

NSHE Procedures and Guidelines Manual

CHAPTER 11, SECTION 3

Nevada Promise Scholarship Program

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

CHAPTER 11

FINANCIAL AID

Section 3. Nevada Promise Scholarship Program

Title 4, Chapter 18, Section 11 of the *Board of Regents' Handbook* directs the Chancellor to establish procedures and guidelines to comply with the requirements of the Nevada Promise Scholarship Program codified under Chapter 396 of the Nevada Revised Statutes.

1. Deadlines.

To be eligible to receive a Nevada Promise Scholarship, a student must meet the following deadline requirements:

- a. Application: A student must complete the Nevada Promise Scholarship Application on or before October 31st of the year prior to the student's first fall semester of enrollment. (Ex: A student planning to enroll for their first semester in Fall 2020 must complete the Application on or before October 31, 2019.)
- b. Free Application for Federal Student Aid (FAFSA): A student must complete the FAFSA on or before March 1st prior to each academic year. A student who is prohibited by law from completing the FAFSA must complete the acknowledgement form, as defined in Subsection 3 of this Section, on or before March 1st prior to each academic year.
- c. Training: A student must participate in one training meeting related to financial aid, the FAFSA, and College Orientation on or before March 1st in the year of the student's first fall semester of enrollment.
- d. Community Service: A student must complete at least 8 hours of eligible community service as defined in Title 4, Chapter 18, Section 11 of the *Board of Regents' Handbook* on or before [~~June 1st~~] *July 1st* in the year of the student's first fall semester of enrollment. To maintain eligibility, a student must complete at least 8 hours of eligible community service on or before January 1st for fall semester and on or before [~~June 1st~~] *July 1st* for spring semester.
- e. Meeting with a Mentor: A student must have met at least once with a mentor assigned to them, in accordance with Subsection 5 of this Section, on or before [~~June 1st~~] *July 1st* in the year of the student's first fall semester of enrollment. To maintain eligibility, a student must meet at least once with their assigned mentor on or before January 1st for fall semester and on or before [~~June 1st~~] *July 1st* for spring semester while enrolled and receiving the scholarship.
- f. Gift Aid Eligibility Documentation: A student must submit all information deemed necessary by the community college to determine the student's eligibility for gift aid on or before [~~June 1st~~] *July 1st* prior to each academic year.
- g. Leaves of Absence: A leave of absence must be requested before or during the first semester in which said leave of absence would commence.

2. Common Application.

There shall be a single, web-based application for the scholarship that is utilized by all four community colleges. The application shall be created and maintained by the Vice Chancellor for Community Colleges, with input from the community colleges. The information collected shall be available to each community college for their respective applicants.

3. Acknowledgement Form.

Students who are prohibited by law from completing a FAFSA must complete the Nevada Promise Scholarship Non-FAFSA Filer Affirmation form affirming said prohibition. This form shall be a single form utilized by all community colleges for this purpose and shall be created and maintained by the Vice Chancellor for Community Colleges, with input from the community colleges.

4. Reporting on Appeals and Leaves of Absence

In addition to the requirements of Title 4, Chapter 18, Section 11 of the Board of *Regents' Handbook*, each community college shall track and report on an annual basis to the Vice Chancellor for Community Colleges:

- a. The number of appeals received;
- b. The number of appeals granted;
- c. The number of appeals denied;
- d. The reasons provided by students for appeal;
- e. The number of requests for Leaves of Absence received; and
- f. The number of Leaves of Absence granted.

The community college shall maintain all necessary information on appeals and leaves of absence granted for each student.

5. Mentoring Program

- a. Each community college shall create and maintain a Nevada Promise Scholarship mentoring program for the purpose of students gaining and maintaining eligibility in accordance with Title 4, Chapter 18, Section 11 of the *Board of Regents' Handbook*.
- b. Each community college shall pair a Nevada Promise Scholarship applicant (mentee) directly with an eligible mentor who shall serve as that student's mentor for the duration of their enrollment in the program, unless a request is made by the student or mentor for reassignment. The community college shall provide the mentee and parent/guardian with the name and contact information for the assigned mentor. The community college shall also provide the mentor with the name and contact information for each assigned mentee as well as their parent/guardian. Each mentor shall include the parent/guardian in any initial communication. Each community college may require a parental consent form for mentees to participate in the mentoring program.
- c. Mentors shall meet with mentees in either a public setting or at a time and place established by the community college, for example a meet-and-greet session at the community college. A mentor may conduct a meeting over the phone if a personal meeting is unreasonably burdensome.
- d. Each mentor shall be assigned no more than ten (10) mentees at any one time.
- e. An eligible mentor shall:
 - i. Be 21 years old or older;

- ii. Pass a comprehensive background check, including but not limited to a criminal background check, at least once every three years;
- iii. Complete a training offered by the community college that includes but is not limited to:
 - a. Nevada Promise Scholarship eligibility requirements;
 - b. FAFSA and Financial Aid;
 - c. How to effectively communicate and work with prospective and new college students;
 - d. Guidelines for safely meeting individually with students; and
 - e. Contact information for a staff member at the community college who can answer questions from mentors or mentees.

6. Students with Disabilities

Students who have a documented temporary or permanent physical or mental disability or who were previously subject to an individualized education program (IEP) under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., or a plan under Title V of the Rehabilitation Act of 1973, 29 U.S.C. §§ 791 et seq. are to be determined by the community college to be exempt from the following NPS eligibility criteria:

- a. The minimum number of credits required for eligibility; and
- b. The limitation on the number of academic years a student may receive the scholarship.

To receive funding under a reduced credit load, students must submit to the community college's disability resource center (DRC) the Nevada Promise Scholarship Students with Documented Disabilities form by the end of the semester for which they are seeking funding. The completed form will be sent directly from the DRC to the financial aid office, where the scholarship award will be processed.

Should the student begin the semester under regular funding criteria and then submit the form after receiving the scholarship, funding may be reduced and the student's full refund (if applicable) will be returned to the Nevada Promise Scholarship account. If it is determined that circumstances leading to changes in a student's documented disability require that they reduce their credit load after the Nevada Promise Scholarship Students with Documented Disabilities form is submitted for the current semester, the student may request a revision to be done on a case-by-case basis provided this determination is made before the end of the semester.

2. Refunds.

All money from a Nevada Promise Scholarship awarded to a student that is refunded in whole or in part for any reason shall be refunded to the Nevada Promise Scholarship account and not the student. In the event a Nevada Promise Scholarship recipient is due a refund that is less than 100%, and said student has also received funds from the Governor Guinn Millennium Scholarship (GGMS), the refunded amount shall be divided and returned to these two programs based on the proportionality between these two programs of the original award, up to the amount originally awarded from each scholarship. This proportional approach applies only after any Pell Grant or other Title IV aid, if any, is returned to the federal government according to the Return To Title IV (R2T4) calculation.

For example:

- 1) A student's entire bill was paid using a combination of GGMS and NPS and is due a partial refund of 50%:

Total bill of \$1,000.

GGMS paid \$250 (25% of total)

NPS paid \$750 (75% of total)
Refund due is 50% (\$500)
GGMS receives \$125 (.25*500)
NPS receives \$375 (.75*500)

- 2) A student's entire bill was paid using a combination of Pell, GGMS and NPS and is due a partial refund that is less than R2T4:

Total bill of \$1,800
Pell paid \$473
GGMS paid \$480
NPS paid \$847
Refund due is \$350
R2T4 results in a return of \$400 (which exceeds refunded amount)
GGMS receives \$0
NPS receives \$0

- 3) A student's entire bill was paid using a combination of Pell, GGMS and NPS and is due a partial refund that is greater than R2T4:

Total bill of \$1,800
Pell paid \$473
GGMS paid \$480 (36.2% of GGMS+NPS Total)
NPS paid \$847 (63.8% of GGMS+NPS Total)
Refund due is \$350
R2T4 results in a return of \$200
GGMS receives \$54.30 (.362 *150)
NPS receives \$95.70 (.638*150)