by this program.
- IV. The institution will be responsible for verifying the student's continued eligibility each semester.

- V. The award will be renewed annually provided the student satisfies the continued eligibility requirements as defined by the Arkansas Department of Higher Education in Rule 2, Section III.
- VI. Reimbursement can only be made for the year in which the student is currently enrolled and has made application.

RULE 5 -- SCHOLARSHIP PAYMENT POLICIES

- I. The scholarship will pay the cost of tuition at the in-state rate, room and board when provided in campus facilities, and fees or other charges from such institution or school.
- II. Payment on behalf of the scholarship recipient will be made directly to the recipient's institution. The Arkansas Department of Higher Education will reimburse the institution at the beginning of each semester for approved charges covered by this program upon receipt of the Reimbursement Form, and verification of the charges. Reimbursement can only be made for the year in which the student is currently enrolled and has made application.
- III. The Arkansas Department of Higher Education will pay the institution for the award covered by this program upon receipt of the Reimbursement Form, and verification of the charges.

- A. Transfer Policy

A recipient who has received a Military Dependents' Scholarship may transfer to another eligible institution provided the Arkansas Department of Higher Education receives written notification of the change of status by October 1 for the Fall Term, February 1 for the Winter/Spring Terms, and June 1 for the Summer Terms. Failure to notify the Arkansas Department of Higher Education of the transfer by the deadline will disqualify the student for waiver of tuition and fees at the institution to which he/she has transferred.

- B. Withdrawal Policy

Recipients may withdraw from the Military Dependents' Scholarship Program upon written notification to, and approval by, the Arkansas Department of Higher Education. The petition shall give the reason for withdrawal and will be supported with documentation. Recipients who withdraw from school and fail to notify the Arkansas Department of Higher Education by October 1 for the Fall term, February 1 for the Winter and/or Spring terms, and June 1 for the Summer terms will not be eligible for a tuition waiver for that semester. The recipient may receive the tuition

waiver if he/she can demonstrate that extraordinary circumstances prevented him/her from notifying the Arkansas Department of Higher Education.

C. Revocation Policy

The award will be permanently revoked if the recipient fails to enroll full-time and the Arkansas Department of Higher Education receives neither written notification of transfer to another eligible institution, nor a petition for withdrawal by the recipient by October 1 for the Fall Term, February 1 for the Winter/Spring Terms and June 1 for the Summer Terms. At the discretion of the Arkansas Department of Higher Education, the award will not be revoked if the Department determines that extraordinary circumstances prevented the student from notifying the Department by the required dates.

D. Military Service

Recipients who are members of the Arkansas National Guard or Armed Forces Reserve units who are called to active duty for reasons other than regular unit training and are unable to complete the current term will not be penalized. They will be placed in deferred status until six (6) months after release from active duty.

- IV. Act 1180 of 1999 states that students who receive scholarships from public funds may not use those funds in a financial aid package to exceed the Federally recognized cost of attendance at the institution where the student enrolls. The institution must follow ADHE policy in repaying public funds in the amount exceeding the total cost of attendance for any student who receives public funds in a financial aid package above the cost of attendance.

RULE 6 -- INSTITUTIONAL RESPONSIBILITIES

I. Administrative Agreement

The chief executive officer of the state-supported institution of higher education is responsible for appointing one representative from the Financial Aid Office to act as administrator of the Military Dependents' Scholarship Program and to receive all communications and forms issued by the Arkansas Department of Higher Education. This representative is responsible for completing all forms, verification of data, and complying with all program rules and regulations. The institution must comply with these responsibilities in order to maintain continued eligibility status.

II. Verification

The institution shall provide verification to the Arkansas Department of Higher Education (ADHE) at the close of each term concerning the student's name and continuing eligibility. This is accomplished using the Verification Form issued by the Department. Reimbursement to the institution will be made after the institution has completed the Verification Form and the Reimbursement Form and returned them to the Arkansas Department of Higher Education.

III. Identification of Eligible Students

Institutions will be responsible for exercising all reasonable efforts to identify students eligible for the program. Reimbursement can only be made for the year in which the student is currently enrolled and has made application.

IV. Deadline for Disbursement of Funds

The deadline for disbursement of funds is no later than 10 days after written receipt of funds. Any outstanding funds not disbursed must be returned to the Arkansas Department of Higher Education.

V. Refund Policy

It is the institution's responsibility to notify ADHE of the names of persons owing a refund, the date of the withdrawal and the refund amount. This information should be placed on the institution's verification roster before returning it to ADHE.

VI. Due Diligence

The institution will exercise due diligence in providing complete, accurate, and timely information as requested by the Arkansas Department of Higher Education on any scholarship recipient. In addition, the institution will exercise due diligence in complying with all the rules and regulations of the Military Dependents' Scholarship Program.

RULE 7 -- RECIPIENT RESPONSIBILITIES

- I. It is the recipient's responsibility to notify the Arkansas Department of Higher Education, in writing, of any change in status within 21 days. This includes:
 - A. Changes in name, or
 - B. Change in address, or
 - C. Change in Institution, or

D. Change in full-time status, or

E. Withdrawal from an institution.

Failure to notify the Arkansas Department of Higher Education of any change in status may affect future eligibility.

RULE 8 - PROGRAM DEFINITIONS

The following definitions are used in the Military Dependents' Scholarship Program:

Approved Institution	A public college or university or technical school located in Arkansas that is accredited by the North Central Association Commission on Higher Education, or has achieved candidacy status, and does not discriminate against applicants, or employees on the basis of race, color, religion, sex, age, handicap, or national origin, consistent with the provisions of applicable state and federal laws.
Dependent	A spouse of a prisoner of war or person declared to be a disabled veteran, missing in action or killed in action, or killed on ordnance delivery, or any child born before or during the period of time its parent served as a prisoner of war or was declared to be a disabled veteran, missing or killed in action, or killed on ordnance delivery, or any child legally adopted or in the legal custody of the parent prior to and during the time the parent served as a prisoner of war, declared to be a disabled veteran, or was declared to be a person missing in action or a person killed in action or killed on ordnance delivery.
Disabled Veteran	A person who has been awarded special monthly compensation by the Federal Department of Veterans Affairs for service-connected, one hundred percent (100%) total and permanent disability.
Full-time Student	An undergraduate student enrolled in at least twelve (12) semester credit hours, or its equivalent, per semester; or a graduate student enrolled in at least nine (9) college semester credit hours, or the equivalent, per semester.
Satisfactory Progress	Undergraduate students must maintain a cumulative college grade point average of at least 2.0 on a 4.0 scale, and make

satisfactory progress toward a degree or certificate of completion, as defined by the institution.

Graduate students must maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, and make satisfactory progress toward a graduate or professional degree, as defined by the institution.

Fees Waived

Includes tuition at the in-state rate, room and board when provided in campus facilities, fees or other charges incurred from the approved institution. Non-reimbursable charges would include any penalty charges, including but not limited to, parking tickets, or other penalty payments.