

DEPARTMENT OF TREASURY
HIGHER EDUCATION ASSISTANCE AUTHORITY
ADULT PART-TIME GRANT PROGRAM

(By authority conferred on the Michigan higher education assistance authority by section 8 of Act No. 102 of the Public Acts of 1986, being S390.1288 of the Michigan Compiled Laws)

R 390.1751 Definitions.

Rule 1. (1) As used in these rules:

(a) "Act" means Act No. 102 of the Public Acts of 1986, being S390.1281 et seq. of the Michigan Compiled Laws.

(b) "APTG" means the adult part-time grant program as established by the act.

(c) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, as amended, being S390.951 et seq. of the Michigan Compiled Laws.

(d) "Campus-based aid" means the federal financial aid programs administered by the financial aid officer at a participating postsecondary school. These programs shall include supplemental educational opportunity grants, college work-study, and Perkins loans.

(e) "Default" means failure to comply with the terms of a loan guaranteed by the authority so that the authority finds it necessary to reimburse the lending institution for the balance of the loan.

(f) "Degree-granting educational institution" means a public or nonpublic postsecondary college or university located within the state of Michigan which is approved by the Michigan state board of education and is eligible to be listed in the Michigan department of education's publication entitled "Directory of Michigan Institutions of Higher Education."

(g) "Educational expenses" means student costs related to attendance as specified by the participating postsecondary school. These expenses may include tuition and fees charged to the student and a reasonable allowance for room and board, transportation, books and equipment, and incidental expenses.

(h) "Higher education act" means title IV of the federal higher education act of 1965, as amended, 20 U.S.C. S1070 et seq.

(i) "Incarcerated" means currently interned in a correctional facility on either a full-time or a part-time basis.

(j) "Part-time" means enrollment for between 3 and 11 semester or term hours. This determination shall be made on an enrollment count date that is established by each participating postsecondary school each enrollment period for all students being funded under the APTG program.

(k) "Perkins loans" means the Perkins loan program established under the federal higher education act.

(l) "Permanent resident" means an applicant who is classified as a permanent resident by the United States immigration and naturalization service for the APTG program award period in question.

(m) "Resident" means an independent student who has lived in Michigan continuously for a minimum of 12 months immediately preceding the participating postsecondary school's APTG award period and who is not considered a resident of any other state.

(n) "Satisfactory academic progress" means compliance with the standards established by the participating postsecondary school of enrollment pursuant to the higher education act regarding minimal criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

(o) "Student aid" means any scholarship, grant, loan, or employment aid that an applicant receives from any source other than the APTG program.

(p) "Undergraduate program" means courses that are applicable or transferrable to a baccalaureate or lower degree or certificate. A program shall be not less than 9 months in length.

(2) Terms defined in the act have the same meanings when used in these rules.

History: 1988 AACCS.

R 390.1752 Financial need calculation.

Rule 2. Financial need is the positive difference found by the participating postsecondary school between the applicant's educational expenses and any reasonable contribution identified from the resources of the independent student in question and his or her spouse, if married. The analysis used in this process shall be consistent with need calculation procedures approved for use with the campus-based title IV federal student aid programs pursuant to the higher education act with the following exceptions:

- (a) Current year income, instead of prior calendar year income, shall be used exclusively in the calculation.
- (b) Equity in the principal home of the applicant shall be excluded from the calculation.
- (c) Other sources of student aid to be received by the applicant for the award period in question shall be included by the school in the computation of financial need.

History: 1988 AACCS.

R 390.1753 Program administration; activities.

Rule 3. The authority shall administer the APTG program in conjunction with participating postsecondary schools. Participating schools shall be responsible for all of the following activities:

- (a) Selecting eligible student recipients.
- (b) Awarding APTG funds to eligible student recipients.
- (c) Reporting APTG expenditures and related data to the authority on a timely basis.
- (d) Refunding unused APTG funds promptly at the end of each fiscal year.

History: 1988 AACCS.

R 390.1754 Eligible schools.

Rule 4. (1) Degree-granting educational institutions shall be eligible to receive APTG funds and make student awards under the APTG program.

(2) Eligible postsecondary schools shall notify the authority not later than February 1 preceding the fiscal year of funding if they choose not to participate in the APTG program.

History: 1988 AACCS.

R 390.1755 Eligible students.

Rule 5. Participating postsecondary schools may make APTG awards to a student who meets all of the following criteria:

- (a) Is a part-time student.
- (b) Is an independent student.
- (c) Has not been enrolled in a high school diploma program, other than general education development (GED) or adult education, for at least 2 preceding years.
- (d) Has enrolled or been accepted for enrollment as an undergraduate.
- (e) Is a Michigan resident and is not considered a resident of any other state.
- (f) Is not currently incarcerated in a correctional facility.
- (g) Demonstrates financial need, taking other aid to be received into consideration.
- (h) Is a United States citizen or permanent resident.
- (i) Is not enrolled in a program of study leading to a degree in theology or divinity.
- (j) Is not in default on a loan guaranteed by the authority. Exceptions may be made if a defaulted borrower has made satisfactory repayment arrangements on the defaulted amount of the loan as determined by the authority.
- (k) Is making satisfactory academic progress as determined by the postsecondary school of enrollment.

History: 1988 AACCS.

R 390.1756 APTG program grant computation.

Rule 6. Postsecondary schools participating in the APTG program shall make awards to eligible students consistent with all of the following provisions:

(a) APTG program funds awarded in combination with other student financial aid received shall not exceed the amount of financial need as determined by the school. The APTG award itself shall not exceed \$600.00 per academic year.

(b) APTG program funds shall not be disbursed to any eligible student for more than a cumulative total of 24 months of enrollment at any participating school.

(c) Award priority shall be given to eligible students with the greatest financial need as determined by the school.

(d) APTG program awards shall not be counted as income for purposes of determining eligibility for social services assistance administered pursuant to Act No. 280 of the Public Acts of 1939, as amended, being S400.1 et seq. of the Michigan Compiled Laws.

(e) Refund arrangements to the campus APTG program account shall follow the institution's official refund policy. Refunds to the campus APTG program account shall be made in cases where the student terminates eligibility between terms or semesters of the award period. Final eligibility for payment within an enrollment period shall be a function of the student's status on the enrollment count date established by the institution.

(f) Continued APTG program eligibility shall be a function of the financial need demonstrated and the APTG funds available at each participating postsecondary school if a recipient transfers from one institution to another.

(g) All APTG funds provided by the authority shall be used for student awards within the state fiscal year for which the funds were appropriated. This language shall not prevent schools from making APTG awards consistent with an academic year cycle which would begin on or after August 1.

(h) A grant awarded to a student shall carry the APTG program title on communications made to the student recipient by the postsecondary school involved.

History: 1988 AACCS.

R 390.1757 APTG program campus allocations.

Rule 7. (1) The authority shall distribute APTG funds to participating postsecondary schools according to the provisions of the act.

(2) Postsecondary schools participating in the APTG program shall provide to the authority, by the stated deadline, the data necessary to implement the campus allocation formula.

(3) Postsecondary schools participating in the APTG program shall maintain a separate restricted account for funds and transactions pertaining to the program.

(4) A minimal APTG annual payment of \$600.00 shall be made to eligible postsecondary schools participating in the APTG program.

History: 1988 AACCS.

R 390.1758 Annual report.

Rule 8. Each participating postsecondary school shall provide an annual report in the format specified by the authority. It shall include all of the following information:

(a) The number of students served.

(b) The total payments made.

(c) Year-end refund of unutilized funds.

(d) Other related data needed by the authority for accounting or audit purposes.

History: 1988 AACCS.

R 390.1759 Records; retention.

Rule 9. (1) Participating postsecondary schools shall make all APTG program records part of their permanent student financial aid office files.

(2) Records which provide any of the following information shall be maintained:

(a) Student eligibility.

(b) Any award adjustments and refund calculations made.

(c) Cumulative grants made to each participant at the school.

(3) All APTG program records shall be made available for audit purposes upon request.

(4) All APTG program records shall be maintained for a minimum of 5 years by each participating institution.

History: 1988 AACSB.