



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

HOPE Scholarship Awarding & Disbursement Policy

Policy 4.01

Volume 4 Enrollment Management
Chapter 1 HOPE Scholarship
Awarding & Disbursement
Policy

Responsible Office: Student
Financial Aid

Originally issued: 11/18/08

Policy Statement

This policy outlines the awarding and disbursement rules associated with the State of Georgia's HOPE Scholarship funds. The Admissions, Registrar, Student Aid, and Cashier's Offices will adhere to this policy when determining eligibility, awarding, and disbursement of HOPE Scholarship funds.

Reason For Policy

The eligibility, awarding, and disbursement policies associated with the State of Georgia's HOPE Scholarship program are designed to minimize liability of repayment for the student as well as the Medical College of Georgia. Assurances of eligibility *prior* to the awarding and disbursement of HOPE Scholarship decreases the likelihood of repayment as a result in changes to eligibility.

Entities Affected By This Policy

All students who are HOPE-eligible will be affected by this policy. In addition, academic units, enrollment services departments, and the Cashier's Office will be affected.

Who Should Read This Policy

Personnel responsible for the determination and maintenance associated with HOPE Scholarship eligibility should be familiar with this policy. Academic units should understand the impact of timely reporting of grades. All HOPE-eligible students should be aware of this policy and the impact to their eligibility, awarding, and disbursement of funds.

Contacts

Contact	Phone	e-mail/URL
Student Financial Aid Office	706-721-4901	osfa@mcg.edu
Registrar's Office	706-721-2201	registrar@mcg.edu
Admissions Office	706-721-9893	underadm@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p401.pdf>

Related Documents

HOPE Scholarship Program guidelines:

http://www.gsfc.org/main/publishing/pdf/2006/2006_hope_regs.pdf

Definitions

These definitions apply to these terms as they are used in this policy:

Provisionally enrolled student	Students who are allowed to begin their program of study but have transcripts from prior institutions outstanding.
Transient Students	Students who are enrolled and registered at the Medical College of Georgia and also register for additional classes at another institution with the intention of transferring credit hours to the Medical College to be applied toward their degree requirements.
Missing grades	Student records that indicate the registration of classes to which no grade is assigned at the end of a term.

Overview

Eligibility requirements for HOPE Scholarship funds contain many elements that impact eligibility from one semester to another. Constant monitoring and review are necessary in order to assure eligibility of funds prior to awarding the disbursement. The policies outlined in this document are intended to reduce the liability of repayment for both students and the institution.

Process/Procedures

- Students enrolled provisionally will not be eligible for HOPE funding until all documents are received, reviewed, and recorded in the student information system.
- Transient students will be paid HOPE funds for the classes registered and taken at the Medical College of Georgia. Payment of HOPE funds for additional classes at other institutions must be requested by that institution. Since ALL attempted hours are considered when determining HOPE eligibility, payment of HOPE for subsequent semesters will be delayed until all transcripts are received by the Medical College of Georgia.
- Students with missing grades for an academic term will have subsequent semesters of HOPE funding suspended until all grades are posted and new calculations of GPA are completed.
- The Medical College of Georgia will pursue delayed HOPE Scholarship payments within the same award year if all documents are received, reviewed, and recorded in the student information system.

Appeals Process

- Cases of extreme extenuating circumstances that prevent the student from submitting documentation to determine the eligibility of HOPE will require the approval and signature of the Provost.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.01, HOPE Scholarship Awarding & Disbursement Policy, are:

Student Financial Aid Office	Monitoring the changes impacting eligibility for HOPE Scholarship. Awarding HOPE Scholarships.
Admissions Office	Reviewing all incoming documentation to determine eligibility for HOPE Scholarship and posting to student information system. Control of holds associated with missing documentation impacting eligibility.
Registrar	Monitoring missing grades.