

ALABAMA COMMISSION ON HIGHER EDUCATION
STUDENT ASSISTANCE
ADMINISTRATIVE CODE

CHAPTER 300-4-3
ALABAMA STUDENT GRANT PROGRAM

300-4-3-.03 Awarding Procedures.

The following procedures shall be the method used by ACHE for making available Alabama Student Grant Program awards to eligible students at approved institutions:

(a) Applications may be obtained from approved institutions and from the Alabama Commission on Higher Education's website.

(b) All information requested on the "Alabama Student Grant Program Application" must be completed and the form mailed or delivered to the Student Financial Aid Office at an approved institution in which the student is or will be enrolled. As long as a student is continuously enrolled, as defined in 300-4-2-.01, only an initial application is necessary to be kept on file. Should a student not be continuously enrolled, a new application is required. New Fall Term grant applications must be received by September 15. New Winter Quarter grant applications must be received by January 15. New Spring Semester grant applications must be received by February 15. New Spring Quarter grant applications must be received by April 15. If all items and information requested on the application form are not completed, the application is invalid and the student is ineligible to receive an Alabama Student Grant Program payment.

(c) Applications received in an approved institution's Student Financial Aid Office shall be dated when received. Each application shall have a preliminary review by the institution to determine if the application is complete and meets the eligibility criteria for a grant. Each student applicant shall be notified by the institution when the application is incomplete and additional information is needed. The institution shall notify each applicant who does not meet all eligibility criteria and is, therefore, ineligible for an Alabama Student Grant Program award.

(d) All applications which pass the preliminary review for eligibility shall be compared to other appropriate institutional records. Institutional records shall be used to verify that each student applicant is:

1. A graduate of a secondary school, or the recognized equivalent of a graduate;

2. Classified as an undergraduate student who has not previously received a baccalaureate or other professional degree;
3. An Alabama resident;
4. A citizen of the United States, or in the process of becoming a U.S. citizen;
5. Enrolled as a full-time or half-time student in an eligible program;
6. Making satisfactory academic progress; and
7. Not enrolled in a course of study leading to an undergraduate degree in theology, divinity, or other field of preparation for a religious vocation.

(e) For students who are determined to be eligible for an Alabama Student Grant Program award, an award list shall be made. The award list shall contain the names, Social Security numbers, the eligible programs in which the students are enrolled, and numbers of hours of enrollment for all eligible students. The institutional ASGP coordinator and the president of the approved institution shall sign the award list certifying that each student on the roster is eligible for an award and has submitted to the institution a complete and acceptable ASGP student application on or before the application deadline for the term in which payment is requested.

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