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## C. STUDENT FINANCIAL AID

### 4-300 Preamble

#### A. Financial Aid Statement of Purpose

Education is the cornerstone of a free and enlightened people, and the Arizona Board of Regents affirms that higher education is beneficial to both the individual and society. In order to realize an educated society, a comprehensive and responsible set of financial assistance programs is crucial. These programs will ensure access to higher education, provide choice among education opportunities, promote diversity, enrich campus life, foster retention and graduation of students, and assist in the preparation of a better work force. Financial assistance programs, when properly funded, will provide individuals the opportunity to benefit from a university experience. It is by removing financial barriers and moving toward greater university access for qualified students that our state can most expeditiously ensure its stability, growth, and prosperous future.

#### B. Policy Goals

1. As per the Arizona Constitution, Article 11, Section 6, "The University and all other State educational institutions shall be open to members of both sexes and the instruction furnished shall be as nearly free as possible." The State's responsibility is to keep the cost of education as nearly free as possible. It is the responsibility of students and their families to share, within their financial ability, in the cost of attendance. Board of Regents' financial aid programs, used in conjunction with federal and other financial aid programs, have the goal of minimizing the disparity between student and family resources and cost of attendance.
2. There should be a reasonable mix between loan, work and gift aid. At the undergraduate, graduate, and professional levels, a reasonable proposition of gift/self-help aid should be determined in a manner that minimizes loan indebtedness and weekly work burdens.

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- a. At the graduate and professional level, the mix of aid may be different from undergraduate; loan indebtedness should be minimized by expanding assistantship opportunities, other work opportunities, and gift aid.
  - b. At the undergraduate level, loan indebtedness should be minimized by expanding appropriate work opportunities and increasing gift aid.
  - c. Board of Regents' programs should give priority to gift aid and be used to ensure the appropriate proportion of gift/self-help aid.
3. Board of Regents' financial aid programs may be a mixture of academic merit and financial needs awards.
- a. At least fifty percent (50%) of undergraduate Board of Regents' aid for Arizona residents shall be awarded to students who have a demonstrated financial need. The universities must use a federally approved need assessment system to determine student financial need.
  - b. At least thirty percent (30%) of undergraduate Board of Regents' aid for Arizona residents shall be awarded to students on the basis of merit.
  - c. Meritorious students with demonstrated financial aid may be included in the calculations described in both a and b.
  - d. The following categories of waivers are not included in the calculations described in a and b:
    1. Athletic Financial Aid (4-305)
    2. Resident tuition waivers for children and spouses of slain Arizona peace officers, Arizona fire fighters, Arizona emergency paramedics and Arizona military service personnel (4-308)
    3. Non-Resident Waivers for Students from Sonora, Mexico (4-312)

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4. Resident tuition waivers for members of the Community College All-Arizona Academic Team (4-316)
  5. Qualified tuition reduction (6-902)
  6. Educational assistance Plan (6-903)
4. The majority of all Board of Regents' authorized awards at the undergraduate level should be targeted to resident students whether need- or merit-based and the Board of Regents' funds at the graduate level should be targeted to all graduate students whether need- or merit-based.
  5. In awarding resident waivers, the universities shall take into account the special needs of students from various groups that historically have been underrepresented in the Arizona University System.
  6. Institutional flexibility in administering Board of Regents' programs is essential to address Board initiatives, differing students needs, and resource availability. Institutions may propose additional aid resources from tuition revenue or other sources during their annual budget process with ABOR.
  7. When tuition fees increase, the Board of Regents should measure and provide for the newly created need.
  8. The Board of Regents should set policy with the goal of affecting cost of attendance and financial aid in such a manner as to decrease the overall need.
  9. Policies should be reviewed periodically in light of changing demographics, economic conditions, and federal/state program changes.
  10. Independent entities such as the University Foundation should be encouraged by the Board of Regents to raise funds, develop endowments, and create long-term trusts which will serve to expand and enhance the available base of financial aid sources in the future.

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C. Accountability

1. Each year during the annual budget process, each university shall submit for approval by the Board its financial aid plan, including the value of waivers and cash awards; their distribution among residents and nonresidents, needy and meritorious recipients, undergraduates and graduates; gross tuition revenue; and net tuition revenue.
2. Subsequently, each year during the spring semester, each university shall report to the Board, on forms approved by the Executive Director, the number and value of waivers and cash awards allocated for that academic year and their distribution among residents and non residents, needy and meritorious recipients, undergraduates and graduates; actualized gross tuition revenue; and actualized net tuition revenue.

D. Eligibility

As set forth in A.R.S. §15-1825, a person who is not a citizen of the United States, who is without lawful immigration status and who is enrolled as a student at any university under the jurisdiction of the Board is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.

Policy Number: 4-301	Policy Name: Tuition Waivers	
Policy Revision Dates: 3/06, 8/05, 4/02, 1/00, 8/98, 1/96, 3/95, 2/91, 11/88, 2/88, 12/87, 12/86	Page 1	

#### 4-301 Tuition Waivers

- A. The universities may award the value of waivers approved by the Board during the annual budget process.
- B. A full-time resident waiver waives the full-time resident tuition approved by the Board.
- C. A full-time nonresident waiver waives the different between the full-time nonresident tuition and the full-time resident tuition approved by the Board.
- D. Waivers may be awarded to resident and nonresident undergraduate or graduate students.
- E. The universities may award partial waivers provided that the total costs of all waivers do not exceed the budgeted costs of authorized waivers.
- F. Waivers based upon academic merit shall be extended to the “best and brightest” of Arizona’s students from all education settings including the state’s public, private, charter, and home schools.
  - 1. To assure fair and equitable access, each university shall establish and administer selection criteria appropriate to students from public, private, charter, and home schools.
  - 2. Beginning with students who enter in fall semester 2000, each university shall report annually to the Board information including:
    - a. The number of recipients and dollar value of resident tuition waivers issued on the basis of academic merit to students from public, private, charter, and home schools, and
    - b. The criteria used in awarding waivers to students from public, private, charter, and home schools.

Policy Number: 4-301	Policy Name: Tuition Waivers
Policy Revision Dates: 3/06, 8/05, 4/02, 1/00, 8/98, 1/96, 3/95, 2/91, 11/88, 2/88, 12/87, 12/86	Page 2

- G. The universities are strongly encouraged to use special talent waivers to recruit talented undergraduate nonresident students only after talented resident students have received full attention.
- H. Each university shall establish minimum GPA requirements for the continuation of merit scholarships granted to nonresident undergraduates consistent with the terms and conditions determined by each institution for scholarship renewal. The minimum requirements and number of scholarships for each institution will be reported in the annual student financial aid report.

Policy Number: 4-302	Policy Name: Non-Resident Waivers - Repealed
Policy Revision Dates: 4/02, 1/97, 1/96, 3/95, 11/88, 2/88, 12/87, 12/86	Page 1

4-302 Non-Resident Waivers

Repealed

Policy Number: 4-303	Policy Name: Special Purpose Scholarships
Policy Revision Dates: 11/85	Page 1

#### 4-303 Special Purpose Scholarships

- A. The Bill and Mary Reilly Scholarship is established with funds donated to the Board for that purpose. The funds will be held, managed, and invested by Arizona State University on behalf of the Board and the income from the investment of the funds shall be used to award a scholarship to students who completed their undergraduate education at an Arizona university and who are pursuing, on a full-time basis, a Master of Business Administration degree.

The scholarship will be awarded on a rotating basis by each university beginning with the University of Arizona, then Arizona State University, then Northern Arizona University.

- B. The Tom Chauncey Fund is established with funds from the sale of the Governor's residence. The funds and the interest therefrom shall be managed and invested by Arizona State University on behalf of the Board of Regents. The principal and interest earned through December 31, 1983, shall not be expended for any purpose. Beginning with the Fall semester of 1984, the income from the fund shall be distributed among the three universities on the basis of the audited full-time equivalent students for the previous Fall semester. The income shall be used and expended in the form of low interest loans and shall be awarded to students from economically disadvantaged backgrounds who demonstrate financial need with a focus on students from minority groups which have been traditionally underrepresented in colleges and universities in career academic and professional fields.
- C. The Duncan Jennings Memorial Scholarship Fund is established with funds donated by the Phoenix Advertising Club, Inc.

Policy Number: 4-304	Policy Name: Naming of Scholarship Programs Established by the Board of Regents
Policy Revision Dates:	Page 1

#### 4-304 Naming of Scholarship Programs Established by the Board of Regents

- A. A Board-established tuition waiver or scholarship program shall not be named for a living person without a two-thirds majority vote of the members of the Board present.
- B. The name or title of any Board-established tuition waiver or scholarship program must be approved in advance by the Board.

Policy Number: 4-305	Policy Name: Athletic Financial Aid
Policy Revision Dates: 1/96, 5/86, 12/85, 11/85	Page 1

#### 4-305 Athletic Financial Aid

- A. To be eligible for and to retain athletically related financial aid, an entering freshman, a student transferring from another institution of collegiate or community college rank, or a continuing or reentering student must meet and thereafter comply with all applicable financial aid regulations of the institution in which the student is matriculated and in whose intercollegiate athletic program the student is to participate, of the athletic conference(s) of which the institution is a member, and of any other organization which is regularly recognized by the respective institutions as having jurisdiction.
  
- B. All athletically related grants-in-aid are awarded by action of the institutional scholarship committees. Such grants-in-aid may not be awarded for a period in excess of one academic year. No member of the coaching staff or any other person acting individually can promise or award a grant-in-aid, job or other aid of any kind. Under no circumstances will members of athletic teams receive any athletically related financial assistance that is not made a matter of record with the scholarship committee. Grants-in-aid will be made available from institutional funds by regular methods and procedures. Grants-in-aid may not be canceled or reduced in amount for or during the period of award, except for reasons prescribed by the Board of Regents or national or regional associations and conferences of jurisdiction, which reasons shall be generally made known to the student athlete as provided in ABOR Policy 4-305D (Athletic Financial Aid). Cancellation or reduction can be effected only in consequence of loss of eligibility under ABOR Policy 5-209D (Athletic Policies, Eligibility for Participation in Intercollegiate Athletics) or in consequence of fair hearing before and by the scholarship committee or through campus conduct board procedures, as the circumstances of the case may require.
  
- C. Notification of financial aid awards must be made in writing to the student by the scholarship committee, and the terms should be clear as to the amount of the aid, the form it shall take, the duration, and the conditions under which the grant-in-aid may be graduated or terminated.
  
- D. The total of all athletic grants-in-aid authorized for a single academic year shall be 315 each for the University of Arizona and Arizona State University, and 220 for Northern Arizona University.

Policy Number: 4-305	Policy Name: Athletic Financial Aid
Policy Revision Dates: 1/96, 5/86, 12/85, 11/85	Page 2

1. The total of athletic grants-in-aid for the sport of football shall be 105 each at the University of Arizona and Arizona State University, and 75 at Northern Arizona University.
  2. Athletic grants-in-aid may be divided into partial grants, provided that there may be no increase in the total cost of the authorized full grants-in-aid because of such division.
  3. The aggregate value of all athletic grants-in-aid, full and partial, is authorized subject to the condition that for a single academic year it may not exceed the resources available for that purpose for that year, the respective athletic departments to be responsible for guaranteeing compliance with this condition.
  4. The universities shall allocate athletic grants-in-aid between men and women consistent with policies of the appropriate conference and the individual university.
- E. An athletic grant-in-aid may not exceed commonly accepted educational expenses, which are defined as required tuition and fees, room and board, and required course-related books.
- F. If a student athlete is employed, on or off campus, the terms of the employment must be such that the pay is limited to actual hours worked and is reasonable according to the prevailing wage scale in the community for the type of work performed. No recipient of an athletically related grant-in-aid may receive compensation for employment if the combined amount provided by the grant-in-aid and the employment would exceed commonly accepted educational expense as defined in ABOR Policy 4-305E., (Athletic Financial Aid). It is the institution's responsibility to see that this provision is enforced.
- G. If a student athlete qualifies for a scholarship on the basis of high scholarship attainment or accomplishments or talents other than athletic ability, the student is not prevented from receiving such a scholarship provided that the total financial aid shall not exceed commonly accepted educational expenses as defined in ABOR Policy 4-305F (Athletic Financial Aid).
- H. The Board of Regents authorizes the universities to award the number of post-eligibility tuition waivers necessary to insure that all post-eligibility

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student athletes, as qualified by university definitions, may receive them, if they so desire.

I. Post-Eligibility Financial Aid

The universities shall provide financial aid to student athletes who have completed their eligibility, as determined by NCAA and athletic conference rules, to compete in intercollegiate athletics, but who have not completed a bachelor's degree. The aid shall be provided subject to the following terms and conditions.

1. Eligibility

- a. The student must have no more than 36 units of required course work to complete a degree.
- b. The student must have completed successfully 24 units of academic course work within the past year.
- c. The student must have a grade point average of at least 2.0 on all course work completed at the university.
- d. The student must be in good standing in the college that offers the degree sought by the student.
- e. During the period of post-eligibility award the student must make satisfactory progress according to the rules of the institution in a specific baccalaureate degree program.

2. A university may establish policies that permit the award of post-eligibility financial aid to students who do not meet all of these criteria when, in the judgment of the university, the student has reasonable chance of completing a degree.

3. The total years of athletically related aid received by the student when the post-eligibility financial aid is taken into account must not exceed the number of years of aid permitted by NCAA legislation.

4. Amount of Aid

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- a. The financial aid for eligible students at the University of Arizona and Arizona State University shall be at least equivalent to the grant-in-aid received by the student during the final year of eligibility for intercollegiate competition.
- b. The financial aid for eligible students at Northern Arizona University shall include at least a waiver of tuition as authorized by ABOR Policy 4-305H., (Athletic Financial Aid), and may include such other benefits as may, from time to time, reflect the policies and practices of the athletic conference in which Northern Arizona University has membership.

5. Source of Funds

The source of funds for the financial aid may be the athletic department; booster groups; other university local funds; or federal, state, or local student financial aid programs. If some of the aid is in the form of student employment, the student may not be required to work more than fifteen (15) hours per week.

6. Notification

The university shall notify all student athletes at least annually about the availability of post-eligibility grants-in-aid and about the criteria for eligibility.

Policy Number: 4-306	Policy Name: Student Loans
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#### 4-306 Student Loans

Overdue student loans may be placed for collection with nationwide collection agencies and/or law firms selected by the university.

Policy Number: 4-307	Policy Name: Graduate Assistants and Associates - Repealed
Policy Revision Dates: 4/02, 1/96, 2/88, 12/87, 11/85	Page 1

4-307 Graduate Assistants and Associates

Repealed

Policy Number: 4-308	Policy Name: Tuition Scholarships for Children and Spouses of Arizona Peace Officers, Arizona Fire Fighters, Arizona Emergency Paramedics, Arizona Military Service Personnel, Arizona Correctional Officers, and Arizona National Guard Members Killed in the Line of Duty; and Disabled Arizona National Guard members
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4-308 Tuition Scholarships for Children and Spouses of Arizona Peace Officers, Arizona Fire Fighters, Arizona Emergency Paramedics, Arizona Military Service Personnel, Arizona Correctional Officers, and Arizona National Guard members killed in the line of duty; and disabled Arizona National Guard members.

- A. Scholarships for Children and Spouses of Arizona Peace Officers, Arizona Fire Fighters, Arizona Emergency Paramedics, or Arizona Correctional Officers (as defined in A.R.S. §15-1808(D)(4)) killed in the line of duty.

In accordance with the provisions of A.R.S. §15-1808, the Arizona Board of Regents authorizes each university to award tuition scholarships for sessions occurring within a calendar year to students who meet the following eligibility criteria:

1. The student's eligibility to participate in this program has been verified by the Arizona Peace Officers Memorial Board, the Arizona Fire Fighters and Emergency Paramedics Memorial Board, or the appropriate correctional official in the relevant State agency, County, City or Town;
2. The student meets the university's regular admission requirements;
3. The child of an Arizona Peace Officer, Arizona Fire Fighter, Arizona Emergency Paramedic, or Arizona Correctional Officer killed in the line of duty must be thirty (30) years of age or younger on the first day of any semester to which the scholarship would apply;
4. The spouse of an Arizona Peace Officer, Arizona Fire Fighter, Arizona Emergency Paramedic, or Arizona Correctional Officer killed in the line of duty has not remarried;
5. The student has completed no more than 144 credit hours, including any transfer credits from an Arizona community college or university, toward a baccalaureate degree;

Policy Number: 4-308	Policy Name: Tuition Scholarships for Children and Spouses of Arizona Peace Officers, Arizona Fire Fighters, Arizona Emergency Paramedics, Arizona Military Service Personnel, Arizona Correctional Officers, and Arizona National Guard Members Killed in the Line of Duty; and Disabled Arizona National Guard members
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6. The student maintains a record of satisfactory academic progress in accordance with each university's standards.
- B. Scholarships for the children and spouses of Arizona Military Service Personnel killed in the line of duty in response to a Presidential Executive Order, and for severely disabled combat survivors.

In accordance with Executive Order 2003-10, the Arizona Board of Regents authorizes each university to award tuition scholarships for sessions occurring within a calendar year to students who meet the following eligibility criteria:

1. The student's eligibility to participate in this program has been verified by the U.S. Department of Defense or either the Federal or State Department of Veteran Affairs;
2. The student meets the university's regular admission requirements;
3. The child of an Arizona military serviceman or woman killed in the line of duty must be thirty (30) years of age or younger on the first day of any semester to which the scholarship would apply;
4. The spouse of an Arizona military serviceman or woman killed in the line of duty has not remarried;
5. The student has completed no more than 144 credit hours, including any transfer credits from an Arizona Community College or University, toward a Baccalaureate Degree.
6. The student maintains a record of satisfactory academic progress in accordance with each university's standards.

Policy Number: 4-308	Policy Name: Tuition Scholarships for Children and Spouses of Arizona Peace Officers, Arizona Fire Fighters, Arizona Emergency Paramedics, Arizona Military Service Personnel, Arizona Correctional Officers, and Arizona National Guard Members Killed in the Line of Duty; and Disabled Arizona National Guard members
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- C. Scholarships for the children and spouses of Arizona National Guard members killed in the line of duty; Arizona National Guard members who received a purple heart on or after September 11, 2001, and former members of the Arizona National Guard who were medically discharged from the Arizona National Guard due to an injury or disability suffered during status under Title 10, United States Code, in weekend training status, in annual training status or in response to a State of Emergency declared by the Governor.
1. The student's eligibility to participate in this program has been verified by the Adjutant General of the National Guard;
  2. The student meets the university's regular admission requirements;
  3. The child of an Arizona National Guard member killed in the line of duty must be thirty (30) years of age or younger on the first day of any semester to which the scholarship would apply;
  4. The spouse of an Arizona National Guard member killed in the line of duty has not remarried;
  5. The student has completed no more than 144 credit hours, including any transfer credits from an Arizona Community College of University, toward a Baccalaureate degree; and
  6. The student maintains a record of satisfactory academic progress in accordance with each university's standards.

Policy Number: 4-309	Policy Name: Tuition Collections Retained for Need-Based Student Financial Aid	
Policy Revision Dates: 3/03, 1/01, 1/96, 3/95, 12/90, 3/89, 11/85, 4/85	Page 1	

#### 4-309 Tuition Collections Retained for Need-Based Student Financial Aid

- A. Each year the financial aid set aside amount for each university shall be determined as follows:

For Arizona State University: the estimated sum of resident full pay equivalents and non-resident full pay equivalents multiplied by resident tuition for the academic year; shall be multiplied by fourteen percent (14%), at the time the Board sets the expenditure authority for the ensuing fiscal year. Estimates are to be recalculated in the fall to reflect actual 21st day fall semester enrollments and may be adjusted at this time. However, estimates that vary by more than three percent (3%) of the original estimate must be adjusted.

For the University of Arizona: the estimated sum of resident full pay equivalents and non-resident full pay equivalents multiplied by resident tuition for the academic year; shall be multiplied by fourteen percent (14%), at the time the Board sets the expenditure authority for the ensuing fiscal year. Estimates are to be recalculated in the fall to reflect actual 21st day fall semester enrollments and may be adjusted at this time. However, estimates that vary by more than three percent (3%) of the original estimate must be adjusted.

For Northern Arizona University: the estimated sum of resident full pay equivalents and non-resident full pay equivalents multiplied by resident tuition for the academic year; shall be multiplied by fourteen percent (14%), at the time the Board sets the expenditure authority for the ensuing fiscal year. Estimates are to be recalculated in the fall to reflect actual 21st day fall semester enrollments and may be adjusted at this time. However, estimates that vary by more than three percent (3%) of the original estimate must be adjusted.

Notwithstanding the amounts calculated above for each university, the amounts authorized shall not be less than the total set aside for that university in 1994-95. The Board may consider additional set aside amounts at its discretion.

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A resident full pay equivalent is generated by collection of an amount equal to resident tuition and a non-resident full pay equivalent is generated by collection of an amount equal to non-resident tuition.

B. The university shall award the funds consistent with the following provisions:

1. All awards shall be in the form of need-based grants, which may be provided in part as tuition credits or waivers.
2. Priority for awards shall be given to undergraduate Arizona residents, to students from underrepresented populations, and to students with unique financial circumstances.

Students with unique financial circumstances include, but are not limited to, students who do not qualify for federal student aid programs but who have verifiable financial need as determined by a professional university student aid officer and students who may qualify for some federal assistance but who have unusual financial needs that cannot be met adequately by federal or other student aid programs.

3. Need shall be determined by the federally approved need assessment system or by the professional judgment of a student aid officer on a case-by-case basis with appropriate documentation on file and available for review by an internal auditor from the Board's central office.
4. Each university may use the funds in a manner to best meet the specific needs of the applicants for financial aid on that campus.
5. Awards made from these funds shall not be used to replace federal grants to which the student is entitled.
6. The universities may continue to use the funds to provide the required institutional match for the Federal Perkins Student Loan Program under Title IV of the Higher Education Action, as amended.

C. Each university shall submit to the Board on dates set by the Executive Director a plan for the use of the funds during the next academic year and a report on the use of the funds during the preceding year. The content and

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format for the plan and the report shall be determined by the Executive Director after consultation with the university presidents. The report will include appropriate data to support an analysis of the extent to which each university's financial aid set-aside has been allocated to maintain or improve affordability for resident undergraduates.

Policy Number: 4-310	Policy Name: Arizona Teacher Loan Forgiveness Incentive Program - Repealed
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4-310 Arizona Teacher Loan Forgiveness Incentive Program

Repealed

Policy Number: 4-311	Policy Name: Arizona Student Financial Aid Trust Fund
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#### 4-311 Arizona Student Financial Aid Trust Fund

##### A. General

1. In accordance with the provisions of A.R.S. §15-1642, the Arizona Board of Regents has established the Arizona Student Financial Aid Trust Fund composed of student enrollment surcharge fees and State appropriated funds. This trust fund shall be used to provide immediate aid to students with verifiable financial need, including students who are underrepresented in the population of the university, or to students who, by virtue of their special circumstances, present unique need for financial aid, and to create an endowment for future financial aid. The surcharge fee shall apply to all university regular, summer school, and off-campus courses offered for credit, irrespective of whether the course is taken for credit or non credit (audit) purposes.
2. The first program year began with the Fall 1989 semester and fees have since been collected for all enrollments from the Fall 1989 through Spring 1993 semesters. Thereafter, the program year should coincide with each institution's fiscal year.
3. The state operating budget request for the student financial aid trust fund will be based upon the most recent actual student surcharge collections available at the time of state budget submissions to include a fall, spring and summer session.
4. Each dollar raised pursuant to the surcharge shall be matched by two dollars as appropriated by the legislature. The total amount of monies received in the trust fund for a given year shall be the sum of surcharge fees collected plus matching funds appropriated for this purpose and any interest which may accrue on those funds.
5. For any year the legislature does not appropriate funds for this program, the Board shall waive the surcharge fee for that program year.

##### B. Student Surcharge Fee Collections

1. The surcharge fee shall not exceed one percent of the resident undergraduate tuition for students who enroll for seven or more semester hours, rounded to the nearest dollar. The surcharge fee for students who

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enroll for six or fewer semester hours will be half of that charged to students who enroll for seven or more credit hours, rounded to the nearest dollar. The Board shall set this fee each year at the time tuition and fees are set.

2. For summer sessions, the total amount of the fee for each individual student shall not exceed the amount of the fee for a full-time student.
3. The fee amount shall be collected at the time of payment for registration and the amount shall be shown as a separate line item on student billings when they are generated.
4. The fee is refundable prior to the first day of classes. Starting with the first day of classes, no refunds will be made unless a special determination is made by the university to refund 100% of tuition and fees in special circumstances.
5. The maximum fee for a student in any one semester is the amount of the surcharge fee for a full-time student. If a student, by virtue of registering for classes at multiple sites, pays more than this amount, he/she shall be eligible for a refund equal to the amount paid in excess of the full-time surcharge fee.
6. A refund of the fee shall be made to a student who, by virtue of a class cancellation, has paid a fee in excess of that which should be owed.

#### C. Distribution of Trust Fund Monies

1. Twenty-five percent (25%) of the annual trust fund monies shall be placed in the permanent endowment and the remaining monies shall be used for immediate aid for students with verifiable financial need.
2. Immediate aid funds shall be distributed to the universities on a pro rata basis based on the amount of student fees collected in the previous year.
3. Trust fund monies must be used to supplement, not supplant funds from other state or institutional financial aid sources.

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#### D. Awards to Students

1. Each university shall use its allocation of trust fund monies in a manner to best meet the specific needs of the student aid applicants on that campus.
2. All awards must be directed to students who have verifiable financial need or have been approved for an award by a university financial aid officer because of unique financial circumstances.
3. Student financial aid trust monies shall only be used in accordance with plans approved by the Board.
4. Priority for awards shall be given to undergraduate Arizona residents, to students from underrepresented populations, and to students with unique financial circumstances.

Students with unique financial circumstances include, but are not limited to, students who do not qualify for federal financial student aid programs but who have verifiable financial need as determined by a professional university student financial aid officer, and students who may qualify for some federal assistance, but who have unusual financial needs that cannot be met adequately by federal or other student aid programs.

5. No state appropriated funds may be used to fund awards to out-of-state students. Any award made to an out-of-state student will be paid from student fee dollars or monies derived from interest earnings available for immediate aid for that year.

#### E. Trust Fund Administration

1. Each year, 75% of the interest earned on the endowment account shall be made available to the universities on a share basis for immediate aid and 25% shall become part of the permanent endowment fund.
2. Investment and oversight of the Fund accounts shall be provided under direction of the student financial aid trust fund investment oversight committee to include one representative from each university appointed by each President and one from the Central Office appointed by the Executive Director. This committee shall also explore long-range options

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for investment of the permanent endowment fund in such a manner as to obtain the most favorable rate of return and income stability commensurate with safety of principal. The committee shall also annually estimate the amount of interest earnings available for award as immediate aid.

#### F. Reporting

1. Each year, at the same time they submit their annual tuition and fee waiver plans, the universities will forward to the Board for approval, their plan to expend their allocation of immediate aid funds for the coming program year.
2. The plan will prospectively describe target groups to receive the aid and the types of aid to be awarded. At the same time, each university will report retrospectively on its use of these funds in the current and previous year.
3. The Board will receive an annual status report on the accounts of the student financial aid trust fund prepared by the investment oversight committee.
4. Every three years, beginning on July 1, 1992, a report will be forwarded from the Board to the Governor and the Legislature on the status of this program.

Policy Number: 4-312	Policy Name: Non-resident Waivers for Students from Sonora, Mexico
Policy Revision Dates: 1/96, 12/92, 1/90	Page 1

#### 4-312 Non-resident Waivers for Students from Sonora, Mexico

The universities are authorized to award a maximum of fifty non-resident waivers to students from Sonora, Mexico participating in the educational program authorized by A.R.S. §15-1626.

Policy Number: 4-313	Policy Name: Arizona Student Incentive Grant Program - Repealed
Policy Revision Dates: 4/02, 9/90	Page 1

4-313 Arizona Student Incentive Grant Program

Repealed

Policy Number: 4-314	Policy Name: Paul Douglas Teacher Scholarship Program - Repealed
Policy Revision Dates: 4/02, 9/90	Page 1

4-314 Paul Douglas Teacher Scholarship Program

Repealed

Policy Number: 4-315	Policy Name: Loan Forgiveness Program for Teachers of the Deaf or Blind
Policy Revision Dates: 10/90	Page 1

#### 4-315 Loan Forgiveness Program for Teachers of the Deaf or Blind

##### A. Authorization

Laws 1990, Ch. 340 §3 provides that the Board of Regents shall require the University of Arizona to establish a loan forgiveness program to encourage graduate students to prepare for positions as teachers of children who are deaf or blind and seek employment in a state school or in local school districts in the state.

##### B. Type of Program

This program will provide loan funds to eligible graduate students at the University of Arizona in the Division of Special Education and Rehabilitation through the following conditions:

1. Eligible recipients will be awarded loans up to \$5,000 per year upon written agreement to teach one year for each award in a state school or school district in this state with children who are deaf or blind. After graduation or completion of an approved course of study the recipient must provide verifiable evidence to the University of Arizona Student Loan Collection Office of employment as a full-time teacher in a local school district or a state school for the purpose of teaching children who are deaf or blind. Recipients who satisfy their teaching obligation as specified in the promissory note shall have their loan forgiven. Recipients who do not satisfy their obligation will repay the unsatisfied portion of their loan with interest.

2. Eligibility Criteria

To be eligible to apply for an award the student must be admitted to or enrolled full-time (minimum nine (9) units per semester of the academic year) as a classified graduate student in the College of Education, Division of Special Education and Rehabilitation at the University of Arizona.

3. Selection of Recipients

Each year the Director, Division of Special Education and Rehabilitation, College of Education, the University of Arizona, shall

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appoint a Selection Committee comprised of, but no limited to, the coordinators of teacher preparation programs in deafness and blindness and the Assistant Dean for Academic Services in the College to prepare and evaluate applications and select students to receive the awards. The committee members shall develop applications; adopt such selection criteria as academic excellence, character references, membership in an underrepresented population group, and other factors that may be relevant to the needs of the state and the school districts. The University of Arizona is authorized to make the awards with priority for Fall-Spring enrollees. Summer session awards will be made on a fund-available basis (with a requirement to enroll for six (6) units in at least one summer session).

4. Maximum Awards

The maximum loan award for one calendar year shall be \$5,000 (beginning with the Fall semester). An individual recipient may receive a lifetime maximum totaling no more than \$10,000. Each award of \$5,000 or a portion thereof will carry a teaching obligation of one year not to exceed a two-year obligation in an eligible school.

C. Conditions of Repayment

1. Prior to receipt of any loan award, a recipient shall be required to enter into a written contract with the University of Arizona. The contract shall set forth the methods and terms of repayment of the funds in the event that the recipient does not satisfy the agreed upon teaching obligation. The contract (promissory note) shall provide that:
  - a. Recipients will have a grace period of twelve (12) months after graduation, or completion of an approved course of study leading to a teaching credential, to sign a teaching contract in a state school or local school district in Arizona.
  - b. If the recipient has not been able to secure employment in a state school or local school district, the repayment shall begin at the end of the twelve (12) month grace period.
  - c. If the recipient does not maintain full-time student status, fails to maintain satisfactory progress as judged by the Selection

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Committee, or leaves the College of Education, repayment shall begin no later than six (6) months after the change is made.

2. The University shall provide to each person in repayment an amortization schedule. The interest rate shall be 8% per annum and the repayment duration shall be no more than ten (10) years. The interest rate in effect when recipient signs the contract will remain constant during the repayment period.

D. Deferment of the Teaching Obligation

The University Loan Collection Office, upon written request of a recipient, may grant deferment of time for satisfying the teaching commitment if the recipient:

1. Is temporarily totally disabled for a period not to exceed three (3) years, as established by a sworn affidavit from a qualified physician, or
2. Is unable to secure employment for a period not to exceed twelve (12) months by reason of the care required by a spouse who is disabled, or
3. Has special or unusual circumstances, which prevent him or her from complying with the terms of the contract with the University of Arizona.

In each case, the recipient must provide complete and verifiable documentation to support the request.

E. Loan Cancellation

The University of Arizona, upon the recommendation of the University of Arizona Loan Repayment Office, may cancel a loan made under this program if it determines that:

1. The borrower is totally and permanently disabled. The University of Arizona Loan Repayment Office shall require a sworn and verified affidavit from a qualified physician, which supports the request.

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2. The borrower has died. The University of Arizona Loan Repayment Office shall require a certified copy of the death certificate.

Policy Number: 4-316	Policy Name: Resident Tuition Waivers for Members of the Community College All-Arizona Academic Team
Policy Revision Dates: 6/02, 8/98	Page 1

4-316 Resident Tuition Waivers for Members of the Community College All-Arizona Academic Team

The universities are authorized to award resident waivers to community college students selected as members of the All-Arizona Academic Team. Waivers are to be awarded to eligible students at the time of the annual All-Arizona Academic Team ceremony. The following conditions apply:

- A. No more than two students per community college campus shall receive resident waivers.
- B. Waivers are to be available upon transfer to any Arizona university and will cover 60 semester hours, for a maximum of ten semesters excluding summer sessions.
- C. To renew a waiver each semester within the 60 semester hours, for a maximum of ten semesters, a student must be in continuous attendance, enrolled in a minimum of 6 credits per semester, and maintain a 3.25 or higher grade point average.
- D. A student who meets the renewal criteria outlined in ABOR Policy 4-316C., (Resident Tuition Waivers for Members of the Community College All-Arizona Academic Team) above may transport a waiver from one university to another university, but no student may receive the waiver for more than a total of 60 semester hours for a maximum of ten semesters.
- E. A student's eligibility to receive a waiver shall be verified by the Arizona Community College Presidents' Council in the form of a list provided to the Arizona Board of Regents. The list shall provide student names, mailing addresses and phone numbers, community college attended, and other information as shall be required by the universities.
- F. Waivers must be claimed by the student enrolling at one of the universities within one year of the waiver offer. Special consideration of unique situations may be exercised by each university. In particular, students should be encouraged to complete their Arizona General Education Curriculum (AGEC), or their Arizona Associate Degree, prior to transfer to the university.

Policy Number: 4-317	Policy Name: Resident Tuition Scholarships for Recipients of a Regents High Honors Endorsement
Policy Revision Dates: 8/04	Page 1

4-317 Resident Tuition Scholarships for Recipients of a Regents High Honors Endorsement

The universities are authorized to award full resident tuition scholarships to Arizona High School graduates who meet the Board-approved qualifications for an endorsement of high honors. Awarding of these scholarships is subject to the following conditions:

- A. The Arizona Board of Regents Honors Endorsement program is established by the Board for the purpose of recognizing high school students for outstanding academic achievement, as demonstrated through performance in high school courses and test scores.
- B. The Board is responsible for implementing the program, for approving program criteria and for determining how the program shall be administered.
- C. The Superintendent of Public Instruction is authorized to administer the program for the Board of Regents and to recommend to the universities students who qualify for the high honors endorsement. The recommendation shall be in the form of a list provided to the Arizona Board of Regents and including student names, mailing addresses and phone numbers, high school attended, and other information as shall be required by the universities.
- D. The universities may choose not to award a scholarship to any student who receives other scholarship assistance intended to cover the cost of tuition.
- E. The universities may choose not to award a scholarship to any student who does not apply for financial aid, or whose application is incomplete, incorrect, not submitted in a timely fashion, or for any other reason fails to meet university guidelines for applying for financial aid.
- F. The Board-approved criteria for high honors endorsement shall be designed to minimize the likelihood that qualifying students will not also qualify for tuition scholarships for academic merit as determined by the universities.

Policy Number: 4-317	Policy Name: Resident Tuition Scholarships for Recipients of a Regents High Honors Endorsement
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- G. Any change, or anticipated change, in conditions affecting the number of students who might qualify for a high honors endorsement, conditions affecting the number of resident students who might be awarded tuition scholarships for academic merit using university-determined criteria, and any instance where a student qualified for high honors but not for a university-determined tuition scholarship shall be reported to the Board along with a recommendation for appropriate modifications in the criteria for awarding high honors.
- H. A systematic review of the Regents Honors Endorsement Program will be conducted every five years, with the results and any recommendations reported to the board.
- I. Tuition scholarships must be claimed by the student enrolling at one of the universities within one year of graduation from an Arizona high school. Special consideration of unique situations may be exercised by each university.

Policy Number: 4-318	Policy Name: Mathematics, Science and Special Education Teacher Student Loan Program
Policy Revision Dates:	Page 1

#### 4-318 Mathematics, Science and Special Education Teacher Student Loan Program

##### A. Authorization

Beginning with the Spring semester of the 2007-2008 school year, Arizona law authorizes the board to grant loans from the Mathematics, Science and Special Education Teacher Student Loan Fund established by A.R.S. § 15-1784 to defray in-state tuition, instructional materials and mandatory fees of the education of students who are pursuing a teaching degree at a university under the jurisdiction of the board and who are deemed qualified by the board to receive these loans. Loans are to be granted on terms and conditions established by the board and distributed to qualified applicants on a first come, first served basis.

##### B. Administration

1. The board shall grant loans to qualified applicants who are classified as in-state students for tuition purposes and who agree to provide instruction in the areas of mathematics, science or special education in a public school in this state.
2. The loans granted by the board shall be sufficient to cover the cost of resident tuition and mandatory fees for each loan recipient and may also defray the cost of instructional materials. If the applicant qualifies for federal financial aid and received federal grant aid, the loan amount shall be limited to the amount of tuition and mandatory fees not covered by the federal grant aid and may include a stipend for instructional materials.
3. The executive director will develop guidelines, in conformance with A.R.S. §§ 15-1781 through 15-1785 for:
  - A. Screening qualified applicants based on ability, character and financial need;
  - B. Terms and conditions for the loans, to be reflected in individual student contracts;
  - C. Repayment requirements and procedures; and
  - D. Collection of loans that are in default.

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4. The board may delegate authority to administer these loans to an institution under the jurisdiction of the board, subject to the requirements of A.R.S. § 15-1782 and § 15-1783.