

## **Title 6. Education**

### **Chapter II. Division of Career and Technical Education, Department of Education**

#### **Subchapter A. Generally**

#### **Part 302. Rules for Administering the Arkansas High Technology Scholarship Program**

**Codification Notes.** This part as promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"Approved by the State Board of Vocational Education, October 11, 1993."

#### **Subpart 1. Generally**

##### **6 CAR § 302-101. Purpose of program.**

The Arkansas High Technology Scholarship Program was designed to assist Arkansas's high school graduates who demonstrate superior academic ability and leadership capabilities to attend approved high technology programs at public and private institutions of postsecondary education in Arkansas.

**Authority.** Arkansas Code § 6-82-403.

##### **6 CAR § 302-102. Authorization.**

Acts 1983 (1st Ex. Sess.), No. 86, provided for the Arkansas High Technology Scholarship Program and gave administrative responsibility for the program to the Vocational and Technical Education Division of the Department of Education.

**Authority.** Arkansas Code § 6-82-403.

**Codification Notes.** Pursuant to Arkansas Code § 6-82-403, the Arkansas High Technology Scholarship Program is now administered by the Division of Career and Technical Education.

**6 CAR § 302-103. Definitions.**

As used in this part:

(1)(A) "Academic ability" means the intellectual standing of a student.

(B) In determining superior academic ability, the Division of Career and Technical Education will examine the student's:

- (i) High school records;
- (ii) Competitive examination scores; and
- (iii) Demonstrated leadership capabilities;

(2) "Approved high technology program" means a course of instruction in a highly technical field offered by a public or private postsecondary educational institution, and which has been approved by the Division of Career and Technical Education;

(3)(A) "Approved institution" means a public or private postsecondary educational institution offering high technology programs approved by the Division of Career and Technical Education.

(B) The approved institution shall be nationally or state accredited by the North Central Association or the Career Education and Workforce Development Board;

(4) "Arkansas residency".

(A) To be considered an Arkansas resident for this program, a dependent student must have parents who reside within the state for at least six (6) months directly prior to the deadline date and be classified as residents who pay taxes, vote, and have Arkansas licenses, etc.

(B)(i) If a student does not meet this requirement, there are several circumstances under which the student may be classified as an Arkansas resident for Arkansas High Technology Scholarship purposes.

(ii) These circumstances are as follows:

(a) If the student graduated from an accredited high school in Arkansas, the student is considered an Arkansas resident if:

(1) The student's parent or guardian is on active military duty in another state or country but entered upon active duty in the United States military service as a resident of the State of Arkansas; and

(2) Arkansas continues to be this person's permanent place of residence; or

(b) The student is considered an Arkansas resident if the student graduates from an accredited high school in Arkansas and the student's parent or guardian is stationed and resides in the State of Arkansas while on active duty in the United States military service;

(5) "Competitive examination" means a standardized examination measuring achievement that is administered annually on a specified date at a specified location announced publicly;

(6) "Division" means the Division of Career and Technical Education;

(7) "Full-time student" means a resident of Arkansas who is:

(A) In attendance at an approved public or private institution; and

(B) Enrolled in at least twelve (12) semester hours or such other reasonable academic equivalent as defined by the Division of Career and Technical Education;

(8) "Scholarship" means an award to an eligible student for matriculation in an approved institution in the State of Arkansas; and

(9) "United States citizen" or "permanent resident alien".

(A) To receive this grant, the student must either be a United States citizen or a permanent resident alien.

(B) If the student is not a United States citizen but a permanent resident alien, the student must attach a copy of the permanent resident alien form I-151 or I-551 to the application.

**Authority.** Arkansas Code § 6-82-403.

**6 CAR § 302-104. Eligibility requirements.**

(a) To be eligible to receive the Arkansas High Technology Scholarship, a student must meet the following requirements:

(1) The recipient must be accepted for enrollment as a full-time student in an approved high technology program at an Arkansas public or private postsecondary institution;

(2)(A) The student must be a bona fide resident of the State of Arkansas prior to graduation from high school.

(B) Preference will be given to students who use their award the same year they graduate from high school;

(3) The student must be a citizen of the United States or a permanent resident alien;

(4) The student must meet minimum qualifications of superior academic ability established for the Arkansas High Technology Scholarship Program by the Division of Career and Technical Education; and

(5) The student must demonstrate superior achievement, ability, and leadership capabilities.

(b)(1) The scholarship shall be awarded for one (1) academic year and renewed annually if the student:

(A) Maintains not less than a 3.0 grade point average on a 4.0 scale; and

(B) Meets other criteria as established by the division.

(2) No student may utilize these funds for educational purposes beyond completion of the approved technical program in which he or she enrolls.

(3) The scholarships will be terminated if the students do not complete the approved technical program in which they enroll within four (4) years from initial entrance.

**Authority.** Arkansas Code § 6-82-403.

**6 CAR § 302-105. Scholarship amount.**

The annual monetary award for the Arkansas High Technology Scholarship is five hundred dollars (\$500).

**Authority.** Arkansas Code § 6-82-403.

**6 CAR § 302-106. Deadline date.**

(a) The deadline date for receipt of applications for the Arkansas High Technology Scholarship Program is annually on July 1.

(b) All applications must be received by the Division of Career and Technical Education by the established deadline date in order to be considered for the Arkansas High Technology Scholarship.

**Authority.** Arkansas Code § 6-82-403.

**6 CAR § 302-107. Application process.**

(a)(1) Arkansas High Technology Scholarship application forms are provided to high school guidance counselors or principals by the Division of Career and Technical Education.

(2) Application forms may also be obtained by request from the division.

(b)(1) The application is to be completed by the:

(A) Applicant;

(B) Applicant's parent or legal guardian; and

(C) Applicant's high school principal or counselor.

(2) Specific instructions are printed on the application form.

**(c) Minimum academic standards.**

(1) The student must have achieved a minimum high school grade point average of 2.5 on a 4.0 scale based on seven (7) semesters.

(2) The student must:

(A) Either have a minimum ACT composite score of nineteen (19), or at least seven hundred thirty (730) on the SAT combined verbal and math, if the ACT score is not available; or

(B) Be ranked in the upper ten percent (10%) of his or her high school graduating class.

(d) **Submitting applications.** Graduates from accredited Arkansas high schools planning to enroll full-time in an approved high technology program at an Arkansas public or private postsecondary institution who meet the eligibility requirements and minimum academic standards may apply.

(e) **Selection criteria.**

(1) The scholarship selection criteria consists of value points for academic achievement and leadership including but not limited to:

(A) ACT composite score;

(B) Grade point average;

(C) Rank in class;

(D) Courses taken; and

(E) School and community leadership.

(2) High school records and competitive examination scores are supplied by high school counselors or principals who verify the scores by signing in their official capacity.

(3) ACT examinations may be taken more than one (1) time.

(4) The highest composite score from any one (1) examination will be used.

(5) After processing the applications, the top twenty (20) students will be named scholarship recipients.

**Authority.** Arkansas Code § 6-82-403.

**6 CAR § 302-108. Awarding scholarships.**

(a) **Number of scholarships.** The number of Arkansas High Technology Scholarships awarded shall not exceed twenty (20) each year.

**(b) Award notice.**

(1) The new applicants who are chosen as scholarship recipients will each be mailed an award notice.

(2) The award notice includes the:

(A) Actual amount the student will receive for each semester or quarter of the academic year;

(B) Student's high technology program and postsecondary institution choice as indicated on the application form; and

(C) Student's name, address, and Social Security number.

(3) The award notice also explains disbursement and conditions of the scholarship.

(4) One (1) copy of the award notice serves as an acceptance of the scholarship.

**(c) Acceptance.**

(1) An acceptance, as provided on the award notice, of the scholarship award must be signed by the student and received by the Division of Career and Technical Education by the date indicated.

(2) If the division does not receive the signed acceptance of the scholarship by that date, the student will not receive the scholarship.

(3) The scholarship will then be offered to the student ranked the highest on the list of alternates.

**Authority.** Arkansas Code § 6-82-403.

**6 CAR § 302-109. Payment policies.**

(a)(1) **Duration of scholarships.** The Arkansas High Technology Scholarship shall be awarded for one (1) academic year and renewed annually for up to three (3) additional academic years if the student maintains not less than a 3.0 grade point average on a 4.0 scale.

(2) **Note.** All funding for scholarships is contingent upon appropriations and funding by the General Assembly.

(b) **Payment of scholarships.**

(1) Warrants payable to scholarship recipients will be sent to the approved institutions of their choice.

(2) After verification as to eligibility, the institution will disburse the scholarship to the student according to the individual institution's disbursement procedures.

(3)(A) The scholarship will correspond to academic terms, semesters, quarters, or equivalent time periods at the eligible institutions.

(B) In no instance may the entire amount of the grant for an educational year be paid to or on behalf of such students in advance.

(c) **Transfer to an approved high-tech program at another postsecondary institution.** A student who has received a scholarship may transfer to an approved program at another postsecondary Arkansas institution, provided that the Division of Career and Technical Education receives written notification as to the change of status by October 1 for the fall term and by February 1 for the spring term.

(d) **Change in status.**

(1) It is the responsibility of the scholarship recipient to promptly give written notification to the Arkansas High Technology Scholarship Program in care of the division if there is any change in status.

(2) Such responsibility involves notification of:

(A) Withdrawal from school;

(B) Change of residence;

(C) Change in institution;

(D) Name change; or

(E) Any other change that would bear upon continued award eligibility.

(e) **Renewal of scholarship.**

(1) The scholarship may be renewed annually provided the recipient:

(A) Maintains satisfactory academic progress in an approved high technology program; and

(B) Meets other criteria as established by the division.

(2) Students may not utilize these funds for educational purposes beyond completion of the approved high technology program in which they enroll.

(3) The scholarship will be terminated if the student does not complete the high technology program within four (4) years from initial entrance.

(4) Scholarships are contingent upon appropriation and funding by the General Assembly.

**(f) Cancellation/revocation of the scholarship.**

(1) Scholarship recipients may cancel their scholarships.

(2) Scholarship recipients who fail to meet all eligibility requirements or fail to give written notification of change of status before appropriate deadline dates will have their scholarships revoked.

(g) **Satisfactory academic progress.** Scholarship recipients must maintain a minimum 3.0 grade point average on a 4.0 scale in the program in which they enroll.

**(h) Disbursement.**

(1) Warrants payable to individual scholarship recipients will be sent by mail to the approved institutions of their choice as indicated on their accepted award notices.

(2) After verifying the scholarship recipient's eligibility, the designated disbursing officer at the institution will sign the disbursement voucher and return one (1) copy to the division.

(3) The institution must maintain records concerning disbursement of checks to individual scholarship recipients.

**Authority.** Arkansas Code § 6-82-403.

**6 CAR § 302-110. Institutional responsibilities.**

**(a) Administrative agreement.**

(1)(A) An administrative agreement outlining all of the requirements of the institutions participating in the Arkansas High Technology Scholarship Program will be

obtained from each institution and kept on file in the Division of Career and Technical Education.

(B) This document will be updated as necessary.

(2)(A) The institution must comply with the following responsibilities in order to maintain continued eligibility status.

(B)(i) The chief executive officer of the eligible institution is responsible for appointing one (1) representative from the financial aid office to act as administrator of the Arkansas High Technology Scholarship Program and to receive all communications, forms, etc.

(ii) This representative is responsible for:

(a) The Arkansas High Technology Scholarship disbursement;

(b) Completing all forms;

(c) Verification of data; and

(d) Complying with all scholarship rules.

**(b) Disbursement records.**

(1) In addition to maintaining records, it is the responsibility of the institution to ensure that a scholarship recipient's signature acknowledging the amount of scholarship funds awarded and/or received is maintained at the institution.

(2) The institution shall maintain information on the student indicating that he or she does acknowledge disbursement of these funds.

**(c) Institutional Information Sheet.**

(1) The institution is required to complete annually the Institutional Information Sheet for the Arkansas High Technology Scholarship Program.

(2) The institutional representative must record the refund policy governing all students who completely withdraw from the institution and those who drop below full-time enrollment.

(3) The administrator is responsible for designating a:

(A) Certifying official responsible for certifying full-time enrollment; and

(B) Disbursing official who is responsible for the disbursement of scholarship recipient's checks.

(4)(A) This information sheet is due annually by March 1.

(B) Any changes in institutional information after submission of the sheet should be promptly reported to the division.

**(d) Notification to division concerning student ineligibility.**

(1) The designated administrator of the Arkansas High Technology Scholarship Program is asked to notify the division when a scholarship recipient:

(A) Has completed his or her high technology program; or

(B) Is in any other way ineligible to receive scholarship support.

(2) The reporting of this information is imperative so that awards will be distributed only to those students who meet the necessary eligibility requirements.

**(e) Institutional verification.**

(1)(A) The institution shall provide certification to the division each semester after registration, giving the names of the scholarship recipients who:

(i) Are officially enrolled as full-time students;

(ii) Meet the satisfactory academic progress rules as established by the Arkansas High Technology Scholarship Program; and

(iii) Meet all other eligibility criteria as established by the division.

(B) This information is reported on a verification roster.

(2) The person responsible for verification of full-time enrollment and satisfactory progress is the registrar or a member of his or her staff.

(3) The chosen certifying official is responsible for completing the verification roster:

(A) Twice a year for those schools on the semester system; and

(B) Three (3) times a year for those schools on the quarter system.

(4) The verification roster will be mailed to the financial aid administrator at the time of registration for the semester or quarter.

(5) The signed scholarship recipient's verification roster should be returned to the division by:

(A) October 15 for the fall semester; and

(B) March 15 for the spring semester.

(6) The verification roster is an alphabetical listing by institution of all persons the scholarship for a given academic year.

(7) Students who do not meet all eligibility requirements in the current term may not receive scholarship benefits in that term period.

**(f) Deadlines for check disbursement.**

(1) All checks must be disbursed by:

- (A) December 1 for the fall term; and
- (B) May 1 for the winter/spring terms.

(2) Any outstanding checks after May 1 must be returned to the division for cancellation.

**(g) Refund policy.**

(1) Any student dropping below full-time enrollment or withdrawing from the institution owes a refund to the Arkansas High Technology Scholarship Program if the above action occurs before the end of the institutional tuition refund period.

(2) It is the institution's responsibility to notify the division of the:

- (A) Name of the person owing a refund;
- (B) Date of the withdrawal; and
- (C) Refund amount.

(3) This information should be placed on the institution's verification roster before returning it to the division.

**(h) Due diligence.**

(1) The institution will exercise due diligence in providing complete, accurate, and timely information as requested by the division on any scholarship recipient or former recipient.

(2) In addition, the institution will exercise due diligence in complying with all the rules of the Arkansas High Technology Scholarship Program.

**Authority.** Arkansas Code § 6-82-403.