

Title 250 WAC

HIGHER EDUCATION COORDINATING BOARD

(Formerly: Postsecondary Education, Council for)

Chapters

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Chapter 250-20 WAC

STATE STUDENT FINANCIAL AID PROGRAM— NEED GRANT AND THE FEDERAL PROGRAM FOR STATE STUDENT INCENTIVE GRANT PROGRAM TITLE 45, CODE OF FEDERAL REGULATIONS CHAPTER 1, PART 192

WAC

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WAC 250-20-011 Student eligibility. For a student to be eligible for a state need grant he or she must:

(1) Be a "needy student" as determined by the higher education coordinating board in accordance with RCW 28B.10.802. These students must also meet the "income cut-off," be a "former foster youth", be a "disadvantaged student or be an opportunity internship graduate."

(2) Be a resident of the state of Washington in accordance with RCW 28B.15.012 (2)(a) through (d).

(3) Be enrolled or accepted for enrollment as an undergraduate student at a participating postsecondary institution. A student is not eligible if he or she has received a bachelor's degree or its foreign equivalent.

(a) For purposes of need grant eligibility, the student must be enrolled, at time of disbursement, in a course load of at least six credits per quarter or semester (except as specified in WAC 250-20-021 less-than-half-time pilot project and opportunity internship graduates).

(b) A student enrolled less than half time may not receive this grant for the term in question (except as specified in WAC 250-20-021 less-than-half-time pilot project and opportunity internship graduates), but is eligible for reinstatement or reapplication for a grant upon return to at least a half-time status. Correspondence courses may not comprise more than one-half of the student's minimum credit load for which aid is being considered.

(c) Have a high school diploma or its equivalent. Equivalent standards include a general education development certificate or a certificate of completion of a home study program recognized by the student's home state. For a student without a high school diploma or its equivalent, a school may

accept a recognized ability-to-benefit test as defined by federal financial aid regulations.

(4) Maintain satisfactory progress as defined in WAC 250-20-021(19).

(5) Not be pursuing a degree in theology.

(6) Have submitted the Free Application for Federal Student Aid to receive consideration for a Pell grant (except as specified in WAC 250-20-021 less-than-half-time pilot project and opportunity internship graduates).

(7) Certify that he or she does not owe a refund or repayment on a state or federal grant, and is not in default on a loan made, insured, or guaranteed under the Federal Family Education Loan Program, the Federal Perkins Loan Program, or the Federal Direct Student Loan Program.

(8) Not exceed the following state need grant usage limits:

(a) The equivalent of ten full-time semesters or fifteen full-time quarters or equivalent combination of these two.

(b) One hundred twenty-five percent of the school's published program length.

(c) A new associate degree or certificate program as a state need grant recipient within five years of earning an associate degree as a need grant recipient, except that a student may earn two associate degrees concurrently. A student shall be deemed to have received an associate degree as a state need grant recipient if the student received grant payments in more than three quarters, two semesters, or equivalent clock hours while pursuing an associate degree.

(d) For an individual qualifying for the state need grant as an opportunity internship graduate, the equivalent of two full-time semesters or three full-time quarters.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-011, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-011, filed 7/22/08, effective 8/22/08. Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-011, filed 8/8/06, effective 9/8/06; 99-16-015, § 250-20-011, filed 7/23/99, effective 8/23/99; 95-17-045, § 250-20-011, filed 8/11/95, effective 9/11/95; 95-10-007, § 250-20-011, filed 4/24/95, effective 5/25/95; 93-08-010, § 250-20-011, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-011, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-011, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-011, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 80-12-028 (Order 5-80, Resolution No. 82-4), § 250-20-011, filed 8/28/80; 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-011, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-011, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-011, filed 6/15/79; Order 2-77, § 250-20-011, filed 4/13/77; Order 3-75, § 250-20-011, filed 4/25/75; Order 1-75, § 250-20-011, filed 3/7/75; Order 1-74, § 250-20-011, filed 4/9/74; Order 1-73, § 250-20-011, filed 7/2/73.]

WAC 250-20-021 Program definitions. (1) The term "needy student" shall mean a post-high school student of an institution of postsecondary education who demonstrates to the higher education coordinating board the financial inability, either parental, familial, or personal, to bear the total cost of education for any semester or quarter. Needy student also means an opportunity internship graduate who enrolls in a postsecondary program of study within one year of high school graduation. The determination of financial inability to bear the total cost of education shall be made in accordance with federal needs analysis formulas and provisions as recognized and modified by the board.

(2) The term "disadvantaged student" shall mean a student who by reasons of adverse cultural, educational, environmental, experiential, or familial circumstance is unlikely to aspire to, or enroll in, higher education. Generally, this shall mean a dependent student whose parents have not attained a college education and/or whose family income is substantially below the state's median.

(3) The term "postsecondary institution" shall mean:

(a) Any public university, college, community college, or vocational-technical institute operated by the state of Washington political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level which is a member institution of an approved accrediting association.

(b) If such institution agrees to participate in the program in accordance with all applicable rules and regulations.

(c) Any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of an approved accrediting association.

(d) The separate accreditation requirement is waived for branch campuses of out-of-state institutions if the branch campus:

(i) Is eligible to participate in federal student aid programs; and

(ii) Has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington; and

(iii) Has an annual enrollment of at least seven hundred full-time equivalent students.

(4) The term "approved accrediting association" shall mean the following organizations:

(a) Northwest Commission on Colleges and Universities;

(b) Middle States Association of Colleges and Schools, Commission on Higher Education;

(c) New England Association of Schools and Colleges;

(d) North Central Association of Colleges and Schools;

(e) Southern Association of Colleges and Schools;

(f) Western Association of Schools and Colleges;

(g) Accrediting Bureau of Health Education Schools;

(h) Accrediting Council for Continuing Education and Training;

(i) Accrediting Commission of Career Schools and Colleges of Technology;

(j) Accrediting Council for Independent Colleges and Schools;

(k) National Accrediting Commission of Cosmetology Arts and Sciences.

(5) "Washington resident" shall be defined as an individual who satisfies the requirements of RCW 28B.15.012 (2)(a) through (d) and board-adopted rules and regulations pertaining to the determination of residency.

(6) "Dependent student" shall mean any post-high school student who does not qualify as an independent student in accordance with WAC 250-20-021(7).

(7) "Independent student" shall mean any student who qualifies as an independent student for the receipt of federal aid. These qualifications include a student who has either:

(a) Reached his or her twenty-fourth birthday before January 1st of the aid year; or

(b) Is a veteran of the U.S. Armed Forces; or

(c) Is an orphan or ward of the court; or

(d) Has legal dependents other than a spouse; or

(e) Is a married student or a graduate/professional student; or

(f) Is determined to be independent for the receipt of federal aid on the basis of the professional judgment of the aid administrator.

(8) "Placebound student" means a student who:

(a) Is unable to complete a college program because of family or employment commitments, health concerns, exceptional monetary needs, or similar factors; and

(b) Has completed the associate of arts or the associate of science degree, or its equivalent; and

(c) May be influenced by the receipt of an enhanced student financial aid award to complete a baccalaureate degree at an eligible institution.

(9) Definitions of "undergraduate students" will be in accord with definitions adopted for institutional use by the board.

(10) "Student budgets" are determined by institutions and approved by the board. The student budget consists of that amount required to support an individual as a student for nine months and may take into consideration cost factors for maintaining the student's dependents. This should be the amount used to calculate the student's total need for all state and federal funds.

(11) "State need grant cost-of-attendance."

(a) The costs-of-attendance for each sector are calculated by adding together a standard maintenance allowance for books and supplies including tools, room, board, transportation and personal items, for all undergraduate students statewide as developed by the Washington Financial Aid Association, and the sector's regular tuition and fees for full-time, resident, undergraduate students.

(b) In no case may the costs-of-attendance exceed the statutory ceiling established by RCW 28B.92.060(4). The ceiling is calculated by adding together the same standard maintenance allowance used in determining the state need grant cost-of-attendance, plus the regular tuition and fees charged for a full-time resident undergraduate student at a research university, plus the current average state appropriation per student for operating expenses in all public institutions.

(c) For example, in the 1992-93 academic year, the value of the statutory ceiling is \$13,783. This value is composed of the Washington Financial Aid Association's maintenance budget of \$6,964, plus the regular tuition and fees charged for a resident undergraduate student at a research university of \$2,274, plus the current average state appropriation per student for operating expenses in all public institutions of \$4,545.

(d) The value of each element used in the construction of the statutory ceiling will be updated annually.

(e) The higher education coordinating board will consult with appropriate advisory committees and the representative association of student financial aid administrators, to annually review and adjust the costs-of-attendance. The costs-of-

attendance for each sector will be published concurrent with annual guidelines for program administration.

(12) "Family income" is the student's family income for the calendar year prior to the academic year for which aid is being requested.

(a) Income means adjusted gross income and nontaxable income as reported on the federally prescribed application for federal student aid.

(b) For the dependent student family income means parental income.

(c) For the independent student family income means the income of the student and any other adult, if any, reported as part of the student's family.

(d) The institutional aid administrator may adjust the family's income up or down to more accurately reflect the family's financial situation during the academic year. When such adjustments are made they shall be consistent with guidelines for making changes to determine federal student aid eligibility.

(13) "Income cutoff" means the amount of family income below which a student is determined to be eligible for the state need grant.

(a) The cutoff shall be expressed as a percent of the state's median family income. The exact point of cutoff shall be determined each year by the board based on available funding.

(b) The board will endeavor to award students, in order, from the lowest income to the highest income, within the limits of available funding.

(c) At the discretion of the institution's aid administrator, a student who is eligible for a state need grant in a given academic year may be deemed eligible for the ensuing academic year if his or her family income increases by no more than three percent, even if the stated median family income cutoff for grant eligibility is lower than that amount.

(14) "Median family income" is the median income for Washington state, adjusted by family size and reported annually in the federal register.

(15) "Base grant" is the state need grant award for each sector before the addition of a dependent care allowance. The base grant per student will be no less than the published base grant in 1998-1999. The base grant may be further adjusted according to the student's family income level and rate of enrollment as described in WAC 250-20-041.

(16) "Dependent care allowance" is a flat grant amount, to be determined by the board, which is in addition to the eligible student's base grant.

(a) The allowance is awarded to those students who have dependents in need of care. The dependent must be someone (other than a spouse) living with the student.

(b) Care must be that assistance provided to the dependent by someone outside of the student's household and not paid by another agency.

(c) Eligible grant recipients must document their need for the dependent care allowance.

(17) "State need grant award" is the base grant adjusted according to level of family income, plus a dependent care allowance, if applicable.

(18) "Academic year" is that period of time between July 1 and the following June 30 during which a full-time student

would normally be expected to complete the equivalent of two semesters or three quarters of instruction.

(19) "Clock hours" means a period of time which is the equivalent of either:

(a) A 50 to 60 minute class, lecture, or recitation; or

(b) A 50 to 60 minute period of faculty-supervised laboratory shop training or internship.

(20) "Gift equity packaging policy" is the institution's policy for assigning gift aid to all needy, eligible students.

(21) "Satisfactory progress" is the student's successful completion of a minimum number of credit or clock hours for each term in which the grant was received. Each school's policy for measuring progress of state need grant recipients must define satisfactory as the student's completion of the minimum number of credit or clock hours for which the aid was disbursed.

(a) The minimum satisfactory progress standard for full-time students is twelve credits per term or 300 clock hours per term. Satisfactory progress for three-quarter time students is nine credits per term or 225 clock hours per term. Satisfactory progress for half-time students is six credits per term or 150 clock hours per term. Satisfactory progress for less than half-time pilot program students is three credits or 75 hours per term.

(b) Each school's policy must deny further disbursements of the need grant at the conclusion of any term in which he or she fails to complete at least one-half of the minimum number of credits or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institution's satisfactory progress policy.

(c) The school may make disbursements to a student who is in a probationary status. "Probation" is defined as completion of at least one-half, but less than all of the minimum number of credits for which the aid was calculated and disbursed. The school must have a probation policy, approved by the board, which limits the number of terms in which a student may receive the need grant while in a probationary status.

(d) The school's aid administrator may at any time, using professional judgment exercised on a case-by-case basis, reinstate a student back into a satisfactory progress status, in response to an individual student's extenuating circumstances.

(22) The term "full institutional accreditation" shall mean the status of public recognition that an accrediting agency recognized by the U.S. Department of Education grants to an educational institution that meets the agency's established standards and requirements. Institutional accreditation applies to the entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives.

(23) The term "eligible program" for a public or private nonprofit educational institution, shall mean:

(a) A certificate, associate or baccalaureate degree program; at least a two-year program that is acceptable for full credit toward a bachelor's degree; or

(b) A program that provides at least a 15-week undergraduate program of 600 clock hours, 16 semester hours, or 24 quarter hours that leads to a degree or certificate and prepares the student for gainful employment in a recognized occupation; and

(c) A program encompassed within the institution's accreditation and be an eligible program for purposes of the federal Title IV student financial aid programs;

(d) Apprenticeships qualifying as eligible programs for opportunity internship graduates. Apprenticeships must be associated with participating state need grant institutions.

(24) The three "public sectors of higher education" are the research universities, comprehensive universities, and the community and technical colleges.

(25) A "for-profit institution" is a postsecondary educational institution other than a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

(26) A "postsecondary vocational institution" is a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

(27) The "less-than-half-time pilot project" is defined as follows:

(a) The pilot project is authorized for 2007-2011 in chapter 404, Laws of 2007 and is meant to test the feasibility of providing state need grant awards to students who enroll in three, four or five credits.

(b) All rules and guidelines that govern student and school participation in the state need grant program shall apply to pilot project except the following:

(i) The student may enroll for three, four or five credits per term.

(ii) The grant award is equal to one-quarter of the regular base grant amount.

(iii) Students otherwise enrolled in credit bearing course work may receive the grant for up to one academic year before being accepted into a program that leads to a degree or certificate.

(28) The term "former foster youth" means a person who is at least eighteen years of age, but no more than twenty-four years of age, who was a dependent of the department of social and health services at the time he or she attained the age of eighteen.

(29) An "opportunity internship graduate" means a low-income high school student who successfully completes an opportunity internship program (as defined in RCW 28C.18.162) and graduates from high school.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-021, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-021, filed 7/22/08, effective 8/22/08. Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-021, filed 8/8/06, effective 9/8/06. Statutory Authority: Chapter 28B.80 RCW and RCW 28B.10.822. 02-24-041, § 250-20-021, filed 12/2/02, effective 1/2/03. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-021, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 96-18-024, § 250-20-021, filed 8/27/96, effective 9/27/96; 96-04-019, § 250-20-021, filed 1/30/96, effective 3/1/96; 95-17-045, § 250-20-021, filed 8/11/95, effective 9/11/95; 95-10-007, § 250-20-021, filed 4/24/95, effective 5/25/95; 93-08-010, § 250-20-021, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 through 28B.10.822. 92-11-022, § 250-20-021, filed 5/13/92, effective 6/13/92; 90-04-067, § 250-20-021, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 88-10-001 (Order 2/88, Resolution No. 88-11), § 250-20-021, filed 4/21/88; 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-021, filed 7/29/87; 86-12-077 (Order 5/86), § 250-20-021, filed 6/4/86. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-021, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 81-13-038 (Order 2/81, Resolution No. 81-67), § 250-20-021, filed 6/16/81; 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-021, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-021, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-021,

filed 6/15/79; 78-05-063 (Order 2-78), § 250-20-021, filed 4/27/78, effective 6/1/78; Order 2-77, § 250-20-021, filed 4/13/77; Order 3-75, § 250-20-021, filed 4/25/75; Order 1-75, § 250-20-021, filed 3/7/75; Order 1-74, § 250-20-021, filed 4/9/74; Order 1-73, § 250-20-021, filed 7/2/73.]

WAC 250-20-031 Student application procedure. (1)

Application for a state grant must be made each year.

(2) All applications will be ranked anew each year.

(3) Application for a state need grant is accomplished through a student's application for admission to, and financial aid from, the institution of his or her choice.

(4) Financial data must be generated in accordance with the method set forth by the higher education coordinating board to assure that information will be consistent on a state-wide basis.

The board shall annually specify the student data elements essential for determining state need grant eligibility and shall authorize the forms and processes for collecting and analyzing such data.

(5) The burden of proof of a grant recipient's eligibility is with the institution. At a minimum:

(a) The institution must be able, on request of the board, to reconstruct the calculations and rationale for the student's grant eligibility and award amounts.

(b) The financial aid form or comparable financial status documents, with the resulting financial need analysis must be on record in the financial aid office for all grant recipients.

(c) The institution must also have on record justification for reawarding a need grant to any student who failed to make satisfactory progress.

(6) The board shall establish annual criteria by which the eligible student is to be identified, ranked, and awarded. Those criteria shall include the maximum award for each sector and the income cutoff level.

(7) The institution shall examine the student's aid application to determine overall need and specific state need grant eligibility and the appropriate award, using the board-approved criteria.

(8) The board will make available to all participating institutions, a list of all students who owe state need grant repayments or have otherwise exhausted their state need grant eligibility. It is the institution's responsibility to ensure that no ineligible student receives a state need grant.

(9) The financial aid administrator at each institution will be required to sign a statement attesting to the fact that all eligible financial aid applicants within state need grant parameters will be identified and served to the extent funds are available and that financial information will be determined in strict adherence to program guidelines.

(10) No group of students, such as single parents or part-time students, may be advantaged or disadvantaged in its access to the state need grant by any institutional awarding policy.

(11) The board will provide institutions with a list of eligible opportunity internship graduates.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-031, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-031, filed 7/22/08, effective 8/22/08. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-031, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 93-08-010, § 250-20-031, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-031, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.-806. 88-10-001 (Order 2/88, Resolution No. 88-11), § 250-20-031, filed

4/21/88; 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-031, filed 7/29/87. Statutory Authority: RCW 28B.10.822, 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-031, filed 7/20/82; Order 2-77, § 250-20-031, filed 4/13/77; Order 1-76, § 250-20-031, filed 3/11/76; Order 3-75, § 250-20-031, filed 4/25/75; Order 1-75, § 250-20-031, filed 3/7/75; Order 1-74, § 250-20-031, filed 4/9/74; Order 1-73, § 250-20-031, filed 7/2/73.]

WAC 250-20-041 Award procedure. (1) The institution will offer grants to eligible students from funds reserved by the board. It is the institution's responsibility to ensure that the reserve is not over expended within each academic year.

(2) The state need grant award for an individual student shall be the base grant, appropriate for the sector attended and a dependent care allowance, if applicable, adjusted for the student's family income and rate of enrollment. Each eligible student receiving a grant must receive the maximum grant award for which he or she is eligible, unless such award should exceed the student's overall need or the institution's approved gift equity packaging policy.

(3) The grant amount for students shall be established as follows:

(a) The award shall be based on the representative average tuition, service, and activity fees charged within each public sector of higher education. The average is to be determined annually by the higher education coordinating board. The award for students enrolled in the applied baccalaureate pilot program authorized in RCW 28B.50.810 shall be based on the representative tuition and fees used for the comprehensive universities.

(b) The base grant award shall not exceed the actual tuition and fees charged to the eligible student on an annualized basis by more than one hundred dollars. The one hundred dollar variance is only applicable in circumstances where changes to a student's credit or enrollment level after the initial disbursement would require a state need grant award adjustment to ensure that the award does not exceed the cost of tuition.

(c) The base grant award for students attending independent four-year institutions shall be equal to that authorized for students attending the public four-year research institutions. The base grant for students attending private vocational institutions shall be equal to that authorized for students attending the public community and technical colleges.

(4) The total state need grant award shall be reduced for students with family incomes greater than fifty percent of the state's median and for less than full-time enrollment.

(a) Students whose incomes are equal to fifty-one percent to seventy-five percent of the state's median family income shall receive seventy-five percent of the maximum award. Students whose incomes are equal to seventy-six percent to one hundred percent of the state's median family income shall receive fifty percent of the maximum award. Students whose incomes are equal to one hundred one percent to one hundred twenty-five percent of the state's median family income shall receive twenty-five percent of the maximum award.

(b) Eligible students shall receive a prorated portion of their state need grant for any academic period in which they are enrolled at least half-time, as long as funds are available. Students enrolled at a three-quarter time rate, at the time of disbursement, will receive seventy-five percent of their grant.

Students enrolled half-time at the time of disbursement will receive fifty percent of their grant.

(c) Less-than-half-time pilot project students and opportunity internship program graduates enrolled at a less-than-half-time rate will receive twenty-five percent of their grant.

(5) Placebound students may receive enhanced grants to the extent funds are appropriated for this purpose. The value of the enhanced grant will be determined by the board.

(6) Depending on the availability of funds, students may receive the need grant for summer session attendance.

(7) The institution will be expected, insofar as possible, to match the state need grant with other funds sufficient to meet the student's need. Matching moneys may consist of student financial aid funds and/or student self-help.

(8) All financial resources available to a state need grant recipient, when combined, may not exceed the amount computed as necessary for the student to attend a postsecondary institution. The student will not be considered over-awarded if he or she receives additional funds after the institution awards aid, and the total resources exceed his or her financial need by \$200 or less by the end of the academic year.

(9) The institution shall ensure that the recipient's aid package at a minimum consists of self-help equal to either twenty-five percent of the student's cost-of-attendance or an amount calculated annually by the board. The calculation is based on an assessment of the minimum amount that a typical student could reasonably earn while in school.

(a) The self-help amount calculated annually by the board shall be determined by multiplying the net value of minimum wage (wage less employer taxes and medical aid), multiplied by twelve hours per week, and further multiplied by a representative thirty-three week academic year.

(b) The school's aid administrator may exercise professional judgment and reduce the self-help requirement on a case-by-case basis. These cases should recognize exceptional individual student circumstances where a minimum self-help requirement would present a significant barrier to the student's educational success. These circumstances shall be documented in the student's file.

(c) In counting self-help sources of aid, the aid administrator may include all loans, employment, work-study, and those scholarships or grants that were earned based on the student's substantial efforts over time, as well as family contribution, and unmet need.

(10) The institution will notify the student of receipt of the state need grant.

(11) Any student who has received at least one disbursement and chooses to transfer to another participating institution within the same academic year may request that the receiving institution apply to the board for funds to continue receipt of the grant.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-041, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-041, filed 7/22/08, effective 8/22/08; 07-15-038, § 250-20-041, filed 7/12/07, effective 8/12/07. Statutory Authority: Chapter 28B.80 RCW and RCW 28B.10.822. 04-08-060, § 250-20-041, filed 4/5/04, effective 5/6/04. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-041, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 95-17-045, § 250-20-041, filed 8/11/95, effective 9/11/95; 93-08-010, § 250-20-041, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-041, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-041, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-

82, Resolution No. 82-52), § 250-20-041, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-041, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-041, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-041, filed 6/15/79; Order 2-77, § 250-20-041, filed 4/13/77; Order 3-75, § 250-20-041, filed 4/25/75; Order 1-75, § 250-20-041, filed 3/7/75; Order 1-74, § 250-20-041, filed 4/9/74; Order 1-73, § 250-20-041, filed 7/2/73.]

WAC 250-20-051 Grants disbursement and repayment. (1) At intervals designated by the executive director, financial aid administrators from participating independent colleges and proprietary institutions will submit the appropriate cash request or reimbursement form to the higher education coordinating board for each state need grant recipient certifying enrollment and grant eligibility.

(a) Upon receipt of the cash request or reimbursement forms, the higher education coordinating board will forward payments to the appropriate institution for each recipient or directly to the school as reimbursement.

(b) At private and proprietary schools, as long as the student remains eligible for the grant, the payment must be given directly to the student without the institution placing any other condition on receipt of the payment. Institutions which participate in the electronic funds transfer reimbursement program, must follow the requirements of the student directives. The student directive is a board-approved document used to direct the schools in the student's choice of payment method, either a direct deposit or school issued warrant.

(c) All signed receipts and student directives for state need grants are to be retained by the institution. They must be made available for inspection upon request of the board. All unclaimed payments must be returned to the board on or before the date specified by the board each term.

(d) A student-by-student reconciliation must be completed by the institution at the end of each term.

(2) All other institutions may request funds as necessary to make disbursements to students.

(a) Interim progress reports must be filed with the board as requested.

(b) A student-by-student reconciliation must be filed with the board at the end of each academic year.

(3) No institution may disburse nor claim more funds than that amount reserved by the board for the body of students at each institution.

(4) Should a student recipient withdraw prior to or on fifty percent of the term or prior to completing fifty percent of the scheduled clock hours during the term in which he or she received a state need grant, the student shall be required to repay a portion of the grant amount according to the board-approved repayment policy. This policy is separate and distinct from the federal repayment policy and computation. Beginning in 2009-2010 the board-approved repayment policy shall incorporate the following repayment principles.

(a) The repayment calculation is based on the portion of the term not completed or the percent of scheduled clock hours not completed.

(b) A fifty percent reduction is applied to the final repayment calculation for relief of irretrievable costs of attendance. This adjustment is only available to students who officially or unofficially withdraw when the last date of attendance is known.

(c) If the last known date of attendance occurs after fifty percent of the term, the state need grant award is considered one hundred percent earned and no repayment is due.

(d) If a state need grant recipient attends a portion of a term and withdraws with no verified last date of attendance, the repayment will be fifty percent of the grant amount with no additional adjustments.

(e) If a state need grant recipient never attends courses in the term for which they received a state need grant award, the repayment is one hundred percent of the grant amount.

The institution shall advise the student and the board of amounts to be repaid.

(5) The board reserves the right, if funds are available, to pay to public institutions an administrative expense allowance for the shared responsibility of administering the program on the board's behalf. The allowance shall be calculated annually as a percentage of the need grant funds disbursed by the institution.

(6) Funds from grants which are declined, forfeited or otherwise unused shall be reawarded until disbursed.

(7) The foster youth assurance is intended for unserved foster youth that were not identified during routine state need grant awarding processes and only after the institution has depleted its SNG reserve.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-051, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-051, filed 7/22/08, effective 8/22/08. Statutory Authority: Chapter 28B.80 RCW. 93-08-010, § 250-20-051, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-051, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-051, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-051, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-051, filed 6/15/79; Order 2-77, § 250-20-051, filed 4/13/77; Order 3-75, § 250-20-051, filed 4/25/75; Order 1-75, § 250-20-051, filed 3/7/75; Order 1-74, § 250-20-051, filed 4/9/74; Order 1-73, § 250-20-051, filed 7/2/73.]

Chapter 250-84 WAC

COLLEGE BOUND SCHOLARSHIP RULES

WAC

250-84-010	Purpose.
250-84-020	Definitions.
250-84-030	Eligible applicant.
250-84-040	Program promotion to eligible students.
250-84-050	Tracking of scholars.
250-84-060	Eligibility for receipt of college bound scholarships.
250-84-070	Scholarship award.
250-84-080	Appeals.
250-84-090	Grant disbursement to institutions.
250-84-100	Program administration and audits.

WAC 250-84-010 Purpose. The college bound scholarship as authorized by chapter 28B.118 RCW is designed to inspire and encourage Washington middle school students from low-income families to dream big. The early commitment of state funding for tuition may alleviate the financial barriers preventing students from considering college as a future possibility.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-010, filed 8/16/10, effective 9/16/10.]

WAC 250-84-020 Definitions. "Board" means higher education coordinating board.

"C average" means a 2.0 grade point average on a 4.0 scale.

"FAFSA" means Free Application for Federal Student Aid.

"High school graduation" means students must graduate from a public high school, private high school approved under chapter 28A.195 RCW, having met requirements to earn a high school diploma as defined in WAC 180-51-061 or 180-51-066, whichever is applicable.

"Legal guardian" means the person appointed by the court to take legal action on behalf of and be responsible for a minor.

"Median family income" means the median income for Washington state, adjusted by family size and reported annually in the federal register and used that year for the administration of the state need grant program.

"OSPI" means office of superintendent of public instruction.

"Tuition and fees" means tuition, building, operating, service and activity fees as are used for purposes of determining the state need grant award.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-020, filed 8/16/10, effective 9/16/10.]

WAC 250-84-030 Eligible applicant. (1) Washington students in 2007-08 and thereafter may apply who are:

(a) Enrolled in the seventh and eighth grade in a public or private school as approved by chapter 28A.195 RCW or home school as defined by chapter 28A.200 RCW; and

(b) Meet the income eligibility as defined in subsection (2) of this section.

Eligible students enrolled in eighth grade in 2007-08 were granted a one-time extension to sign the pledge during the 2008-2009 school year as ninth graders.

(2) Seventh or eighth grade students are eligible to apply if one of these requirements are met:

(a) Family income falls within the monthly or annual standards set by the U.S. Department of Agriculture (USDA) for eligibility for participation in the free or reduced price lunch program (FRPL); or

(b) Student participates in the free or reduced price lunch program; or

(c) Family receives TANF benefits; or

(d) Student is a foster youth.

To determine eligibility in unusual circumstances, or for assistance in defining household size, foster youth status, and other criteria, the board will refer students and families to the district or school staff who oversee FRPL, and will refer to the USDA FRPL guidelines.

If a student qualifies in the application year, the information is not required to be updated throughout the middle and high school years. However, income will be verified using the FAFSA upon college enrollment. See WAC 250-84-060, eligibility for receipt of scholarship.

(3) Eligible applications are considered complete when the signed pledge has been received by the board.

(a) A student must sign a pledge during seventh or eighth grade that commits them to:

(i) Graduate from high school with at least a C average.

(ii) No felony convictions.

(b) The section of the application that indicates eligibility must be completed.

(c) The pledge must be signed by a parent or legal guardian to attest the information is true and accurate.

(d) The signature page for the electronic application, or the signed paper application, must be received by the board.

(e) The deadline for the application is June 30th of the student's eighth grade year.

(i) Electronic applications must be received by June 30th and paper applications must be postmarked by June 30th.

(ii) Missing information for applications received on or before June 30th will be accepted until the student enters the ninth grade year.

Exceptions to the deadline will be made on a case-by-case basis by the board based on extenuating circumstances.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-030, filed 8/16/10, effective 9/16/10.]

WAC 250-84-040 Program promotion to eligible students. The role of the board, OSPI and school districts related to notification to students, families, and school personnel about the college bound scholarship is defined under chapter 28B.118 RCW.

(1) The board shall develop and distribute to all schools with students enrolled in seventh or eighth grade, an application pledge form that can be completed and returned electronically or by mail by the student or the school to the board.

The board will provide K-12 partners, professional associations, and college access programs with program information annually.

(2) The role of OSPI is to notify elementary, middle, and junior high schools about the college bound scholarship program using methods in place for communicating with schools and school districts.

OSPI will encourage schools and districts to target communications to eligible students to the greatest extent possible. Methods may include, but are not limited to, personalized letters, integrating the application into student conferences, or holding sign-up events.

(3) The role of each school district is to notify students, parents, teachers, counselors, and principals about the Washington college bound scholarship program through existing channels.

Notification methods may include, but are not limited to, regular school district and building communications, on-line scholarship bulletins and announcements, notices posted on school walls and bulletin boards, information available in each counselor's office, and school or district scholarship information sessions.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-040, filed 8/16/10, effective 9/16/10.]

WAC 250-84-050 Tracking of scholars. The statute requires the board and OSPI to develop tracking procedures to ensure continued eligibility and to determine compliance for awarding of college bound scholarships (RCW 28B.118-020 and 28B.118.040).

(1) The board shall:

(a) Develop and implement a student application, selection, and notification process for scholarships.

(b) Collect authorization to release information from the student and parent(s)/legal guardian(s).

(c) Develop a web-based application tool and paper application annually.

(d) Notify applicants of missing information in a timely manner.

(e) Notify applicants of their status of complete application in a timely manner.

(f) Treat applications confidentially and hold in a secure environment.

(g) Provide complete applicants information regarding disbursement of the scholarship and contact information for the board.

(h) Require applicants to update their address and other contact information with the board.

(2) OSPI will work with the board to develop student tracking procedures.

The board and OSPI will share data regarding the progress of college bound scholarship students such as current school, grade level, grade point average, and expected graduation date on at least an annual basis through high school graduation, following agency protocols for data exchange and security.

(3) The board will track complete applicants and monitor progress toward graduation to determine compliance for awarding of scholarships.

(4) The board will share data and authorized student information from the application for program sign-up efforts and to provide support services to scholars who have already applied.

(a) The board will share information with schools and approved college access providers who will provide services to college bound scholarship students to support their academic success, if the proper release of information has been provided by the student and parent(s)/legal guardian(s).

(b) Aggregate data will be provided periodically and as requested to schools, districts, and partners to improve sign-up efforts.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-050, filed 8/16/10, effective 9/16/10.]

WAC 250-84-060 Eligibility for receipt of college bound scholarships. To be eligible to receive the annual scholarship disbursement, college bound scholarship students who have met the requirements outlined in WAC 250-84-030, must:

(1) Graduate from a Washington high school with at least a C average or receive home-based instruction under chapter 28A.200 RCW.

(2) File a FAFSA (see priority consideration under WAC 250-84-070(1)).

(3) Be accepted to an institution participating in the state need grant program within the state of Washington (requirements outlined in WAC 250-20-013).

(4) Enroll no later than the fall term (as defined by the institution) one academic year following high school graduation.

For example, students graduating by August 2012 have until fall 2013 to begin using the scholarship.

(a) Students who graduate early will be assumed to follow the time frame of their senior year cohort. However, if

they enroll early, the four-year scholarship will need to be used within five years of their initial enrollment date.

(b) Scholarships will not be disbursed prior to fall 2012.

(c) Students will be considered to have enrolled upon earning credit(s) for the term or receiving the first scholarship disbursement, whichever comes first.

(5) Have an annual family income at or below sixty-five percent of the state's median family income as determined by the income reported on the FAFSA and verified by the institution the student is attending. See subsection (6)(d) of this section.

(6) Receive the college bound scholarship for no more than four academic years within a five-year period.

(a) The four-year scholarship may be used during any terms within the five-year period, even if enrollment is not continuous.

(b) The scholarship must be used within five academic years of August of the high school graduation year.

For example, students who graduate from high school in 2011-12 must begin college enrollment by fall 2013, and have through spring of 2017 to receive the scholarship.

(c) The total college bound award is limited to twelve quarters, eight semesters or equivalent, prorated for part-time enrollment within the five-year period.

(d) If students do not meet the income requirement in subsection (5) of this section in any year within the five-year period, they may still receive the scholarship for any year(s) they do meet the income requirement. Receipt of the four-year scholarship does not have to be continuous.

(7) Comply with the other eligibility criteria to receive the college bound scholarship as outlined for the state need grant program in WAC 250-20-011 including, but not limited to, requirements related to residency, undergraduate student status, academic program eligibility including the theology prohibition, enrollment level, satisfactory academic progress, and repayments.

The requirements for state need grant that do NOT apply to college bound scholarships are the equivalent of five-year limitation for state need grant under WAC 250-20-011(6) since the college bound scholarship is a four-year award.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-060, filed 8/16/10, effective 9/16/10.]

WAC 250-84-070 Scholarship award. (1) The college bound scholarship is intended to combine with the state need grant program to ensure eligible students have the opportunity to receive sufficient state financial aid to meet the cost of full tuition, plus five hundred dollars for books each year. The award is intended to replace unmet need, loans, and at the student's discretion, work-study.

(2) The value of each college bound scholarship shall be determined by the board annually based on the amount of tuition and fees at public colleges and universities (as used for state need grant purposes) plus five hundred dollars, less the amount of state need grant the student qualifies for based on the student's MFI, and less any other state aid awarded.

(a) In order to receive the maximum state need grant for which the student qualifies, the student must meet the financial aid priority consideration deadline for the institution the student plans to attend.

(b) College bound scholarship awards will be prorated for part-time attendance as outlined in WAC 250-20-041 (4)(b).

Sector college bound scholarship award amounts (such as public research, regional and two-year, and private career and private four-year) shall follow base award amounts determined for the state need grant program.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-070, filed 8/16/10, effective 9/16/10.]

WAC 250-84-080 Appeals. Appeals regarding application eligibility under WAC 250-84-030 should be directed to the board. Appeals regarding scholarship eligibility and awards under WAC 250-84-060 and 250-84-070 shall follow the process outlined under WAC 250-20-071 for state need grant purposes.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-080, filed 8/16/10, effective 9/16/10.]

WAC 250-84-090 Grant disbursement to institutions. (1) Cash requests and reimbursements will follow procedures similar to state need grant.

(2) A student-by-student reconciliation will be completed each term and filed with the board at the end of each academic year.

(3) Recalculations as a result of awards in excess of tuition charges shall follow the tolerance outlined in state need grant rules or guidance.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-090, filed 8/16/10, effective 9/16/10.]

WAC 250-84-100 Program administration and audits. (1) The staff of the board under the direction of the executive director will manage the administrative functions relative to college bound scholarship.

(2) The board will review institutional administrative compliance as outlined in WAC 250-20-061.

Any student who has obtained a college bound scholarship through means of willfully false statement or failure to reveal any material fact affecting eligibility will be subject to applicable civil or criminal penalties and repayment.

[Statutory Authority: RCW 28B.76.670. 10-17-080, § 250-84-100, filed 8/16/10, effective 9/16/10.]

Chapter 250-85 WAC

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE (WAVE) PROGRAM

WAC

250-85-010	What is the Washington award for vocational excellence (WAVE) program?
250-85-020	What is the application process for the WAVE scholarship?
250-85-030	What eligibility requirements must a recipient meet to use the WAVE scholarship?
250-85-040	What other conditions apply to the use of the WAVE scholarship?
250-85-050	What are the term usage and time limits for the WAVE scholarship?
250-85-060	What is the monetary value of the WAVE scholarship?
250-85-070	What is the result of dropping a class after receiving the WAVE scholarship funds?
250-85-080	What educational costs may be paid with the WAVE scholarship?

250-85-090	What are the payment priorities for the WAVE scholarship?
250-85-100	Where may a recipient use the WAVE scholarship?
250-85-110	What are the responsibilities of a WAVE scholarship recipient?
250-85-120	What are the responsibilities of the workforce training and education coordinating board?
250-85-130	What are the responsibilities of the higher education coordinating board?

WAC 250-85-010 What is the Washington award for vocational excellence (WAVE) program? The Washington award for vocational excellence program, also known as WAVE, recognizes the outstanding achievements of vocational or technical students graduating from high school, or attending a community college or technical college, while in the state of Washington.

To the extent that funds are appropriated by the legislature, the WAVE program provides a scholarship to help pay the costs of undergraduate level coursework at participating in-state public or private colleges and universities, or at in-state private career colleges and schools licensed by the workforce training and education coordinating board.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-010, filed 7/16/10, effective 8/16/10.]

WAC 250-85-020 What is the application process for the WAVE scholarship? Contact the workforce training and education coordinating board or the on-campus WAVE coordinator at your high school, skills center, or public community or technical college for application information.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-020, filed 7/16/10, effective 8/16/10.]

WAC 250-85-030 What eligibility requirements must a recipient meet to use the WAVE scholarship? In addition to the usage and time limitations stated in WAC 250-85-050, a WAVE recipient must:

- (1) Be a Washington resident as defined in chapter 250-18 WAC.
- (2) Be a student enrolled in undergraduate level coursework.
- (3) Attend a participating college, university, or private career college or school located within the state, as defined in RCW 28B.76.670 and WAC 250-85-100.
- (4) Not pursue a degree in theology.
- (5) Receive a minimum grade point average (GPA) of 3.0, or the equivalent, for the last academic term of attendance at a participating institution to receive the scholarship for the next academic term of attendance.

(a) If the grade point average is below 3.0 for the last academic term of attendance, the WAVE recipient must perform at least one academic term of study without the scholarship at a participating institution and receive at least a 3.0 grade point average for that academic term before again qualifying to receive the scholarship.

(b) The grade point requirement applies only to enrollment at participating institutions, as defined in WAC 250-85-100. GPAs earned for coursework taken through out-of-state institutions or ineligible in-state institutions are not used to determine a recipient's ongoing eligibility for the WAVE scholarship.

(c) The minimum grade point average requirement applies after the recipient's first use of the scholarship.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-030, filed 7/16/10, effective 8/16/10.]

WAC 250-85-040 What other conditions apply to the use of the WAVE scholarship? The WAVE recipient:

(1) May use the scholarship for nonconsecutive academic terms of study.

(2) May attend school full time or less than full time and receive the scholarship.

(3) Uses one term of WAVE eligibility for each academic term the scholarship is received, without regard to enrollment status (i.e., full time or less than full time) or the dollar value of the scholarship paid for the academic term. Exceptions may apply.

(4) May transfer from one participating in-state school to another and continue to receive the scholarship as long as all other eligibility requirements are met.

(5) May use and receive the scholarship for study at only one institution at a time in any given academic term. An exception may be authorized by the higher education coordinating board; however, scholarship value and usage restrictions may apply.

(6) May receive the scholarship at a participating institution for study abroad in some circumstances. For this exception to apply, the recipient must be enrolled (i.e., have concurrent or dual enrollment) at the in-state participating institution (also known as the "school of record") in an institution-approved (or institution-affiliated) program of study abroad. The grade point average, or grade point equivalent, for the academic term(s) of study abroad must transfer to the in-state school of record so that the recipient's ongoing eligibility for the WAVE scholarship may be determined.

(7) May receive the scholarship at a participating institution for undergraduate level coursework while attending an out-of-state campus location of the same school in some circumstances. For this exception to apply, the recipient must be enrolled (i.e., have concurrent or dual enrollment) at the in-state participating institution (also known as the "parent institution"). The grade point average, or grade point equivalent, must transfer to the parent institution in-state so that the recipient's ongoing eligibility for the WAVE scholarship may be determined.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-040, filed 7/16/10, effective 8/16/10.]

WAC 250-85-050 What are the term usage and time limits for the WAVE scholarship? (1) Individuals awarded the WAVE scholarship may receive up to six academic quarters, or four semesters, or the equivalent combination of academic quarters and semesters, of scholarship for undergraduate level coursework.

(2) Recipients have three years to begin using the WAVE scholarship and six years to complete using the scholarship. This means that a WAVE recipient must:

(a) Begin using the scholarship no later than the fall term three years after designation as a WAVE recipient. Failure to do so results in forfeiture of all eligibility to use the scholarship. For example, a student named as a WAVE recipient in

spring 2008 must receive the scholarship for at least one academic term no later than the end of fall term 2011.

(b) Complete using the scholarship no later than the fall term six years after designation as a WAVE recipient. Any unused portion of the scholarship is forfeited at the end of the sixth year. For example, a student named as a WAVE recipient in spring 2008 must complete use of the full scholarship no later than the end of fall term 2014. Any unused eligibility is forfeited by the recipient at the end of fall 2014.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-050, filed 7/16/10, effective 8/16/10.]

WAC 250-85-060 What is the monetary value of the WAVE scholarship? (1) The scholarship value is indexed to undergraduate, resident tuition, and service and activity fees at the state's public colleges and universities, not to exceed the cost at the public research universities. The scholarship value does not include the cost of technology fees or other miscellaneous fees.

(2) The scholarship will not exceed the value of public tuition and service and activity fees for full-time enrollment at the fifteen credit level for an academic term.

(3) The scholarship is reduced for less than full-time enrollment or withdrawal from all classes. See WAC 250-85-070, What is the result of dropping a class after receiving the WAVE scholarship funds?

(4) The scholarship for WAVE recipients enrolled at participating independent institutions, or licensed private career colleges or schools, will not exceed the maximum scholarship values for recipients enrolled full time at the public research universities.

(5) The scholarship value may be adjusted and is payable to the extent that funding is appropriated for the WAVE program. Scholarship values may be reduced in a fiscal year to remain within available dollars as funding dictates or as required by the legislature. Participating institutions are notified if adjustments are necessary during the course of an academic or fiscal year.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-060, filed 7/16/10, effective 8/16/10.]

WAC 250-85-070 What is the result of dropping a class after receiving the WAVE scholarship funds? The scholarship value may be reduced if the tuition charge is decreased for an academic term in which a WAVE recipient drops one or more classes.

(1) If a WAVE recipient drops a class or withdraws within the institution's tuition refund period, the student must reimburse the difference between the original scholarship value already paid and the decreased scholarship value. The institution shall return any overpaid amount to the higher education coordinating board.

(2) If the recipient drops or withdraws from class after the institution's tuition refund period has expired, the recipient may, but is not required to, reimburse the WAVE scholarship already paid for an academic term. The options regarding repayment of the WAVE scholarship include:

(a) Performing one academic term at a participating institution without the scholarship and receiving a qualifying GPA for the term in order to regain eligibility to use the WAVE scholarship.

(b) Repaying in full the scholarship amount received to restore eligibility for the term of usage. The institution shall return any reimbursed amount to the higher education coordinating board.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-070, filed 7/16/10, effective 8/16/10.]

WAC 250-85-080 What educational costs may be paid with the WAVE scholarship? Individuals must decide which educational expenses to pay with the WAVE funds for the academic term. The WAVE scholarship will not cover all educational costs. Examples of expenses in the student budget for which the scholarship may be used are: Tuition, room and board, books and supplies, transportation, or other miscellaneous personal expenses.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-080, filed 7/16/10, effective 8/16/10.]

WAC 250-85-090 What are the payment priorities for the WAVE scholarship? Because the scholarships are paid from limited funds appropriated to the program, payments are subject to the following priorities:

(1) First priority is to recipients attending during the regular academic year who are identified to the higher education coordinating board by the college or university on or before the twentieth day of the fall term as enrolled, or planning to enroll later, during the same academic year. The phrase "regular academic year" means the time frame which includes the fall, winter, and spring academic terms.

(2) Second priority is to recipients identified to the higher education coordinating board by the college or university after the twentieth day of the fall term as enrolled, or planning to enroll later, during the same regular academic year.

(3) Third priority is for recipients enrolled for the summer term, if funds are available. Due to limited funds availability, WAVE scholarships for summer term study may be prorated and are paid on a first-come, first-served basis.

(4) In the event that funds appropriated to the program are fully expended, or reduced in a fiscal year or biennial budget, or if payment of the scholarships at full value is expected to exceed available dollars, the scholarships will be proportionally reduced or eliminated to remain within available funds.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-090, filed 7/16/10, effective 8/16/10.]

WAC 250-85-100 Where may a recipient use the WAVE scholarship? The scholarship may be used only for undergraduate level coursework at approved postsecondary institutions in the state of Washington that meet one of the definitions described later in this section. The postsecondary institution must have current, valid, signed, and approved institutional participation and electronic access agreements in effect with the higher education coordinating board for a recipient to receive the WAVE scholarship while attending the school. A school that meets both requirements is a "participating institution."

A participating institution must meet one of the following definitions:

(1) The Washington public institutions of higher education, including the state research universities, the state regional universities, The Evergreen State College, the state community colleges, and the state technical colleges.

(2) A private, nonprofit educational institution that:

(a) Has a main campus which is permanently situated in this state.

(b) Provides programs of education beyond the high school level leading at least to the baccalaureate degree.

(c) Is accredited by the northwest association of schools and colleges, or another accrediting body approved by the higher education coordinating board as meeting equivalent standards as those institutions accredited by the northwest association.

(3) A private career college or school that has a physical campus located in the state, licensed to operate within the state of Washington by the workforce training and education coordinating board, and offering postsecondary education to prepare persons for a vocation or profession.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-100, filed 7/16/10, effective 8/16/10.]

WAC 250-85-110 What are the responsibilities of a WAVE scholarship recipient? A recipient of the WAVE scholarship is responsible:

(1) To notify the institution's scholarship coordinator of the intent to use the WAVE scholarship for each academic term as well as any enrollment status changes, such as dropping or adding a class, a leave of absence, withdrawing entirely, or planning to transfer to another school.

(2) To pay the tuition and services and activities fees to the college or university, or to make arrangements with the institution for payment of those costs.

(3) To reimburse all or part of the scholarship if dropping or withdrawing from class in an academic term after receiving payment as described in WAC 250-85-070, What is the result of dropping a class after receiving the WAVE scholarship funds?

(4) To notify the higher education coordinating board and the workforce training and education coordinating board of name and other contact information changes.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-110, filed 7/16/10, effective 8/16/10.]

WAC 250-85-120 What are the responsibilities of the workforce training and education coordinating board? The workforce training and education coordinating board:

(1) Has primary responsibility for program policy for the WAVE program.

(2) Administers the application and recipient selection processes for the WAVE program.

(3) Provides the higher education coordinating board with all pertinent information for the purpose of paying the WAVE scholarship to recipients selected after June 30, 1994.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-120, filed 7/16/10, effective 8/16/10.]

WAC 250-85-130 What are the responsibilities of the higher education coordinating board? The higher education coordinating board:

(1) Serves as fiscal agent for payment of the WAVE scholarship for undergraduate coursework to recipients selected after June 30, 1994.

(2) Is responsible for policy related to scholarship payment and fiscal issues, in consultation with the workforce training and education coordinating board.

(3) Enters into the necessary agreements with eligible participating institutions for payment of the scholarship.

(4) Adopts all necessary rules and guidelines for payment of WAVE scholarships.

(5) Maintains payment records on all WAVE recipients.

(6) Monitors ongoing student eligibility to receive and maintain the scholarship.

(7) Provides the workforce training and education coordinating board with relevant recipient usage information.

[Statutory Authority: RCW 28B.76.670. 10-15-072, § 250-85-130, filed 7/16/10, effective 8/16/10.]