



# AGENDA

## ALABAMA COMMISSION ON HIGHER EDUCATION

RSA Union Building, 7th Floor, Room 779  
100 North Union Street, Montgomery, AL 36104

Join Zoom Meeting

<https://us02web.zoom.us/j/6569091900?pwd=KzJ3R05rb01NY1BoV1lCdCs2ZGNlZz09>

Meeting ID: 656 909 1900

Passcode: 139242

**July 7, 2026**

**10:00 AM**

- I. Call to Order / Prayer/ Pledge of Allegiance
- II. Roll Call of Members and Determination of Quorum
- III. Approval of Agenda
- IV. Introductory Remarks  
*Dr. Jim Purcell*
- V. Decision Items
  - A. Final Approval of Amendments to the Administrative Procedures for the Chapter 300-4-4: Alabama National Guard Educational Assistance Program  
*Staff Presenter: Dr. Stephanie C. Dolan*
  - B. Final Approval of Amendments to the Administrative Procedures for the Chapter 300-4-12: Alabama Math and Science Teacher Education Program  
*Staff Presenter: Dr. Stephanie C. Dolan*
  - C. Final Approval of Amendments to the Administrative Procedures for the Chapter 300-4-13: (Re)Engage Alabama Grant Program  
*Staff Presenter: Dr. Stephanie C. Dolan*
  - D. Final Approval of Amendments to the Administrative Procedures for the Chapter 300-4-15: Alabama Law Enforcement Officers' Family Scholarship  
*Staff Presenter: Dr. Stephanie C. Dolan*
  - E. Preliminary Approval of Amendments to the Administrative Procedures for the Chapter 300-4-16: Move On When Ready  
*Staff Presenter: Dr. Stephanie C. Dolan*
- VI. Adjournment

ALABAMA COMMISSION ON HIGHER EDUCATION  
STUDENT ASSISTANCE  
ADMINISTRATIVE CODE

CHAPTER 300-4-4  
ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM

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**300-4-4-.01      Organization.**

(1) It is the responsibility of the Alabama Commission on Higher Education to establish rules and regulations for the administration and implementation of the Alabama National Guard Educational Assistance Program (ANGEAP). ~~The Alabama National Guard Educational Assistance Program is administered in accordance with the policies and procedures established by the Alabama Commission on Higher Education~~ in collaboration with the State Military Department.

(2) The Alabama Commission on Higher Education appoints such staff as are necessary to ensure efficient operation of the program ~~and is the final authority in determining eligible program applicants.~~

(3) The Adjutant General of the State of Alabama ~~serves as an advisor to the~~ shall be the final authority in determining the selection of individuals to receive assistance.

(4) The Alabama Commission on Higher Education ~~for the purpose of shall be the final authority in determining the eligibility of members of the Alabama National Guard to receive benefits through the ANGEAP.~~ eligible expenses to which assistance may be applied.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §§31-10-1, et seq.; Act 2026-521

**History:** Filed August 28, 1984. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

**300-4-4-.02      Definition Of Terms.**

(1) ~~Academic Excellence Benefits~~ ACADEMIC EXCELLENCE BENEFITS: Additional funds for guard members who are enrolled undergraduate students who graduated from high school with a cumulative GPA greater than 3.5 and, while enrolled in an institution of higher education in this state, have maintained a 3.0 collegiate cumulative GPA. These funds can be used for tuition, fees, or ancillary costs.

~~(2)~~ (a) Any member receiving Academic Year Excellence Assistance prior to August 1, 2026, shall continue to receive the same amount of assistance until he or she completes the course or workforce development program.

(2) ACADEMIC YEAR: The academic year for Alabama National Guard Educational Assistance Program purposes is from October 1 of one year to September 30 of the next year.

(3) ~~Active Member~~ACTIVE MEMBER: A member of a federally recognized unit of the Alabama National Guard meeting the minimum requirements for satisfactory membership as defined in the Department of the Army and Department of the Air Force regulations.

(4) ~~Alabama National Guard~~ALABAMA NATIONAL GUARD: Federally recognized units of the Alabama National Guard.

(5) ~~Ancillary Costs~~ANCILLARY COSTS: Expenses ~~associated with enrollment in an educational program that are not included within the standard assessment~~incurred outside of tuition and fees. ~~Ancillary costs may include books, supplies, and professional fees and are typically included within the calculation for cost of attendance. For the purposes of the ANGEAP tuition and fees reimbursement, ancillary costs are not an eligible expense. ANGEAP recipients who qualify for the Academic Excellence Benefits can utilize funds to cover these expenses~~related to educational costs, including textbooks, additional course fees, differential tuition, or other course-related or training program costs.

~~(6) Cost of Attendance: As defined by the U.S. Department of Education, Office of Federal Student Aid, cost of attendance is an estimate of that student's educational expenses for the period of enrollment, which is used in calculating the total federal student aid a student may receive. Cost of attendance includes tuition and fees, as well as ancillary costs and personal expenses, such as room and board. For the purposes of ANGEAP, not all cost of attendance expenses are considered eligible.~~

~~(7) Differential Tuition: A supplementary charge amount added on top of base tuition rate~~DIFFERENTIAL TUITION: The amount, in addition to regular tuition, which is charged to students to support~~additional services and programming for a subset of students enrolled in a particular college or program. Program-specific differential tuition is often charged for those academic programs that have high operating costs. For the purposes of ANGEAP, differential tuition is not considered an eligible expense.~~

~~(8) Distribution of Funds: Reimbursement shall be made.~~

(7) DISTRIBUTION OF FUNDS: The payment or assistance shall be

(a) Made to the institution ~~promptly at the end~~ within 90 days after the beginning of the academic period of each academic term (quarter or semester) ~~for all~~ for all tuition assistance payments depending on the availability of funding;

(b) Made on the basis of certified ~~invoices/~~ vouchers institutional roster or other documentation approved by the Alabama Commission on Higher Education verifying enrollment, eligibility, and allowable charges for each participating member submitted by the institution to the Alabama Commission on Higher Education.

(c) Supported by names of the students receiving the assistance, together with the amounts claimed for each student.

(d) The tuition assistance authorized under this article may be used for undergraduate or graduate studies. Should funds appropriated to the Alabama National Guard Educational Assistance Program be insufficient to provide each eligible student with a full grant payment for any ~~term~~ academic period(s) during an academic year, then the awards will be prorated equally among the institutions on a percentage basis of the total invoices/vouchers received and paid accordingly.

(8) EDUCATIONAL EXPENSES. The per term cost of required on-campus living expenses, such as the cost of living in a residence hall or dormitory, and per term cost of required on-campus meal plans.

(9) ~~Educational Grant:~~ EDUCATIONAL GRANT. A grant is defined as a financial award by the State of Alabama to an Alabama National Guard Educational Assistance Program applicant who is designated to be an eligible student enrolled in or accepted for enrollment in an eligible program at an eligible institution, and is awarded on a per academic term basis to the student to defray direct educational-related expenses: tuition and cost of instruction fees, not to exceed the median cost of tuition per academic term of all state-supported Alabama four year institutions for classes or courses that count towards the individual's degree or certificate plan as designed and approved by the college or institution attended for the individual's declared program of study, less any Alabama Student Grant Program proceeds for which the student may be eligible and after all federal benefits have been applied to the account of the student. The median tuition amount per academic term will be determined by the Alabama Commission on Higher Education based on its Tuition and Fee Report, which will be prorated according to academic term. Payments or assistance to recipients shall not extend beyond twelve (12) years after the date of the first grant payment issued to the ~~student~~ active member through this program.

(10) ~~Eligible~~ ELIGIBLE INSTITUTION. An eligible institution is a public or private institution of higher education which:

(a) is in Alabama;

(b) admits as regular students only persons who have a high school diploma, or who are beyond the age of compulsory school attendance in Alabama; and who have the ability to benefit from the training offered;

(c) is legally authorized to provide an educational program beyond secondary education;

(d) provides an educational program for which it awards a certificate, associate, baccalaureate, master's, doctorate degree, or workforce training program;

(e) is accredited by a nationally-recognized accrediting agency or association; and

(f) executes an agreement with the Alabama Commission on Higher Education to participate in the Alabama National Guard Educational Assistance Program+.

(11) ELIGIBLE PROGRAM. An eligible program is any program leading to a certificate, associate, baccalaureate, master's, or doctorate degree in an accredited institution of higher learning, technical college, or community college within the State of Alabama.

~~(11) Eligible Institution: An eligible institution is a public or private institution of higher education which: (a) is in Alabama; (b) admits as regular students only persons who have a high school diploma, or who are beyond the age of compulsory school attendance in Alabama; and who have the ability to benefit from the training offered; (c) is legally authorized to provide an educational program beyond secondary education; (d) provides an educational program for which it awards a certificate, associate, baccalaureate, master's, or doctorate degree, (e) is accredited by a nationally-recognized accrediting agency or association; and (f) executes an agreement with the Alabama Commission on Higher Education to participate in the Alabama National Guard Educational Assistance Program.~~

(12) ~~Eligible Student:~~ ELIGIBLE STUDENT. An eligible student is an ~~applicant~~ active member who completes an application for an Alabama National Guard Educational Assistance Program application, and

- (a) Is classified as a student enrolled in a certificate, associate, baccalaureate, master's, ~~or~~ doctorate degree program or a workforce development program;
- (b) Is making satisfactory academic progress as determined by the eligible institution;
- (c) Is at least seventeen years of age;
- (d) Is an active member in good standing with the Alabama National Guard;
- (e) Is an active member of a federally recognized unit of the Alabama National Guard;
- (f) Has completed basic training, unless excluded from this requirement by military regulations;
- (g) Is enrolled in an accredited college, university, community college, or technical college within the State of Alabama; and
- (h) Is not receiving 100% of covered expenses from federal veterans' educational benefits available to members of the National Guard during the term(s) ANGEAP payments are received.
- (i) Has completed a Free Application for Federal Student Aid (FAFSA), except for high school students dually or concurrently enrolled in high school and an institution of higher education.
- (j) Is maintaining at least a 2.0 cumulative grade point average at the end of each academic term;
- (k) Is classified as one of the following:
1. Is a student dually or concurrently enrolled in high school and an institution of higher education;
  2. Is a postsecondary student who is enrolled in an institution of higher education; or
  3. Is a postsecondary student who is dually or concurrently enrolled in more than one institution of higher education and is enrolled in a program leading to a qualifying academic pathway, including a ~~short certificate or long certificate, or~~ workforce development program, an associate, baccalaureate degree, bachelor's degree, master's degree, or doctorate degree in an

accredited institution of higher learning, including a community or technical college ~~withing~~ or an approved nonaccredited course or certificate program within the State of Alabama.

(i) The Adjutant General and the Executive Director of the Alabama Commission on Higher Education shall mutually determine to which workforce development- programs tuition assistance may be applied. Any entity program seeking to be a workforce development program shall be registered as a vendor with this state.

(ii) The Adjutant General and the Executive Director of the Alabama Commission on Higher Education shall mutually determine how assistance may be applied to each workforce development program.

(1) Is in pursuit of his/her first undergraduate or graduate degree. ~~Students~~ Active members may continue to receive ANGEAP if they obtain an associate degree and then transfer to a senior institution in order to complete a baccalaureate degree. ANGEAP will not pay for multiple degrees at the same degree award level (i.e., certificate, associate degree, baccalaureate degree, master's degree or doctoral degree).

(13) ~~False Statement or Misrepresentation:~~ FALSE STATEMENT OR MISREPRESENTATION. Any person who knowingly makes or furnishes any false statement or misrepresentation, or who accepts such false statement or misrepresentation knowing the same to be false, for the purpose of enabling an individual or institution to obtain monies wrongfully under this program, shall be guilty of a Class A misdemeanor, and upon conviction thereof, shall be subject to a fine or to imprisonment, or to both, as such misdemeanor is defined in Act No. 607, S. 33 of the 1977 Regular Session (Acts 1977, Vol. 11, p. 812).

(14) ~~Graduate Student:~~ GRADUATE STUDENT. A graduate student is defined as a person who has already earned a baccalaureate degree and is enrolled in a master's or doctorate degree program at an eligible institution as defined in .02(11).

(15) ~~Mandatory Instructional Fees:~~ MANDATORY INSTRUCTIONAL FEES. Fees that are assessed to all students within a given degree level (undergraduate or graduate) as a condition of enrollment for a given term, regardless of the specific program of instruction. Such fees may include mandatory student fees, technology fees, or academic facilities fees. For the purposes of ANGEAP tuition and fees reimbursement, mandatory instructional fees are considered an eligible expense.

(16) ~~Qualifying Academic Pathway:~~PROFESSIONAL FEES. Non-instructional expenses that are specific to a subset of students enrolled in particular college, academic program, or academic classification (freshman, sophomore, junior, senior) and do not apply to all students enrolled in a given degree level (undergraduate or graduate). Examples include but are not limited to graduation fees, examination fees, and clinical/practicum fees.

(17) PROGRAM-SPECIFIC FEES. Additional fees specific to certain academic programs or courses of study. These fees are charged in addition to the standard tuition fees and are meant to cover the costs associated with offering specialized programs or courses.

(18) QUALIFYING ACADEMIC PATHWAY. A postsecondary program at an institution of higher education in the state that is one of the following:

(a) A program that has been identified as a Pell Grant eligible program for which the student earns credits required for a postsecondary degree at the undergraduate level.

(b) A graduate program that is the individual's first degree sought at that level.

~~(17) Professional Fees: Non-instructional expenses that are specific to a subset of students enrolled in particular college, academic classification (freshman, sophomore, junior, senior) and do not apply to all students enrolled in a given degree level (undergraduate or graduate). Examples include but are not limited to graduation fees, examination fees, and clinical/practicum fees. For the purposes of ANGEAP tuition and fees reimbursement, professional fees are not considered an eligible expense. ANGEAP recipients who qualify for the Academic Excellence Benefits can utilize funds to cover these expenses.~~

~~(18) Program-Specific Fees: Additional fees specific to certain academic programs or courses of study. These fees are charged in addition to the standard tuition fees and are meant to cover the costs associated with offering specialized programs or courses. For the purposes of ANGEAP tuition and fees reimbursement, program-specific fees are not considered an eligible expense. ANGEAP recipients who qualify for the Academic Excellence Benefits can utilize funds to cover these expenses.~~

(19) ~~Refund Policies and Procedures:~~REFUND POLICIES AND PROCEDURES.

(a) If ~~a student~~ an active member transfers, withdraws, or becomes ineligible for an educational grant during the academic term of the award year, the institutional-financial aid administrator will not disburse Alabama National Guard Educational Assistance Program grant funds to the ~~student~~ active member.

(b) If ~~a student~~ an active member withdraws from school or reduces his/her course-load after receiving Alabama National Guard Educational Assistance Program grant funds, but before the end of the academic term, and is not entitled to a refund in accordance with the institution's refund policy, the Alabama National Guard Educational Assistance Program will not require a refund of any portion of the grant award which was utilized by the ~~student~~ active member toward payment of the institution's net charges to the ~~student~~ active member for the period of actual attendance. However, if the grant award payment to the ~~student~~ active member exceeds the amount of the educational cost to the ~~student~~ active member, the institution must return to the Alabama National Guard Educational Assistance Program the refund amount and the institution must maintain with the ~~student's~~ active member's student records documentation listing ~~(a) the~~ :

1. The date the eligible student withdrew, ~~and (b) the~~
2. The net institutional charges to the eligible student for the period of the student's attendance, ~~(c) the~~
3. The amount of the eligible student's grant award, and ~~(d) the~~
4. The amount of refund due the Alabama National Guard Educational Assistance Program.

(c) In the event the individual's service in the Alabama National Guard is terminated or his service becomes unsatisfactory while receiving or for four (4) years after receiving the benefits afforded by this program the benefits will be terminated and repaid by the individual on a pro rata basis. Any participating member of the Alabama National Guard Educational Assistance Program shall sign a promissory note or similar document with provisions for the collection and repayment of benefits in the event that the member is disqualified or otherwise becomes ineligible to continue to receive benefits. If the individual's National Guard service is terminated because of military medical disability with a Veterans Administration disability rating of 40 percent or

greater, mandatory removal date, or death, the member and heirs are exempt from the repayment provision.

(20) ~~Student Application Procedure:~~STUDENT APPLICATION PROCEDURE.

Each Alabama National Guard Educational Assistance Program applicant must submit to the Alabama Commission on Higher Education an application for a grant. Awards will be issued for completed applications submitted to the Alabama Commission on Higher Education by the application deadline date and as long as funds remain available.

(21) ~~Tuition and Fees:~~TUITION. The per term cost of instruction and mandatory instructional fees to the public or private postsecondary student not to exceed the median cost of tuition per term, such as quarter or semester, of all public four-year institutions of higher education in this state, as reported to the Alabama Commission on Higher Education by state-supported institutions of higher education and appearing on the Tuition Plus Required Fees Report of the Commission, for classes or courses that count ~~towards~~toward the ~~individual's~~active member's degree or certificate plan ~~as designed and approved by the college or institution attended for the individual's declared program of study. Differential tuition is not included.~~ The median cost of tuition per term will be prorated according to academic term.

(22) ~~Undergraduate Student:~~UNDERGRADUATE STUDENT. An undergraduate student is defined as a person who is in attendance at an accredited Alabama postsecondary educational institution and who has not earned a baccalaureate degree. A student who is enrolled in a program of study designed to extend for more than four academic years shall not be considered an undergraduate student in that portion of the program that involves study beyond the fourth academic year, unless the program leads to a first degree and is designed to extend for a period of five academic years.

(23) WORKFORCE DEVELOPMENT PROGRAM. A professional or workforce development program that includes accredited and nonaccredited certification or stand-alone training that leads to an industry-recognized credential and is approved pursuant to Section 31-10-3(c) of Act 2026-521.

**Author:** Tim Vick; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §§31-10-1, et seq.; Act 2026-521

**History:** Filed August 28, 1984. **Amended:** Filed November 6, 1985; July 15, 1986. **Amended:** Filed August 18, 2014; effective September 22, 2014. **Amended:** Filed August 24, 2015; effective

September 28, 2015. **Amended:** Filed December 12, 2017; effective January 26, 2018. **Amended:** Published October 31, 2023; effective December 15, 2023. **Amended: Published** ; effective .

### **300-4-4-.03      Audit.**

The Alabama Military Department and each eligible institution receiving grants on behalf of any ~~student~~active member shall be subject to examination at any time by ACHE, the Examiner of Public Accounts, or the State Auditor, for the purpose of determining whether such agency or institution has complied with the rules, regulations, and procedures of the Alabama National Guard Educational Assistance Program. If the Alabama Military Department or an institution certifies an ineligible student for an Alabama National Guard Educational Assistance Program award, the amount of the grant paid pursuant to such certification shall be refunded by the Alabama Military Department or the institution, as appropriate, to the Alabama National Guard Educational Assistance Program.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §§31-10-1, et seq.; Act 2026-521

**History:** Filed August 28, 1984. **Amended: Published** ; effective .

### **300-4-4-.04      Awarding Procedures.**

(1) The following procedures shall be the method used by the Alabama Commission on Higher Education for making available Alabama National Guard Educational Assistance Program awards to eligible students at eligible institutions:

(a) Applications may be obtained from eligible institutions, the Alabama Military Department, and from the Alabama Commission on Higher Education.

(b) Applications shall be completed by ~~student~~applicantsactive members. All information requested on the Alabama National Guard Educational Assistance Program Application must be completed and the form mailed or delivered to the Alabama National Guard Educational Assistance Program office. Applications will not receive consideration for grant payment if received in the Alabama National Guard Educational Assistance Program office after

September 30 of the academic year for which grant funds are being requested. If all items and information requested on the application form are not completed, the application is invalid and the ~~student~~active member is ineligible to receive an Alabama National Guard Educational Assistance Program payment.

1. Each application shall have a preliminary review of the Alabama Military Department and the institution to determine if the application is complete and meets the eligibility criteria for a grant.

2. Each ~~student applicant~~active member shall be notified by the Alabama Military Department or the institution, as appropriate, when the application is incomplete and additional information is needed. The Alabama Military Department, the institution or the Alabama Commission on Higher Education, as appropriate, shall notify each ~~student~~active member who does not meet all eligibility criteria and is, therefore, ineligible for an Alabama National Guard Educational Assistance Program awards.

(c) All applications which pass the preliminary review for eligibility shall be compared to other appropriate departmental or institutional records. Such records shall be used to verify that each ~~student applicant~~active member is an eligible student as defined in section .02(12).

(d) The Adjutant General of the Alabama National Guard, or his representative, and the institutional financial aid officer shall sign and complete each application of a ~~student~~an active member determined to be eligible for an Alabama National Guard Educational Assistance Program award.

(e) Each completed application shall be forwarded to the Alabama National Guard Educational Assistance Program Office.

(f) Information received from applicants shall be evaluated by the Alabama National Guard Educational Assistance Program Office.

1. Incomplete applications received shall be returned to the eligible institution or the ~~student applicant~~active member.

2. Complete applications of eligible students shall be compared with monies available.

3. All Alabama Student Grant Program proceeds for which the ~~student~~active member may be eligible shall be

deducted from the tuition figure used for Alabama National Guard Educational Assistance Program purposes.

4. In no event shall payments of the tuition ~~reimbursement and fees, educational expenses, or ancillary cost assistance~~ under the Alabama National Guard Educational Assistance Program amount to more than 100% of qualified tuition and fees as defined in .02(21).

5. An undergraduate student who qualifies for the ~~Academic Excellence Benefits~~ as defined in .02(1) shall ~~receive an amount equivalent to 100% of qualified tuition and fees. Undergraduate students with this benefit may use these funds for tuition and fee reimbursement or ancillary costs as defined in .02(5).~~

6. Applicants eligible for the Educational Grant award ~~and Academic Excellence Benefits~~ for tuition and fees, educational expenses, or ancillary cost assistance will receive a total amount award not to exceed the median cost of tuition per academic term of all state-supported Alabama four-year institutions. ~~For the first term of implementation under SB 67, Act 2023-528, award payments for the Educational Grant and Academic Excellence Benefits on behalf of the grant recipients will be processed and sent to the institutions at the end of the term, provided the final approval by the Commission Board at its December 2023 Commission Meeting.~~

7. Applicant eligibility for undergraduate and graduate levels:

(i) Undergraduate: The first undergraduate degree obtained is a baccalaureate degree. ~~Short certificates, long certificates, Workforce development programs~~ and associate degrees of qualifying academic pathways may be used to obtain a baccalaureate degree. The tuition ~~reimbursement and academic excellence benefits~~ and fees, educational expenses, or ancillary cost assistance provided by this article shall only pay for the first baccalaureate degree. The tuition ~~reimbursement and academic excellence benefits~~ and fees, educational expenses, or ancillary cost assistance for undergraduate students under this program shall be claimed for no more than a total of 120 academic hours or until receipt of the first bachelor's degree for which the scholarship is used, whichever comes first. The total of 120 academic hours includes no more than a total of 72 academic hours

earned at a community college. ~~A guard~~An active member who has already obtained a ~~baccalaureate~~bachelor's degree is not eligible to receive tuition ~~reimbursement or academic excellence benefits~~assistance for coursework leading to a second degree at the same level.

(ii) Graduate: If the benefits were not used by ~~a guard~~the active member for a ~~baccalaureate~~bachelor's degree, the tuition ~~reimbursement and Academic Excellence Benefits~~and fees, educational expenses, or ancillary cost assistance for graduate students under this article shall be claimed for no more than a total of 60 academic hours or until the receipt of the first graduate degree whichever comes first. ~~A guard~~An active member who has already obtained a graduate degree is not eligible to receive tuition ~~reimbursement and fees, educational expenses, or ancillary cost assistance~~ for coursework leading to a second degree at the same level.

8. No ~~guard~~active member shall be eligible for tuition ~~reimbursement or Academic Excellence Benefits~~and fees, educational expenses, or ancillary cost assistance for more than 12 years after the date of the first tuition payment to ~~him or her~~the active member under this article.

9. ~~Reimbursement shall be made promptly to the institutions at the end~~The payment or assistance shall be

(i) Made within 90 days after the beginning of the academic period of each academic term (quarter or semester) for all for all tuition assistance payments depending on the availability of funding;

(ii) made on the basis of certified invoices. institutional roster or other documentation approved by the Alabama Commission on Higher Education verifying enrollment, eligibility, and allowable charges for each participating member submitted by the institution to the Alabama Commission on Higher Education; and

(iii) supported by names of the students receiving the assistance, together with the amounts claimed for each student.

Should funds appropriated to the Alabama National Guard Educational Assistance Program be insufficient to provide

each eligible student with a full grant payment for any term(s) during an academic year, then the awards will be prorated equally among the institutions on a percentage basis of the total invoices/vouchers received and paid accordingly.

(g) All awards made by the Alabama National Guard Educational Assistance Program shall be made to individualeligible students enrolled in eligible programs at eligible institutions in the State of Alabama.

(h) Disbursement of all grants shall be made by check to the institutions in the State of Alabama. The Alabama National Guard Educational Assistance Program shall have checks prepared for eligible awardees.

1. The Alabama National Guard Educational Assistance Program Office shall prepare vouchers for eligible students for whom funds are available.

2. The Alabama National Guard Educational Assistance Program Office shall verify that each check is properly prepared.

3. Checks shall be mailed along with a certification roster to the institutional Financial Aid Officer for issuing to eligible students.

4. The institution shall issue checks to eligible students and ensure that the institutional official who issues a check signs and dates the roster whenever such check is issued. The completed certification roster shall be returned to the Alabama National Guard Educational Assistance Program Office no later than sixty (60) calendar days after receipt of the certification roster.

5. All checks which are undeliverable by the institution shall be returned to the Alabama National Guard Educational Assistance Program along with the reason for cancelling the checks, no later than sixty (60) calendar days after receipt of the checks.

**Author:** Timothy W. Vick; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §§31-10-1, et seq.; Act 2026-521

**History:** Filed August 28, 1984. **Amended:** Filed March 27, 2017; effective May 11, 2017. **Amended:** Filed December 12, 2017; effective January 26, 2018. **Amended:** Published October 31, 2023;

effective December 15, 2023. Amended: Published ;  
effective .

### **300-4-4-.05      Disbursement Of Funds.**

(1) The Alabama National Guard Educational Assistance Program shall determine from the completed applications received from all ~~students~~active members the sufficiency of funds. Award amounts are not to exceed the median cost of tuition per academic term of a state-supported Alabama four-year institution, less any Alabama Student Grant Program proceeds for which the ~~student~~active member may be eligible and after all federal benefits have been applied to the account of the ~~student~~active member, nor shall any ~~student~~active member receive a grant at more than one approved institution during any one academic term. The median tuition amount per academic term will be determined by the Alabama Commission on Higher Education based on its Tuition and Fee Report.

(2) The Alabama National Guard Educational Assistance Program shall determine the dollar amount of each grant and shall prepare a voucher each term requesting that the State Comptroller disburse Alabama National Guard Educational Assistance Program funds for eligible students. ~~Reimbursement shall be made promptly at the end~~The payment or assistance shall be

(a) Made within 90 days after the beginning of the academic period of each academic ~~term (quarter or semester) for all~~ for all tuition assistance payments depending on the availability of funding;

(b) Made on the basis of certified ~~invoices.~~ institutional roster or other documentation approved by the Alabama Commission on Higher Education verifying enrollment, eligibility, and allowable charges for each participating member submitted by the institution to the Alabama Commission on Higher Education; and

(c) Supported by names of the students receiving the assistance, together with the amounts claimed for each student.

Should funds appropriated to the Alabama National Guard Educational Assistance Program be insufficient to provide each eligible student with a full grant payment for any term(s) during an academic year, then the awards will be prorated equally among the institutions on a percentage basis of the total invoices/ vouchers received and paid accordingly.

(3) The State Comptroller shall prepare a check payable to the approved institution for each eligible grant recipient listed on the award list. Such checks and a certification roster with the amount of grant indicated for each eligible student(s), shall be forwarded to the approved institution for delivery to the student(s).

(a) No later than sixty (60) calendar days after receipt of the grant check(s), the approved institution shall issue the individual check(s) to the eligible student(s) and return the completed certification roster to the Alabama National Guard Educational Assistance Program Office.

(4) If ~~a student~~an active member whose eligibility for a grant has been certified by an approved institution becomes ineligible for a grant before the expiration of the institutional tuition refund period, the grant funds shall not be delivered to the ~~student~~active member, but shall be returned to the Alabama National Guard Educational Assistance Program Office. Funds are considered received by an eligible student when the Alabama National Guard Educational Assistance Program check is delivered to the eligible student.

(5) No ~~guard~~active member shall be eligible for tuition ~~reimbursement or Academic Excellence Benefits and fees,~~educational expenses, or ancillary cost assistance for more than 12 years after the date of the first tuition payment to ~~him or her~~the active member under this article.

**Author:** Tim Vick; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §§31-10-1, et seq.; Act 2026-521

**History:** Filed August 28, 1984. **Amended:** Filed August 18, 2014; effective September 22, 2014. **Amended:** Filed August 24, 2015; effective September 28, 2015. **Amended:** Filed December 12, 2017; Effective January 26, 2018. **Amended:** Published October 31, 2023; effective December 15, 2023. **Amended: Published ; effective**.

### **300-4-4-.06      Review Procedures.**

(1) The review will enable the reviewer to express an opinion of the administrative controls and the compliance aspects of the Alabama National Guard Educational Assistance Program at the Alabama Military Department or the approved institution.

(2) The primary objectives identified for the reviewer conducting reviews are:

(a) To determine whether the department's or institution's reports present information accurately and in conformity with the Alabama National Guard Educational Assistance Program Regulations, and whether all reports are prepared on a consistent basis from one period to the next;

(b) To determine whether the department or institution has implemented, and is utilizing, reasonable procedures and interval controls for effectively discharging management responsibilities and for adequately protecting the State's interest;

(c) To review departmental or institutional records and report on areas of noncompliance; and

(d) Based upon the review, to provide constructive recommendations to the department or to the institution.

(3) The Alabama Military Department and the institution shall make all records and information relative to the Alabama National Guard Educational Assistance Program available to the reviewer.

(4) A written report shall be provided by the reviewer to the department or the institution and shall include:

(a) Any findings of inaccuracies in departmental or institutional reports;

(b) Any inconsistencies in departmental or institutional reports;

(c) Conclusions regarding the adequacy of administrative controls;

(d) Any areas of noncompliance; and

(e) Recommendations for improvement.

(5) If the department or approved institution does not concur with all items in the written review report, a written appeal should be submitted to the executive director of the Alabama Commission on Higher Education.

(6) When an institutional review reveals sufficient problems pertaining to the Alabama National Guard Educational Assistance Program at an institution, the executive director of the Alabama Commission on Higher Education may:

(a) Impose a temporary suspension of grant payments to the eligible institution;

(b) Suspend the institution from participation in the Alabama National Guard Educational Assistance Program for an indefinite period of time;

(c) Demand payment of any Alabama National Guard Educational Assistance Program funds to ~~a~~an eligible student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or

(d) Refer any problem to the Attorney General of the State of Alabama for appropriate legal action.

(7) A suspended institution may request a hearing by the Alabama Commission on Higher Education. The institution shall be notified in writing of the time and place of such Alabama Commission on Higher Education hearing.

(8) After such hearing, the Alabama Commission on Higher Education shall determine (at an official meeting of the Commission) whether to:

(a) Continue the suspension pending the receipt of any additional information the Commission may require;

(b) Continue the executive director's suspension subject to limitation or exceptions;

(c) Revoke or lift the suspension and restore the institution or academic program to full participation as authorized under the regulations;

(d) Terminate the institution's eligibility for an indefinite period of time;

(e) Demand payment of any Alabama National Guard Educational Assistance Program funds to ~~a~~an eligible student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or

(f) Take any other appropriate action the Alabama Commission on Higher Education deems necessary, including referral to the Attorney General of the State of Alabama for appropriate legal action.

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**Author:** [Stephanie C.. Dolan](#)

**Statutory Authority:** [Code of Ala. 1975, §§31-10-1, et seq.; Act 2026-521](#)

**History:** Filed August 28, 1984. [Amended: Published ; effective](#) .

**300-4-4-.07      Maintenance Of Records.**

(1) The Alabama Military Department and each eligible institution shall establish and maintain accurate records on a current basis which reflect all transactions with respect to program and fiscal activity as they relate to the administration of the Alabama National Guard Educational Assistance Program.

(2) The academic records for any award period shall be retained for a period of five (5) years following the date of certification on an application, unless a longer retention period is necessitated because of program review or audit resolution problems. In the event an eligible institution closes or otherwise ceases operation and fails to matriculate students, institutional Alabama National Guard Educational Assistance Program records of the approved institution shall be forwarded to the Alabama National Guard Educational Assistance Program Office.

(3) Forms must be used to gather data in a uniform manner from each applicant; such forms shall contain information relative to all eligibility criteria for an Alabama National Guard Educational Assistance Program award.

(4) The executive director of the Alabama Commission on Higher Education, or any of the director's duly authorized representatives, will have access, for the purpose of review and examination, to Alabama National Guard Educational Assistance Program records and supporting documents maintained by the Alabama Military Department or the eligible institution.

(5) The records involved in any claim or expenditure which has been questioned by program review or by state audit must be maintained until resolution of any such review or audit questions.

**Author:** Tim Vick; Stephanie C. Dolan

**Statutory Authority:** [Code of Ala. 1975, §§31-10-1, et seq.; Act 2026-521](#)

**History:** Filed August 28, 1984. **Amended:** Published October 31, 2023; effective December 15, 2023. [Amended: Published ; effective](#) .

ALABAMA COMMISSION ON HIGHER EDUCATION  
STUDENT ASSISTANCE  
ADMINISTRATIVE CODE

CHAPTER 300-4-12  
LOAN ASSISTANCE IN SUPPORT OF EDUCATORS IN ALABAMA ~~MATH AND~~  
~~SCIENCE TEACHER EDUCATION (LASEA)~~ PROGRAM

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**(REPEALED)**

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq.  
Alabama Act 2017-335.

**History: New Rule:** Filed December 12, 2017; effective January  
26, 2018. **Repealed:** Published September 30, 2021; effective  
November 14, 2021.

300-4-12-.02      Definition Of Terms (Repealed 11/14/21).

**(REPEALED)**

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq.  
Alabama Act 2017-335.

**History: New Rule:** Filed December 12, 2017; effective January 26, 2018. **Repealed:** Published September 30, 2021; effective November 14, 2021.

300-4-12-.03      Disbursement Of Funds (Repealed 11/14/21).

**(REPEALED)**

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq.  
Alabama Act 2017-335.

**History: New Rule:** Filed December 12, 2017; effective January 26, 2018. **Repealed:** Published September 30, 2021; effective November 14, 2021.

300-4-12-.04      Maintenance Of Records (Repealed 11/14/21).

**(REPEALED)**

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq.  
Alabama Act 2017-335.

**History: New Rule:** Filed December 12, 2017; effective January 26, 2018. **Repealed:** Published September 30, 2021; effective November 14, 2021.

300-4-12-.05      Appeals (Repealed 11/14/21).

**(REPEALED)**

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq.  
Alabama Act 2017-335.

**History: New Rule:** Filed December 12, 2017; effective January 26, 2018. **Repealed:** Published September 30, 2021; effective November 14, 2021.

300-4-12-.06      Reporting (Repealed 11/14/21).

**(REPEALED)**

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, §§16-5-10(10), et seq. Alabama Act 2017-335.

**History: New Rule:** Filed December 12, 2017; effective January 26, 2018. **Repealed:** Published September 30, 2021; effective November 14, 2021.

300-4-12-.07      Organization For Loan ~~Repayment~~Assistance Program.

(1) It is the responsibility of the Alabama Commission on Higher Education (ACHE) to establish rules and regulations for the administration and implementation of the Loan Assistance in Support of Educators in Alabama ~~Math and Science Teacher Education Program (AMSTEP) Loan Repayment (LASEA)~~ Program. The program will be administered in accordance with the policies and procedures established by the Alabama Commission on Higher Education.

(2) The Alabama Commission on Higher Education appoints such staff as are necessary to ensure efficient operation of the program and is the final authority in determining eligible program applicants.

(3) ACHE shall submit an annual report to the Governor and to the Chairs of the Senate Committee on Finance and Taxation-Education and the House Ways and Means Education Committee and the Deputy Director of the Legislative Services Agency - Fiscal Division within 30 days after September 30th of any given year including updates on all aspects of the program.

**Author:** Tim Vick; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-53(a) ~~;~~ Act 2026-303

**History: New Rule:** Filed September 19, 2018; effective November 3, 2018. **Amended:** Published September 30, 2021; effective November 14, 2021. Amended: Published ; effective .

**300-4-12-.08**      **Purpose Of Loan ~~Repayment~~Assistance Program.**

(1) To encourage individuals to enroll in and complete educator programs ~~leading to~~ identified as having acute educator shortages and obtain Alabama certification in ~~mathematics, science or computer science~~ those programs.

(2) To improve the educational system in Alabama by encouraging those who complete ~~the program and obtain certification in acute educator shortage programs~~ to accept ~~math, science or computer science teaching~~ educator positions in Alabama public K-12 schools, ~~preferably in public or~~ school systems, including charter schools, ~~where the~~ that have been identified as acute educator shortage of math, science or computer science teachers, or any combination of the three, is most acute, or in a school which has been designated as a failing school, by the State Board of Education or the Legislature. locations.

**Author:** Tim Vick; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-53(a) ~~;~~; Act 2026-303

**History: New Rule:** Filed September 19, 2018; effective November 3, 2018. **Amended:** Published December 31, 2019; effective February 14, 2020. **Amended:** Published September 30, 2021; effective November 14, 2021. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

**300-4-12-.09**      **Definitions For Loan ~~Repayment~~Assistance Program.**

(1) ACUTE EDUCATOR SHORTAGE. A shortage of certified educators in identified educator programs as determined by the Alabama Commission on Higher Education in consultation with the State Department of Education and the Alabama Commission on the Evaluation of Services.

(2) ACUTE EDUCATOR SHORTAGE LOCATION. A public K-12 school or school system that has been identified as having an acute educator shortage.

(3) APPROVED INSTITUTION. A state-supported institution of higher education or a private nonprofit institution of higher education that satisfies all of the following:

(a) Is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

(b) Is approved by the ~~Alabama~~ State Board of Education ~~(ALSBE)~~ to prepare ~~teachers of middle level secondary math, science or computer science~~ educators in programs identified as having an acute educator shortage.

(c) Is eligible to receive Title IV federal student aid program funds.

~~(d)~~ Maintains its primary headquarters in Alabama ~~(4)~~ BASE SUPPORT. Loan assistance in support of educators who are certified in a program identified as having an acute educator shortage pursuant to Section 16-5-54.

~~(2)~~ (5) CHARTER SCHOOL. A form of public K-12 school. A teacher established pursuant to Chapter 6F. An educator employed by a charter school accredited by the Southern Association of Colleges and Schools Commission on Colleges is eligible to participate in the program. A teacher for the base support provided in this article. An educator employed by a charter school is not eligible for the acute shortage area supplement supplemental support provided in this article.

~~(3)~~ (6) COMMISSION. The Alabama Commission on Higher Education.

~~(4)~~ (7) EDUCATOR. A full-time employee of a public K-12 school or school system whose function is to work with students in support of their efforts to learn and obtain an education.

(8) ELIGIBLE APPLICANT. A person ~~A person~~ An individual who satisfies the criteria set out in this act and is found to be eligible by rules adopted by the Alabama Commission on Higher Education.

~~(5)~~ (9) PROGRAM. The Loan Assistance in Support of Educators in Alabama Math and Science Teacher Education Program (LASEA) Program created by this article and administered by the commission provides loan repayments assistance to a teacher ~~a teacher~~ an educator with a valid Alabama professional educator certificate who is ~~endorsed in math, science or computer science, who teaches math, science or computer science courses for which the teacher is properly certified for three-fourths of the full-time teaching load in the Alabama public school system~~ a program identified as having an acute educator shortage.

(10) SUPPLEMENTAL SUPPORT. Loan assistance in support of educators who qualify for base support pursuant to Section 16-5-54 and are employed in an acute educator shortage location.

~~(6) SCIENCE. Biology, chemistry, physics, and general science.~~

~~(7) (11) YEAR. A school year that shall be divided into~~The fall and spring semesters. The term does not mean calendar, fiscal, or scholastic year. of an academic year of a public K-12 school or school system.

Author: Tim Vick; Stephanie C. Dolan

Statutory Authority: Code of Ala. 1975, §16-5-53(a) ~~;~~ Act 2026-303

History: **New Rule:** Filed September 19, 2018; Effective November 3, 2018. **Amended:** Published December 31, 2019; effective February 14, 2020. **Amended:** Published September 30, 2021; effective November 14, 2021. Amended: Published ; effective .

**300-4-12-.10**      **Rule Making Authority For Loan RepaymentAssistance Program.**

(1) The Loan Assistance in Support of Educators in Alabama Math and Science Teacher Education (LASEA) Program shall be administered by the commission, which may adopt ~~any~~ rules necessary for the administration of the program.

(2) A percentage of any annual appropriations received by the program, not to exceed 10 percent, may be expended for its operation and maintenance. Any funds appropriated to the program shall be non-reverting at the end of each fiscal year.

(3) The determination of acute educator shortages and acute educator shortage locations shall be made at least once every academic year.

Author: Tim Vick; Stephanie C. Dolan

Statutory Authority: Alabama Act 2018-504; Act 2026-303

History: **New Rule:** Filed September 19, 2018; effective November 3, 2018. Amended: Published ; effective .

**300-4-12-.11**      **Eligible Applicants And Award Amounts For Loan RepaymentAssistance Program.**

(1) The program shall provide two levels of payment for loan assistance:

~~(a) Base Program: Beginning in the Fall 2022 semester new applicants will be eligible for the base loan repayment program for math and science teachers of support in the amount of seven thousand five hundred dollars (\$7, 500) per year worked or three thousand seven hundred fifty dollars (\$3,750) per semester worked or \$7,500 per year, for a maximum of four consecutive years, or to be eligible for the base loan repayment program for computer science teachers of~~and

(b) Supplemental support in the amount of three thousand dollars (\$3,000) per year worked or one thousand five hundred dollars (\$1,500) per semester worked or \$3,000 per year, for a maximum of four consecutive years. Depending on eligibility, an eligible applicant may receive the base support or both the base support and supplemental support.

(2) To be eligible for the base support an eligible applicant shall satisfy all of the following:

~~(a) Be a graduate of an ALSBE approved program in math or science or computer science beginning with the Spring term of 2018, at the baccalaureate or master's level, from an approved institution leading to an initial middle level or secondary professional educator certificate endorsed in math or science or computer science that was issued based upon completion of the approved program in math or science or computer science. A teacher who only earns a passing score on the Praxis test in math or science or computer science to add a certificate endorsement for math or science or computer science, and who has not completed an entire approved program, does not satisfy this requirement.~~

~~(b) Holds a valid Alabama professional educator certificate endorsed in middle level or secondary math or science or computer science, or any combination of the three.~~

~~(c) Is teaching in an Alabama public school district or at an Alabama Public Charter School Commission approved charter school.~~

~~(d) Is a citizen or a lawful permanent resident of the United States.~~

~~(e)~~ (b) Is a resident of Alabama and provides documentation proving a permanent connection to the State of Alabama. The commission shall accept any one of the following as proof of residency:

1. A current valid Alabama driver license.

2. A current valid Alabama vehicle registration.
3. A current valid Alabama voter registration card.

~~(f) Has outstanding federal student loans, subsidized or unsubsidized~~ (c) Is a graduate of an approved program at the baccalaureate or master's level from an approved institution and has been issued an Alabama educator certificate based upon completion of the approved program identified as having an acute educator shortage. An educator who only earns a passing score on the Praxis test to add a certificate endorsement for an approved program and has not completed the approved program does not satisfy this requirement.

(c) Is employed by a public K-12 school or school system.

~~(g) Teaches~~ (d) Maintains a schedule in which at least three-fourths of the full-time ~~teaching load is comprised of math, science or computer science in an Alabama public school system~~ workload addresses an acute educator shortage.

(e) Has outstanding federal student loans, subsidized or unsubsidized.

~~(h) (f) Satisfies additional continuing eligibility criteria established by the Commission. A recipient who receives a loan repayment award and continues to satisfy employment criteria shall continue to receive an award for the four-year limit regardless of whether the employing school system retains its acute shortage designation or the employing school is removed from the failing school list. If a recipient leaves~~

(3) To be eligible for the supplemental support an eligible application must meet the criteria listed in 300-4-12-.11(2) and also be employed in an acute shortage system or a failing school, and accepts employment in a school system or school that does not hold an acute educator shortage system or failing school designation, the recipient shall no longer qualify to receive supplemental funds location.

~~(i) (4) Beginning in the fall semester of 2021, the benefits outlined above shall also apply to the following eligible individuals, pending authorization to teach who are authorized to be educators in Alabama and subsequent employment are subsequently employed in an Alabama public K-12 school:~~

1. ~~An individual or school system, who graduated beginning with the Spring term of 2018 forward from a regionally accredited college or university in Alabama or~~

~~in another state who is certified to teach math, science, or computer science in another state at the baccalaureate or master's level after the 2021 spring semester term, and who may or may not reside within Alabama, exempting 300-4-12-.11(2)(b).~~

~~2. An individual who resides in another state and is a graduate of an Alabama State Board of Education approved program in math, science, or computer science, at the baccalaureate or master's level, after the 2021 spring semester term, from an approved Alabama institution and who holds an initial middle (5) Public K-level or secondary professional educator certificate endorsed in math, science, or computer science that was issued based upon completion of the approved program in math, science, or computer science. A teacher who only earns a passing score on the Praxis test in math, science, or computer science to add a certificate endorsement for math, science, or computer science and who has not completed an entire approved program, does not satisfy this requirement.~~

~~3. The individuals shall also satisfy all of the following criteria:~~

~~(i) Hold a valid Alabama professional educator certificate endorsed in middle-level or secondary math, science, or computer science, or any combination of the three.~~

~~(ii) Teach a schedule in which at least three-fourths of the full-time teaching load is comprised of math, science, or computer science courses for which the teacher is properly certified in an Alabama public school system.~~

~~(iii) Be citizens or lawful permanent residents of the United States.~~

~~(iv) Have outstanding federal student loans, subsidized or unsubsidized~~

~~(v) Satisfy additional continuing eligibility criteria established by the commission. A recipient who receives a loan repayment award and continues to satisfy employment criteria shall continue to receive an award for the four-year limit regardless of whether the employing school system retains its acute shortage designation or the employing school is removed from the failing school list. If a recipient leaves an acute shortage system or a failing school, and accepts employment in a school~~

~~system 2 schools or school that does not hold an acute shortage system or failing school designation, the recipient shall no longer qualify to receive supplemental funds.~~

~~(j) Beginning after the 2021 spring semester, an individual issued an Alabama bachelor's level professional educator certificate in math, science, or computer science upon completion of an alternative certification program pursuant to the Code of Alabama, Section 16-23-3, may be eligible for the program if he or she satisfies all employment and teaching load requirements outlined above. The individual may only be reimbursed for tuition and mandatory instructional fees for not more than 12 semester credit hours of the college courses required for earning an alternative certificate in order to obtain a professional educator certificate in math, science, or computer science. The individual shall provide the Alabama State Department of Education and the commission with documentation concerning the cost incurred for the course work. These funds are considered income by the Internal Revenue Service, and recipients shall be made aware of that fact.~~

~~(2) Supplemental Program: In order to receive an additional supplement pursuant to this act, in addition to all of the criteria listed above, a recipient shall also teach math or science, or computer science or any combination of the three, in a public school system within the state with an acute teacher shortage in math or science or computer science or any combination of the three, for which the teacher is properly certified as identified by the Commission in consultation with the Alabama State Department of Education or in a school which has been identified as a failing school, or any other term adopted to identify an underperforming school, by the Alabama State Board of Education or the Legislature. The supplement is an additional two thousand five hundred dollars (\$2,500) per year, or one thousand two hundred fifty dollars (\$1,250) per semester worked, for a maximum of four consecutive years for math and science teachers. Computer Science teachers will not be eligible to receive the acute shortage area supplement, until such time as the Alabama Commission on Higher Education and the Alabama State Department of Education concur that there is sufficient need or resources, or both, available to allow its inclusion.~~

~~(a) Public school systems and schools with acute educator shortages in math or science or both will be identified by the Commission in consultation with the Alabama State Department of Education.~~

~~(b)~~ (6) The Commission will approve the public K-12 schools and school systems ~~and schools~~ in which ~~teachers~~ educators will be eligible for the supplement.

~~(c)~~ (7) The list of eligible public schools and school systems ~~and schools~~ will be published on the Commission's website.

(8) Any eligible applicant who met the requirements of the program and received a loan assistance prior to August 1, 2026, shall remain eligible for loan repayments pursuant to the requirements of the program as long as they remain continuously employed with a qualifying school.

(9) Educators who obtained their certifications through an alternative certification program and received loan repayments under AMSTEP are no longer eligible for loan assistance under Act 2026-303.

**Author:** Tim Vick, Artcola Pettway; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, Alabama Act 2022-396-;  
Act 2026-303

**History: New Rule:** Filed September 19, 2018; effective November 3, 2018. **Amended:** Published December 31, 2019; effective February 14, 2020. **Amended:** Published September 30, 2021; effective November 14, 2021. **Amended:** Published September 30, 2022; effective November 14, 2022. Amended: Published ; effective .

**300-4-12-.12      Application Procedures For Loan**  
**RepaymentAssistance Program.**

(1) Information concerning the Loan RepaymentAssistance Program shall be:

(a) Sent to the Alabama State Department of Education for distribution to the local school districts;

(b) Sent to the Alabama Education Association for distribution to its members;

(c) Sent to the Schools/Colleges of Education at all Alabama State Board of Education approved institutions;

(d) Posted on the ACHE website.

(2) Applications shall be made to the Commission on Higher Education. Applications shall be posted on the Commission's website.

(3) Applications must be received by ACHE by August 1 of each year.

(4) Loan ~~repayment award~~assistance recipients must reapply for the program annually.

(5) In addition to the application, each applicant must submit the following:

(a) Documentation that ~~they are~~the applicant is a graduate of qualifying institution. Submitted one time.

(b) Documentation that ~~they hold~~the applicant holds a valid Alabama professional educator certificate endorsed in ~~middle level or secondary math or science or computer science, or a combination of any or all three~~a program identified as having an acute educator shortage. Submitted one time and then again when renewed.

(c) Documentation from the employing public K-12 school district or school system or at an Alabama Public Charter School Commission approved charter school that ~~they~~the applicant taught the previous semester. This documentation may be a letter from either ~~their superintendent's office~~the applicant's superintendent or ~~their~~ supervising principal. Submitted prior to each requested payment.

(d) Documentation that ~~they hold~~the applicant holds a federal student loan. Documentation must include the amount owed. If the award amount is larger than the outstanding loan balance, the award amount shall be reduced to the amount of the loan balance. Submitted prior to each requested payment.

**Author:** Tim Vick; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-53(a) -; Act 2026-303

**History:** **New Rule:** Filed September 19, 2018; effective November 3, 2018. **Amended:** Published December 31, 2019; effective February 14, 2020. **Amended:** Published September 30, 2021; effective November 14, 2021. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

(1) The requirements of this program are contingent upon available funding for the program. If funding is not adequate to cover the cost of all applicants, funds will be distributed based on a first come first serve basis.

(2) Loan ~~repayment~~assistance awards shall be distributed by the Commission in the following manner:

(a) Loan assistance awards shall be distributed directly to the ~~recipient-teacher~~eligible applicants in two disbursements during the applicable year:

(i) One disbursement shall be made after January 1, and ~~the~~

(ii) The second disbursement shall be made after June 1.

Each eligible applicant shall provide documentation from the employing public K-12 school or school system as proof of employment for the requested semester.

(3) If the award amount exceeds the loan balance, the award amount shall be reduced to match the loan balance.

(4) Payments will not be distributed for partial completion of a semester of work.

~~(4)~~(5) The recipient shall notify the commission in writing of any change in status within 30 days after the change. Failure to notify the commission of a change in status shall affect future eligibility. All of the following constitute a change in status:

(a) A change in name.

(b) A change in residence.

(c) A change in employment status.

~~(5)~~(6) To receive a loan ~~repayment~~assistance check pursuant to this act, an approved applicant must register online with the State of Alabama's Comptroller Office. It is the responsibility of the individual to register, the Commission cannot register someone on the Vender Services System (VSS).

~~(6)~~ (7) A loan ~~repayment~~assistance check is considered income by the United States Internal Revenue Service and must be reported as such. Recipients shall be made aware of that fact.

~~(7)~~ (8) An eligible applicant who receives the base support and continues to satisfy employment criteria shall continue to receive an award for the four-year limit.

(9) An eligible applicant who receives the supplemental support and continues to satisfy employment criteria shall continue to receive an award for the four-year limit.

(10) Any funds appropriated to the program are considered non-reverting.

(11) The Commission shall determine the necessary procedures for awarding loan assistance if the total awards made to eligible applicants exceeds available funding.

Author: Tim Vick; Stephanie C. Dolan

**Statutory Authority:** Alabama Act 2018-504; ' Act 2026-303

**History: New Rule:** Filed September 19, 2018; effective November 3, 2018. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

300-4-12-.14

Appeal For Loan Repayment Assistance Program.

Any ~~person aggrieved by~~ individual or institution not satisfied with the actions of the Commission in its administration of ~~this rule~~ the program may, ~~by~~ submit a written petition ~~filed with~~ to the Commission within thirty (30) days after notice of the action ~~complained of~~. If not satisfied with the response of the Commission to the written petition, the individual or institution may request a rehearing ~~by~~ within twenty (20) days after the response of the Commission is made. The Commission shall schedule the ~~requested~~ rehearing ~~no less than~~ within twenty (20) ~~days, nor more than thirty (30)~~ days after receipt of the petition. ~~The aggrieved party~~ rehearing request. The individual or institution may present written and oral evidence supporting ~~it~~ the petition and may be represented by counsel, if desired. The decision of the Commission following the rehearing ~~shall be~~ is final.

Author: Tim Vick; Stephanie C. Dolan

Statutory Authority: Alabama Act 2018-504; Act 2026-303

History: **New Rule:** Filed September 19, 2018; effective November 3, 2018. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

300-4-12-.15

Accountability and Evaluation Plan For Loan Assistance Program.

(1) The Commission shall develop an accountability and evaluation plan for the program that does all of the following:

(a) Identifies the goals, objectives, and expected outputs and outcomes of the program.

(b) Describes the specific activities of the program and how those activities will achieve expected outcomes.

(c) Defines what the expected metrics of success shall be and provides a monitoring plan to regularly assess performance.

(d) Provides an evaluation plan to assess the impact of expected outcomes.

(2) The Commission shall consult with the Alabama Commission on the Evaluation Services on the development of the accountability and evaluation plan.

Author: Stephanie C. Dolan  
Statutory Authority: Alabama Act 2026-303  
History: New Rule: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

ALABAMA COMMISSION ON HIGHER EDUCATION  
GRANTS AND SCHOLARSHIPS  
ADMINISTRATIVE CODE

CHAPTER 300-4-13  
(RE)ENGAGE ALABAMA GRANT PROGRAM

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300-4-13-.01 Purpose Of Grant Program.

(1) The purpose of the (Re)Engage Alabama Grant Program is to increase the number of Alabama adults with college degrees; to encourage adults who have earned some college credit hours to return to college, enroll, and complete a college degree program that is connected with workforce development needs and aligned with Alabama's high demand occupations list; and to provide financial assistance to adult learners of the State of Alabama for postsecondary education in the State of Alabama. This scholarship was established in 2023 during the legislative session as Act 2023-539.

**Author:** Artcola Pettway, Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

300-4-13-.02 Organization.

(1) It is the responsibility of the Alabama Commission on Higher Education (ACHE) to establish and oversee the policies and

procedures for the administration and implementation of the (Re)Engage Alabama Grant Program.

(2) ACHE shall appoint staff as needed to ensure efficient operation of the program and is the final authority in determining eligible program applicants.

(3) ACHE shall submit an annual report to the Governor and to the Chairs of the Senate Committee on Finance and Taxation-Education and the House Ways and Means Education Committee and the Deputy Director of the Legislative Services Agency - Fiscal Division within 30 days after September 30th of any given year including updates on all aspects of the program.

**Author:** Artcola Pettway, Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

### **300-4-13-.03      Definition Of Terms.**

(1) ACADEMIC TERM. A portion of an academic year, such as a semester or quarter, during which an educational institution holds classes (i.e., Fall, Winter, Spring, or Summer).

(2) ADULT LEARNER. A person who is 25<sup>2</sup> years or older returning to college.

(3) ALABAMA RESIDENT. A person who has been classified as an in-state resident by an authorized institution and has established residency within the state of Alabama for at least a 12-month period prior to the beginning of the term for which financial assistance is requested and is in the State of Alabama for other than a temporary purpose.

(4) APPROVED INSTITUTION. A state-supported institution of higher education or a private, nonprofit institution of higher education that satisfies all of the following:

(a) Is accredited by the Southern Association of Colleges and Schools Commission on Colleges or the Council on Occupational Education,

(b) Is eligible to receive Title IV federal student aid program funds, and

(c) Maintains its primary headquarters in Alabama.

(5) AUTHORIZED INSTITUTION. An approved institution that files a signed and dated (Re)Engage Alabama Grant Program Institutional Agreement with the Commission to comply with all rules, regulations, policies, and procedures of the (Re)Engage Alabama Grant Program set forth by the Commission.

(6) COMMISSION. The Alabama Commission on Higher Education (ACHE).

(7) CONTINUOUS ENROLLMENT. When an adult learner is making academic progress toward degree completion without a stop-out in enrollment of more than one consecutive semester or quarter (i.e., Fall/Winter to Spring, Spring to Summer/Fall, or Summer to Fall).

(8) CREDITS (SEMESTER CREDIT AND QUARTER CREDIT). A semester credit is 1.5 times that of a quarter credit.

(9) ELIGIBLE PROGRAM. An eligible program that is a nonsectarian, secular educational program aligned with Alabama's high demand workforce needs promulgated by the Alabama Committee on Credentialing and Career Pathways.

(10) ELIGIBLE STUDENT. A person who completed the Free Application for Federal Student Aid (FAFSA), ~~is in~~ and who is either of the following:

(a) In pursuit of ~~one's~~ his or her first associate or first baccalaureate degree, satisfies the criteria set out in the Act 2023-539 and Act 2026-304, and is found to be eligible by rules adopted by the commission.

(b) In pursuit of his or her first baccalaureate degree following a two-year stop-out period after receiving his or her first associate degree and did not previously receive a grant award, satisfies the criteria set out in the Act 2023-539 and Act 2026-304, and is found to be eligible by rules adopted by the Commission.

(11) FULL-TIME STUDENT. A full-time student is defined as an eligible student who is carrying a full-time academic workload measured in terms of course work or other required activities, including courses, work experience, research, or special studies which the institution requires of the student to be considered as being engaged in full-time study, which amounts to the equivalent of a minimum of twelve (12) semester hours or eighteen (18) quarter hours per academic term; or the student is charged the tuition and fees for full-time study by the institution. For purposes of this program, no more than one course [with a maximum of four (4) semester credit hours] per academic term for courses

in religion or theology shall be considered when calculating a student's full-time status.

(12) GRANT. A financial award by the State of Alabama to defray the cost of tuition and mandatory fees to an eligible adult learner who is currently enrolled in an authorized institution.

(13) PART-TIME STUDENT. An eligible student who is carrying a part-time academic workload measured in terms of course work or other required activities, including courses, work experience, research, or special studies which the institution requires of the student to be considered as being engaged in part-time study, which amounts to the equivalent of a minimum of six (6) semester hours or nine (9) quarter hours per academic term; or the student is charged the tuition and fees for part-time study by the institution. Any student enrolled for less than the equivalent of six (6) semester hours or nine (9) quarter hours is ineligible for a (Re)Engage Alabama Grant Program payment. For purposes of this program, no more than one course (with a maximum of four (4) semester credit hours per academic term for courses in religion and theology) shall be considered when calculating a student's part-time status.

(14) PROGRAM. The (Re)Engage Alabama Grant Program created by the Act 2023-539 and administered by the Commission that provides grant award payments to institutions for eligible adult learners for college degree completion.

(15) PRORATION OF FUNDS. Should funds appropriated to the (Re)Engage Alabama Grant Program be insufficient to provide such recipients with a full grant payment for any term(s) during an academic year, each eligible student shall receive a pro rata grant share of the available funds.

(16) (RE)ENGAGE ALABAMA GRANT PROGRAM FORMS. Institutions will be required to submit the following documents:

(a) (Re)Engage Alabama Grant Program Institutional Agreement - the document is to be signed by the President of the institution.

(b) (Re)Engage Alabama Grant Program Application - the document is to be completed and submitted by each student seeking (Re)Engage Alabama Grant Program funds per academic term.

(c) (Re)Engage Alabama Grant Program Award List - the document is to be completed and submitted by the financial aid office representative acknowledging certification of all applicants per academic term.

(d) (Re)Engage Alabama Grant Program Refund Form - the document is to be completed by the financial aid office representative for any checks or refunds to be returned per academic term.

(17) REFUNDS. If a student withdraws or becomes ineligible for the (Re)Engage Alabama Grant Program during the academic term of the award year, the institution will not award the (Re)Engage Alabama Grant Program funds to the student. If a student withdraws from the college or reduces one's course-load after receiving (Re)Engage Alabama Grant Program funds, but before the end of the academic term and is not entitled to a refund in accordance with the institution's refund policy, the (Re)Engage Alabama Grant Program will not require the institution to refund the institution's (Re)Engage account any portion of the grant award which was utilized by the student for the period of actual attendance. However, if the grant award exceeds the amount of the educational cost to the student, the institution must return the overpayment difference to the institution's (Re)Engage account for potential future redistribution to another eligible student. The institution must maintain documentation of the student's records, listing (a) the date the student withdrew, (b) the net institutional charges to the student for the period of the student's attendance, (c) the amount of the student's grant award, and (d) the amount of refund due to the (Re)Engage Program.

(18) RENEWAL OF GRANT. A student grant recipient who maintains eligibility and continuous enrollment as defined may receive the award the next academic term or until such time as the student receives an associate or baccalaureate degree. Each term's renewed award amount is determined by the number of hours enrolled and must be reflected in the certified (Re)Engage Award List. Therefore, the student must complete an application for each term.

(19) STOP-OUT. A student who was not enrolled or attended a postsecondary education institution for least two (2) years (24 consecutive months) prior to current enrollment.

(20) TRANSFER STUDENT. Each (Re)Engage Alabama Grant Program award is made on the basis of the student applicant attending the postsecondary educational institution listed on the student's application form. A student grant recipient who elects to transfer from the original awarding institution to another educational institution will automatically become ineligible for the grant as the (Re)Engage Alabama Grant Program award is not transferable from one educational institution to another.

(21) UNDERGRADUATE STUDENT. An eligible student with the completion of at least 36 credit hours for an associate degree or at least 72 credit hours for a baccalaureate degree of a college degree program that is connected with workforce development needs and aligned with Alabama's high demand occupations list promulgated by the Alabama Committee on Credentialing and Career Pathways; and at an approved institution and has not earned an associate or baccalaureate degree. Students who have previously earned an associate or baccalaureate degree, even though they may be enrolled in an undergraduate course of study, are not eligible for a (Re)Engage Alabama Grant Program grant.

(22) YEAR. An academic year that shall be divided into Fall, Winter, Spring, and Summer terms. The term does not mean calendar or fiscal year.

**Author:** Artcola Pettway, Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539, Alabama Act 2026-304.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024. **Amended:** Published ; effective .

#### **300-4-13-.04      Audits.**

(1) Each approved institution receiving grants on behalf of, and to the credit of, any student shall be subject to examination at any time by the Commission, the Examiner of Public Accounts, or the State Auditor, for the purpose of determining whether such institution has complied with the policies and procedures of the (Re)Engage Alabama Grant Program. If an institution certifies an ineligible student for a (Re)Engage Alabama Grant Program award, the amount of the grant paid pursuant to such certification shall be refunded by the institution to the (Re)Engage Alabama Grant Program. The Department of Examiners of Public Accounts may audit all receipts, disbursements, assets, liabilities, and other resources of any postsecondary educational institution receiving grant funds on behalf of, and to the credit of, any student.

**Author:** Artcola Pettway, Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

(1) The (Re)Engage Alabama Grant Program shall be administered by the Commission, which may adopt any rules necessary for the administration of the program.

(2) The allocation of funds is based on the proportional share of Alabama-resident graduates of the approved public institutions' programs divided by available funds. Similar calculation is conducted for the approved private, nonprofit institutions using IPEDS and institutional data requests.

(a) Using the Alabama Committee on Credentialing and Career Pathways (ACCCP) statewide high demand occupation list, the process to determine each institution's fund allocation is as follows:

1. Careers requiring an associate or bachelor's degree within the upper quartile based on the ACCCP high demand and high wage are identified as the workforce shortages to be targeted for the program.

2. The nationally recognized Classification of Instructional Programs (CIPs) that align with the upper quartile ACCCP high wage high demand occupations are identified to create a program CIP listing.

3. From the program CIP listing, the CIPs that are offered at the approved institutions are identified per institution.

4. Historical data of Alabama-resident graduates per CIP for each approved institution is collected and analyzed to evaluate the total average degree count for the associate and baccalaureate levels for the program CIPs.

5. The associate average degree total and the baccalaureate average degree total are each divided by the overall average degree total to determine the percentage of available funds to be allocated per degree level (i.e., the initial distribution for 2024 yielded 74% of funds to be allocated for baccalaureate and 26% of funds to be allocated for associate).

6. Each institution's average number of in-state degrees awarded is divided by the total degrees per level

(associate or baccalaureate) to determine the institution's degree percentage within the degree level.

7. Each institution's degree percentage is multiplied by the amount of the degree level portion of funds determined in section .05(2)(a)5.

8. The number of potential grant recipients is determined by dividing the institution's funding portion in section .05(2)(a)7 by the maximum per academic year award for a full-time student (i.e., Bachelor's: minimum 72 hours earned with at least 48 remaining for degree completion at 120 hours, costing \$12,000 at \$250 per credit hour; Associate: minimum 36 hours earned with at least 24 remaining for degree completion at 60 hours, costing \$3,000 at \$125 per credit hour.) This funding calculation yields ample funding for students who would require the maximum number of hours (based on 60 credit hours for associate and 120 credit hours for bachelor's) to complete a degree in one of the qualifying CIPs.

**Author:** Artcola Pettway; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

### **300-4-13-.06      Awarding Procedures.**

(1) The following procedures shall be the method used by the Commission for making the (Re)Engage Alabama Grant Program funds available to eligible students at approved institutions:

(a) Each applicant must submit to the eligible institution a yearly Free Application for Federal Student Aid application (FAFSA).

(b) An applicant may receive consideration for the (Re)Engage Alabama Grant Program award at only one approved institution during one academic term. An application must be submitted for each term of enrollment. The student recipient must remain continuously enrolled at the same approved institution while seeking to complete a degree in the approved (Re)Engage Program to maintain eligibility.

(c) The (Re)Engage Alabama Grant Program Application may be obtained from approved institutions.

1. All information requested on the initial (Re)Engage Alabama Grant Program Application must be completed by the student and submitted to the Financial Aid Office of the approved institution in which the student is enrolled by the given deadline date. As long as a student is continuously enrolled as defined, the student is to complete a (Re)Engage Alabama Grant Program application for each term following the initial award term. All applications must be kept on file (electronically or paper) by the institution for at least five years following the student receiving a degree. Should a student not be continuously enrolled at the institution, a new application is required following stop-out, as defined, prior to the new enrollment and reconsideration of receiving the grant. ACHE is to receive a copy of all applications and the certified (Re)Engage Alabama Grant Program Award List within 30 business days of the student application deadlines each academic term.

(i) Student application deadlines for semester terms are as follows:

(I) Fall Semester term grant applications must be received by September 15.

(II) Spring Semester term grant applications must be received by February 15.

(III) Summer Semester term grant applications must be received by June 15.

(ii) Student application deadlines for quarter terms are as follows:

(I) Fall Quarter term grant applications must be received by September 15.

(II) Winter Quarter term grant applications must be received by January 15.

(III) Spring Quarter term grant applications must be received by April 15.

(IV) Summer Quarter term grant applications must be received by June 15.

2. Initial applications received by an approved institution's Financial Aid Office shall be dated when received. Each initial 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 initial application is incomplete and additional information is needed. If all items and information requested on the initial application form are not completed, the application is invalid and the student is ineligible to receive the (Re)Engage Alabama Grant Program payment. The institution shall notify each applicant who does not meet all eligibility criteria and is, therefore, ineligible for the (Re)Engage Alabama Grant Program award.

3. All applications which pass the institution's preliminary review for eligibility shall be compared to other appropriate institutional records. Institutional records shall be used to verify the following requirements for each student applicant:

- (i) Age, 25 years or older.
- (ii) A citizen or a lawful permanent resident of the United States.
- (iii) A resident of Alabama.
- (iv) A graduate of a secondary school or the recognized equivalent of a high school graduate.
- (v) Has not attended a postsecondary education institution for at least two (2) years (24 consecutive months) prior to their current enrollment.
- (vi) Has not earned anhis or her first associate or baccalaureate degree at any other institution prior to applying for the (Re)Engage Alabama Grant Program or is seeking his or her first baccalaureate following a two-year stop-out period after receiving his or her first associate degree without previously receiving a grant award.
- (vii) Classified as an undergraduate student with the completion of at least 36 credit hours for an associate degree or at least 72 credit hours for a baccalaureate degree.
- (viii) Enrolled as a full-time student (minimum of twelve (12) semester hours) or part-time (minimum of six (6) semester hours) student in an eligible program in an authorized institution leading to an

associate degree or baccalaureate degree that is aligned with Alabama's high demand workforce needs promulgated by the Alabama Committee on Credentialing and Career Pathways.

(ix) Has good academic standing as defined by the institution.

(x) Not enrolled in a course of study leading to an undergraduate degree in theology, divinity, or field of preparation for a religious vocation.

(d) For students who are to be determined as eligible for a (Re)Engage Alabama Grant Program award each term, the institution shall complete a certified (Re)Engage Alabama Grant Program Award List and submit the list to the Commission. The award list shall include but is not limited to the following information: student's full name, identification number, the eligible program in which the student is enrolled, current term requesting funds, prior terms of received funds (includes renewals of grant), and total enrollment hours of all students to validate eligibility and determine award amount during the identified academic term. This list will be electronically shared with the Commission using a Secure File Transfer Protocol (SFTP) network provided by the Commission for security purposes. The financial aid office representative and the president of each institution shall sign the approved institution's (Re)Engage Alabama Grant Program Award List for each academic term, certifying that each student on the roster is eligible for the award and has submitted a complete and acceptable (Re)Engage Alabama Grant Program application to the institution on or before the application deadline for the term in which payment is requested.

(e) The maximum award amount a full-time student may receive per academic term is \$3,000 for universities and \$1,500 for community colleges. The maximum award shall be reduced proportionately for students who enroll six to eleven hours and for students enrolled in less common academic terms, such as quarters, summer terms, and intersessions.

(f) Each awardee shall be sent an award notice by the institution to inform of aid awarded through the (Re)Engage Alabama Grant Program.

(g) The institutional financial aid office representative will check each awardee for eligibility guidelines to include, but not limited to, the following:

1. Age, ~~25~~2 years or older;
2. Residency of Alabama;
3. Student has not attended a postsecondary education institution for at least two (2) years (24) consecutive months) prior to their current enrollment.
4. Number of hours enrolled;
5. Eligible program and academic progress; and
6. Good standing as defined by the institution.

(h) The institutional financial aid office representative shall be responsible for ensuring that each student is not over-awarded.

(i) The (Re)Engage Alabama Grant Program will send a total sum payment of funds per academic term to the approved institution for deposit in the institution's (Re)Engage account to be credited accordingly to eligible student accounts provided on each academic term's (Re)Engage Alabama Grant Program Award List.

(j) All eligible institutions shall follow the policies and procedures set forth by the Commission for the (Re)Engage Alabama Grant Program.

**Author:** Artcola Pettway; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539, Alabama Act 2026-304.

**History:** **New Rule:** Published December 29, 2023; effective February 12, 2024. **Amended:** Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

### **300-4-13-.07      Disbursement Of Funds.**

(1) ACHE shall determine from the certified award lists received from all approved institutions the sufficiency of funds and the per grant dollar amount per eligible student for each academic term. Each eligible full-time student may receive a maximum of \$3,000 per term for universities (baccalaureate level programs) or \$1,500 for community colleges (associate level programs). The maximum award shall be reduced proportionately for students who enroll six to eleven hours and for students enrolled in less common academic terms, such as quarters, summer terms, and intersessions. No eligible student shall receive a grant at more than one approved institution during any one academic term.

(2) ACHE shall determine the dollar amount of each institution's total grant amount needed to cover students enrolled in each academic term and shall prepare a request for the State Comptroller to disburse (Re)Engage Alabama Grant Program funds to the institutions. ACHE shall earmark the total award amount designated for the student based upon the hours required to complete the approved associate degree (60 hours) or baccalaureate (120 hours). The institution will be responsible for allocating the funds accordingly and not exceed award amount.

(3) The check and a signature roster with the dollar amount of grant payment indicated for each eligible student shall be forwarded to the approved institution and shall credit each eligible student's account with the dollar amount indicated on the signature roster. The approved institution shall return the completed certified signature roster to the (Re)Engage Alabama Grant Program Office. Should the dollar amount of a grant credited to an eligible student's account exceed the dollar amount due the institution by the student at the time a (Re)Engage Alabama Grant is credited to an eligible student's account, a check in the amount of the excess funds (credit) shall be returned to the (Re)Engage Alabama Grant Program.

(4) If a student whose eligibility for a grant has been certified by an approved institution becomes ineligible for a grant before the expiration of the institutional tuition refund period, the grant funds shall not be delivered to the student but shall be returned to the (Re)Engage Program. Funds are considered received by a student when the institution credits an (Re)Engage Alabama Grant Program payment to the student's account.

(5) In no academic term may the grant amount credited to an eligible student's account exceed the per student operating expenditures of the institution for nonsectarian, secular educational purposes. Under no circumstances shall any (Re)Engage Alabama Grant Program funds be utilized by an approved institution or an eligible student for religious, sectarian or denominational purposes. Approved institutions receiving (Re)Engage Alabama Grant Program funds shall segregate such funds in a special revenue account and shall identify nonsectarian expenditures of such funds.

**Author:** Artcola Pettway; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

**Refund and Repayment Requirements.**

(1) Funds are considered received by a student when the institution credits a (Re)Engage Alabama Grant Program payment to the student's account. Each institution's financial aid office representative is to complete and submit a (Re)Engage Alabama Grant Program Refund Form for any checks or refunds to be returned to the (Re)Engage Program.

(2) If a student whose eligibility for a grant has been certified by an approved institution becomes ineligible for a grant before the expiration of the institutional tuition refund period, the grant funds shall not be delivered to the student but shall be returned to the (Re)Engage Program.

(3) If a student becomes ineligible for a grant at an approved institution after funds are received by the student (following certification as eligible for a (Re)Engage Alabama Grant Program award) prior to the end of the academic term and who is entitled to a refund in accordance with the institution's written refund policy, the institution shall refund the (Re)Engage Program any portion of the grant payment that exceeds the institution's direct charges to the student for the period of actual enrollment.

(4) Should a student drop below full-time enrollment to part-time status before the expiration of the institutional refund period (after being certified as full-time by the approved institution), the maximum award shall be reduced proportionately to the student enrollment status for that term.

(5) If a student who drops below full-time enrollment to part-time status after funds are received by the student (following certification as full-time by the approved institution) and is entitled to a refund on reduced charges in accordance with the institution's written refund policy, the institution shall refund the difference between the amount of grants in full-time students as compared to half-time students for that particular term to the (Re)Engage Program. Note: A student who drops below the minimum enrollment requirement of six hours automatically becomes ineligible for the (Re)Engage Grant Program.

(6) Each refund payment reported on the (Re)Engage Alabama Grant Program Refund Form shall include:

- (a) The name of the approved institution involved;

- (b) The full name and identification number of the student;
- (c) The action which necessitated the refund, and the date of that action;
- (d) The direct institutional charges to the student for the academic term involved;
- (e) The amount of the student's grant payment for that term; and
- (f) The amount of the refund due the institution's (Re)Engage Alabama account.

**Author:** Artcola Pettway; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

### **300-4-13-.09      Review Procedures.**

(1) The institutional review will enable the Commission to express an opinion of the administrative controls and of the compliance aspects of the (Re)Engage Alabama Grant Program at the approved institution.

(2) The primary objectives identified for the reviewer performing institutional reviews are:

(a) To determine whether the institution's reports present information accurately and in conformity with the (Re)Engage Alabama Grant Program policies and procedures, and whether all reports are prepared on a consistent basis from one period to the next;

(b) To determine whether the institution has implemented and is utilizing reasonable procedures and internal controls for effectively discharging management responsibilities and for adequately protecting the state's interest;

(c) To review institutional records and report on areas of noncompliance; and

(d) Based upon the review, to provide constructive recommendations to the institution.

(3) The institution shall make all records and information relative to the (Re)Engage Alabama Grant Program available to the reviewer.

(4) A written report shall be provided by the reviewer to the institution and shall include:

- (a) Any findings of inaccuracies in institutional reports;
- (b) Any inconsistencies in institutional reports;
- (c) Conclusions regarding the adequacy of administrative controls;
- (d) Any areas of noncompliance; and
- (e) Recommendations for improvement.

(5) If the approved institution does not concur with all items in the written review report, a written appeal should be submitted to the Executive Director of the Commission.

(6) When an institutional review reveals sufficient problems pertaining to the (Re)Engage Alabama Grant Program at an institution, the Executive Director of the Commission may:

- (a) Impose a temporary suspension of grant payments to the approved institution;
- (b) Suspend the institution from participation in the program for an indefinite period of time;
- (c) Demand payment of any (Re)Engage Alabama Grant Program funds to a student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or
- (d) Refer any problems to the Attorney General of the State of Alabama for appropriate legal action.

(7) A suspended institution may request a hearing by the Commission. The institution shall be notified in writing of the time and place of such ACHE hearing.

(8) After such hearing, ACHE shall determine (at an official meeting of the Commission) whether to:

- (a) Continue the suspension pending the receipt of any additional information the Commission may require;

(b) Continue the Executive Director's suspension subject to limitations or exceptions,

(c) Revoke or lift the suspension and restore the institution or academic program to full participation as authorized under the regulations;

(d) Terminate the institution's eligibility for an indefinite period of time;

(e) Demand payment of any (Re)Engage Alabama Grant Program funds to a student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or

(f) Take any other appropriate action the Commission deems necessary, including referral to the Attorney General of the State of Alabama for appropriate legal action.

**Author:** Artcola Pettway; Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

### **300-4-13-.10      Maintenance Of Records.**

(1) Each approved institution shall establish and maintain current, adequate records which reflect all transactions with respect to program and fiscal activity as they relate to the administration of the (Re)Engage Alabama Grant Program. The records must be maintained in such a manner as to identify all program and fiscal transactions separately from other institutional activities and funds.

(2) The records for any award period shall be retained for a period of five (5) years following the date of submission of the institutional award list, unless a longer retention period is necessitated because of program review or audit resolution problems. In the event an approved institution closes or otherwise ceases operation and fails to matriculate students, institutional (Re)Engage Alabama Grant Program records of the approved institution shall be forwarded to ACHE for retention.

(3) The financial aid office representative for the (Re)Engage Alabama Grant Program will collect and submit copies of the

completed (Re)Engage Alabama Grant Program Applications and the (Re)Engage Grant Program Award List to the Commission each academic term, all of which will be used to gather data in a uniform manner from each institution for each applicant; such forms shall contain information relative to all eligibility criteria for a (Re)Engage Alabama Grant Program award. Fiscal records pertaining to the operation of the (Re)Engage Alabama Grant Program at an approved institution must be maintained in a manner which provides a clear audit trail.

(4) The Executive Director of the Commission or any of the Director's duly authorized representatives will have access for the purpose of review and examination to (Re)Engage Alabama Grant Program records and supporting documents maintained by the approved institution.

(5) The records involved in any claim or expenditure which has been questioned by program review or by state audit must be retained until resolution of any such review or audit questions.

**Author:** Artcola Pettway, Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2023-539.

**History: New Rule:** Published December 29, 2023; effective February 12, 2024.

ALABAMA COMMISSION ON HIGHER EDUCATION  
ADMINISTRATIVE CODE

CHAPTER 300-4-15  
ALABAMA LAW ENFORCEMENT OFFICERS' FAMILY SCHOLARSHIP

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300-4-15-.01 Purpose.

The purpose of the Alabama Law Enforcement Officers' Family Scholarship is to provide assistance for costs of tuition assistance and other costs mandatory fees to an undergraduate student attending an accredited public ~~or private~~ postsecondary vocational school, technical school, community or junior college, college, or university in the state of Alabama, who is an eligible dependent of a qualifying law enforcement officer of any state, municipal, or county law enforcement department or agency in the State of Alabama.

Author: Takena V. Jones, Stephanie C. Dolan

Statutory Authority: Code of Alabama 1975, §§16-5-1, et seq.

History: New Rule: Published September 30, 2025; effective November 14, 2025. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_.

300-4-15-.02 Organization.

(1) The Alabama Law Enforcement Officers' Family Scholarship will be administered in accordance with the policies and procedures established by the Alabama Commission on Higher Education.

(2) The Commission will appoint the necessary staff to ensure the efficient operation of the scholarship.

**Author:** Takena V. Jones, Stephanie C. Dolan  
**Statutory Authority:** Code of Alabama 1975, §§16-5-1, et seq.  
**History: New Rule:** Published September 30, 2025; effective November 14, 2025. Amended: Published ; effective .

**300-4-15-.03      Planning.**

(1) The Commission shall supervise the implementation of the Alabama Law Enforcement Officers' Family Scholarship with the participating institutions.

(2) The Commission shall conduct ongoing evaluations, planning, and reporting to inform any recommendations.

(3) The Commission shall report the following information to the legislature by January 1 of each year:

(a) The number of applicants approved in the previous fiscal year.

(b) The number of applicants approved as of the reporting date of the current fiscal year.

(c) The number of recipients, by the number of remaining academic terms for which they may be eligible for the scholarship.

(d) The cost of the previous fiscal year's expenditures to the scholarship, arranged by each participating institution and the number of recipients who are enrolled with each participating institution.

(e) The number of recipients in the previous fiscal year who completed an approved postsecondary program by being awarded a certificate or a degree.

**Author:** Takena V. Jones, Stephanie C. Dolan  
**Statutory Authority:** Code of Alabama 1975, §§16-5-1, et seq.  
**History: New Rule:** Published September 30, 2025; effective November 14, 2025. Amended: Published ; effective .

**300-4-15-.04      Definition of Terms.**

(1) ACADEMIC PERIOD. A semester or quarter.

(2) APPROVED POSTSECONDARY PROGRAM. Any for-credit or non-credit workforce or career training program or course of study at the undergraduate level directed toward a vocational certification, an associate degree, or a baccalaureate degree offered by a participating institution. The term includes an academic major.

(3) COMMISSION. The Alabama Commission on Higher Education.

(4) ELIGIBLE DEPENDENT. An individual who, on the date of applying for the scholarship provided under this article, is:

(a) Not eligible for the police officer's survivors educational assistance provided under Article 5 of this chapter; and

(b) Is one of the following:

1. A natural or adopted child of a qualifying law enforcement officer, who is under ~~27~~<sup>4</sup> years of age, and who has resided in the state for at least the ~~two~~<sup>five</sup> preceding years; or

2. The current or surviving spouse of a qualifying law enforcement officer who has resided in the state for at least the ~~two~~<sup>five</sup> preceding years.

(5) ELIGIBLE STUDENT. An eligible dependent who completes an Alabama Law Enforcement Officers' Family Scholarship application, and adheres to the following:

(a) Is enrolled or accepted for enrollment in an approved postsecondary program at a participating institution as an undergraduate student;

(b) Complies with the Standards of Satisfactory Academic Progress (SAP) as required for Title IV benefits under the federal Higher Education Act and as defined by the participating institution for each academic period for which the recipient is enrolled.

(c) That the recipient maintains his or her full-time residency in the state.

(d) Completes the academic terms for which the scholarship is available within 66 months of the approval of the application, in the absence of a formal waiver of this condition by the Commission due to injury, illness, the necessity of part-time enrollment, or some other extraordinary circumstance;

(e) Completed a Free Application for Federal Student Aid (FAFSA) and submitted to the United States Department of Education, or documentation from the participating institution that the applicant has completed the FAFSA;

(f) If the recipient's eligibility is based on spousal status, eligibility shall end if the marriage to the qualifying law enforcement officer is terminated by a decree of divorce. or, in the case of a recipient who is a surviving spouse, remarriage.

1. A surviving spouse of a law enforcement officer who did not die in the line of duty will remain eligible unless in the event the recipient remarries.

(g) Maintains eligibility for the scholarship while changing his or her approved postsecondary program or transferring to another participating institution, or both, only if the change or transfer is approved by the appropriate participating institution no later than the beginning of the fifth semester or the ninth quarter for which the scholarship would be available.

(6) FULL-TIME STATUS. Enrolled in at least twelve (12) credit hours at a participating institution.

(7) LAW ENFORCEMENT AGENCY. Any law enforcement department or agency that serves the state, a municipality, a county, or a postsecondary educational institution.

(8) PARTICIPATING INSTITUTION. An accredited public ~~or private~~ postsecondary vocational school, technical school, community or junior college, college, or university in Alabama that enters into a contract with the Commission to accept reimbursement for a scholarship awarded to an eligible student.

(9) PART-TIME STATUS. Enrolled in at least six (6) credit hours but no more than eleven (11) credit hours at a participating institution.

(10) QUALIFYING LAW ENFORCEMENT OFFICER: An individual ~~who~~as defined in Section 13A-11-38:

(a) **Is or has been certified by the Alabama Peace Officers' Standards and Training Commission.**

(b) IsWho, on or after January 1, 2026, is employed full-time for at least ~~seven~~15 years by a ~~single~~law enforcement agency in the state; or

(c) Who, having been employed full-time for at least 15 years by a law enforcement agency in the state, or at least has been separated for no more than 12 continuous 0 years on a from full-time basis by more than one employment as a law enforcement agency in the state.

~~(c) If no longer employed in law enforcement or retired, was not office due to resignation, retirement, or death, unless the individual was terminated from the most recent final employment as a law enforcement officer pursuant to a disciplinary action.~~

(11) ~~REQUIRED EDUCATIONAL EXPENSES~~ TUITION AND MANDATORY FEES. Costs charged for tuition, and mandatory fees, ~~and books or electronic and digital media required on a~~ that are assessed for all students at the participating institution. The term does not include differential tuition or department-specific or course syllabus.-specific fees, or books, equipment, or supplies.

Author: Takena V. Jones, Stephanie C. Dolan

Statutory Authority: Code of Alabama 1975, §§16-5-1, et seq.

History: New Rule: Published September 30, 2025; effective November 14, 2025. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

### **300-4-15-.05      Audit.**

Each participating institution receiving grants on behalf of, and to the credit of, any student shall be subject to examination at any time by the Commission, the Examiner of Public Accounts, or the State Auditor, for the purpose of determining whether the participating institution has complied with the rules, regulations, and procedures of the Alabama Law Enforcement Officers' Family Scholarship Program.

Author: Takena V. Jones, Stephanie C. Dolan

Statutory Authority: Code of Alabama 1975, §§16-5-1, et seq.

History: New Rule: Published September 30, 2025; effective November 14, 2025. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

### **300-4-15-.06      Application Procedures.**

(1) The Commission shall make the Alabama Law Enforcement Officers' Family Scholarship award available to eligible students at participating institutions by the following:

(a) Applicants shall obtain the application from the Commission's website (www.ache.edu).

(b) Applicants shall be required to complete the application and attach the appropriate documentation to substantiate eligibility with respect to a qualifying law enforcement officer. Such required documentation must include one of the following:

1. a certified copy of a natural child's birth certificate,
2. the decree of adoption papers showing the parental relationship to a qualifying law enforcement officer for an adopted child, or
3. a certified copy of the marriage certificate to a qualifying law enforcement officer for a spouse.

(c) Applicants shall also provide a copy of a completed Free Application for Federal Student Aid (FAFSA) submitted to the U.S. Department of Education or documentation from the participating institution that the applicant has completed a FAFSA.

(d) Applicants shall also provide a signed Family Educational Rights and Privacy Act (FERPA) release form.

(e) The applicant shall submit the completed application, along with required documentation, to the Commission. Each applicant shall be notified by the Commission when an application is incomplete.

~~(d)~~ (f) The Commission shall review each application and determine if the applicant meets eligibility requirements for participation in the program.

~~(e)~~ (g) Upon approval of the application, the Commission shall request the participating institution to submit an invoice for reimbursement via the Alabama Law Enforcement Officers' Family Scholarship.

~~(f)~~ (h) Payments for eligible students shall be forwarded to the financial aid office of the participating institution.

~~(g)~~ (i) The scholarship shall pay ~~the required educational expenses~~ tuition and mandatory fees after any other amounts from public or private scholarships, grants, aid, or gifts awarded by third parties to the eligible dependent for the

academic period have been applied ~~up to the cost of attendance.~~

**Author:** Takena V. Jones, Stephanie C. Dolan

**Statutory Authority:** Code of Alabama 1975, §§16-5-1, et seq.

**History: New Rule:** Published September 30, 2025; effective November 14, 2025. **Amended:** Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

**300-4-15-.07      Disbursement of Funds and Refund Requirements.**

(1) The Commission shall determine the dollar amount of each scholarship award and shall submit a voucher to the State Comptroller. No eligible student shall receive the scholarship at more than one participating institution during any one academic term.

(a) Each eligible student enrolled at full-time status may receive a maximum of ~~\$3,000 at a university or \$1~~\$2,500 ~~at a community college~~ per academic period. Eligible students enrolled at part-time status shall receive a prorated award amount. ~~No~~

(b) Notwithstanding paragraph(a), if the recipient qualifies for a discount on tuition and mandatory fees because the recipients eligibility is based upon the qualifying law enforcement officer's employment by a law enforcement agency that serves a participating postsecondary institution, the amount shall be capped at \$1,500 for each academic period.

(c) The scholarship may be granted to as many dependents of one qualifying law enforcement officer as are eligible ~~student shall receive the scholarship at more than one participating institution during any one academic term~~ and who comply with the scholarship's requirements.

(2) A lump sum check payable to the participating institution for each eligible student listed on the voucher. The check shall be forwarded to the participating institution for credit to each student's account or for the payment to the participating institution for delivery of funds to the eligible student. No later than thirty (30) calendar days after receipt of the scholarship check, the participating institution shall deliver the scholarship funds to the eligible student and return completed certification form to the Commission.

(3) If a student whose eligibility for the scholarship was certified by a participating institution but becomes ineligible

for the scholarship before the expiration of the institutional refund period, the scholarship funds shall not be delivered to the student but shall be returned to the Commission.

**Author:** Takena V. Jones, Stephanie C. Dolan

**Statutory Authority:** Code of Alabama 1975, §§16-5-1, et seq.

**History: New Rule:** Published September 30, 2025; effective November 14, 2025. **Amended:** Published \_\_\_\_\_ ; effective \_\_\_\_\_.

**300-4-15-.08      Review Procedures.**

(1) The institutional review will enable the Commission to express an opinion of the administrative controls and of the compliance aspects of the Alabama Law Enforcement Officers' Family Scholarship at the participating institution.

(2) The primary objectives identified for the reviewer performing institutional reviews are:

(a) To determine whether the participating institution's reports present information accurately and in conformity with the Alabama Law Enforcement Officers' Family Scholarship policies and procedures, and whether all reports are prepared on a consistent basis from one period to the next;

(b) To determine whether the participating institution has implemented and is utilizing reasonable procedures and internal controls for effectively discharging management responsibilities and for adequately protecting the state's interest;

(c) To review institutional records and report on areas of noncompliance; and

(d) Based upon the review, to provide constructive recommendations to the participating institution.

(3) The participating institution shall make all records and information relative to the Alabama Law Enforcement Officers' Family Scholarship available to the Commission.

(4) A written report shall be provided by the Commission to the participating institution and shall include:

(a) Any findings of inaccuracies in institutional reports;

(b) Any inconsistencies in institutional reports;

(c) Conclusions regarding the adequacy of administrative controls;

(d) Any areas of noncompliance; and

(e) Recommendations for improvement.

(5) If the participating institution does not concur with all items in the written review report, a written appeal should be submitted to the Executive Director of the Commission.

(6) When an institutional review reveals sufficient problems pertaining to the Alabama Law Enforcement Officers' Family Scholarship at a participating institution, the Executive Director of the Commission may:

(a) Impose a temporary suspension of scholarship payments to the participating institution;

(b) Suspend the institution from participation in the scholarship for an indefinite period of time;

(c) Demand payment of any Alabama Law Enforcement Officers' Family Scholarship funds to a student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or

(d) Refer any problems to the Attorney General of the State of Alabama for appropriate legal action.

(7) A suspended institution may request a hearing by the Commission. The institution shall be notified in writing of the time and place of such Commission hearing.

(8) After such hearing, the Commission shall determine (at an official meeting of the Commission) whether to:

(a) Continue the suspension pending the receipt of any additional information that the Commission may require;

(b) Continue the Executive Director's suspension subject to limitations or exceptions;

(c) Revoke or lift the suspension and restore the institution to full participation as authorized under the regulations;

(d) Terminate the institution's eligibility for an indefinite period of time;

(e) Demand payment of any Alabama Law Enforcement Officers' Family Scholarship funds to a student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or

(f) Take any other appropriate action the Commission deems necessary, including referral to the Attorney General of the State of Alabama for appropriate legal action.

**Author:** Takena V. Jones, Stephanie C. Dolan

**Statutory Authority:** Code of Alabama 1975, §§16-5-1, et seq.

**History: New Rule:** Published September 30, 2025; effective November 14, 2025. **Amended:** [Published](#) ; effective  .

### **300-4-15-.09      Maintenance of Records.**

(1) Each participating institution shall establish and maintain current, adequate records which reflect all transactions with respect to scholarship and fiscal activity as they relate to the administration of the Alabama Law Enforcement Officers' Family Scholarship. The records must be maintained in such a manner as to identify all scholarship and fiscal transactions separately from other institutional activities and funds.

(2) The records for any award period shall be retained for a period of five (5) years following the date of certification on a participating institutional invoice, unless a longer retention period is necessary because of scholarship review or audit resolution. In the event a participating institution closes or ceases operation and fails to matriculate students, institutional Alabama Law Enforcement Officers' Family Scholarship records of the participating institution shall be forwarded to the Commission.

(3) Forms must be used to gather data in a uniform manner from each applicant. Such forms shall contain information relative to all eligibility criteria for an Alabama Law Enforcement Officers Family Scholarship award.

(4) The Executive Director of the Commission or any of the Director's duly authorized representatives will have access for the purpose of review and examination to Alabama Law Enforcement Officers' Family Scholarship records and supporting documents maintained by the participating institution.

(5) The records involved in any claim or expenditure which has been questioned by scholarship review or by state audit must be retained until resolution of any such review or audit questions.

**Author:** Takena V. Jones, Stephanie C. Dolan

**Statutory Authority:** Code of Alabama 1975, §§16-5-1, et seq.

**History: New Rule:** Published September 30, 2025; effective November 14, 2025. **Amended:** Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

ALABAMA COMMISSION ON HIGHER EDUCATION  
ADMINISTRATIVE CODE

CHAPTER 300-4-16  
MOVE ON WHEN READY

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300-4-16-.01      Purpose.

To establish the Move On When Ready Program in accordance with Alabama Act 2025-412, allowing eligible Alabama 11th and 12th grade students to complete all high school coursework through enrollment at eligible public institutions of higher education that choose to participate in the program, and to define the framework for secondary credit, funding, and oversight.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026.

300-4-16-.02      Organization.

(1) The Move On When Ready Program will be administered in accordance with the policies and procedures established by the collaborative efforts of the Alabama Commission on Higher Education and its Council of Presidents along with the Alabama Community College System and its Board of Trustees in consultation with the Alabama State Department of Education and its State Board.

(2) The Alabama Commission on Higher Education will appoint the necessary staff to ensure the efficient operation of the Move On When Ready Program.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026.

### **300-4-16-.03            Definition of Terms.**

(1) ACADEMIC PERIOD. A portion of an academic year, such as a semester or quarter, during which a public postsecondary institution holds classes, excluding Summer.

(2) ACADEMIC YEAR. The 12-month period beginning on July 1 and ending on the following June 30.

(2) ACCS. The Alabama Community College System.

(3) ACHE or COMMISSION. The Alabama Commission on Higher Education.

(4) ALSDE or DEPARTMENT. The Alabama State Department of Education.

(5) BOARD OF TRUSTEES. The Board of Trustees of ACCS.

(6) CERTIFIED PARTICIPATION LIST. The official list submitted by an eligible institution to ACHE that identifies eligible students enrolled in the institution through the Move On When Ready Program that serves as the basis for authorizing payments from the appropriate fund on their behalf.

(7) COST. Tuition, materials, and fees directly related to the courses taken by the eligible student at the participating institution.

(8) COUNCIL OF PRESIDENTS. The Council of Presidents is recognized as an advisory committee to ACHE, consisting of the president of each public four-year institution of higher education and Athens State University, the Chancellor of Postsecondary Education, and the presidents of three public two-year institutions of higher education to be selected by the chancellor.

(9) ELIGIBLE INSTITUTION or INSTITUTION. Each of the following, provided that the institution chooses to participate in the program:

(a) Any two-year public institution of higher education in Alabama, including postsecondary technical colleges, trade schools, community colleges, and junior colleges.

(b) Any four-year public institution of higher education in Alabama.

(10) ELIGIBLE STUDENT. A student entering the 11th or 12th grade who spent the prior school year in attendance at a public high school in Alabama who meets the eligibility criteria adopted pursuant this chapter [see 300-4-16-.04(4)(a)-(d)].

(a) A participating student maintains continued eligibility in the program at two levels:

1. Meeting the minimum requirements for earning the high school diploma, and

2. Meeting the minimum requirements for full-time status at the participating institution.

(11) FUND. The funds for Move on When Ready, created by Act 2025-412, to be set up in the State Treasury. The Executive Director of ACHE shall distribute the fund to eligible institutions on behalf of each participating eligible student.

(12) LOCAL BOARD OF EDUCATION. A city or county board of education, whether elected or appointed, for a school district in the state of Alabama.

(13) PARENT. A resident of this state who is the parent, guardian, custodian, or other individual with authority to act on behalf of an eligible student. The term does not include an individual who is not lawfully present in the United States.

(14) PARTICIPATING STUDENT. An eligible student pursuant to this chapter who is enrolled at and attending an eligible institution as a full-time student taking postsecondary courses that align with the required secondary credit.

(15) PROGRAM. Move on When Ready as authorized by Act 2025-412 whereby an eligible student takes all of his or her courses, as approved according to the Alabama State Board of Education, at an eligible institution and receives secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements.

(16) SECONDARY CREDIT. High school credit for courses taken at an eligible institution under the Move On When Ready Program.

(17) STATE BOARD. The Alabama State Board of Education, which oversees ALSDE.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026.

### **300-4-16-.04      Enrollment Policies and Procedures.**

(1) ALSDE shall provide each local board of education with the necessary forms and program guidelines of the Move On When Ready Program in reasonable time to ensure that the local board of education shares such documents with all middle school, 9th, 10th, and 11th grade students in the district no later than April 1 of each year.

(2) ALSDE shall ensure that each local board of education provides counseling services in accordance with the counseling guidelines to its students and their parents or guardians prior to each student's enrollment in the Move On When Ready Program and that the students and parents or guardians understand the responsibilities that shall be assumed in participating in the program.

(a) The counseling guidelines shall specify which courses offered through the Move On When Ready Program by a participating eligible institution are postsecondary-level courses that are acceptable undergraduate college credit to be recorded on an official college transcript.

(b) Students and their parents or guardians shall be advised that participation in this program may involve exposure to, and engagement in, discussions of mature subject matter. Course curricula shall not be altered or modified for purposes of participation in the program.

(3) The local board of education shall require the student and the student's parent or guardian to sign a form that states they have each received the counseling specified in (2) of this section and that they understand the responsibilities that shall be assumed in participating in the program.

(4) Eligibility criteria for program participation, including applicable state and federal testing requirements for eligible students participating in the program, are as follows:

(a) Students entering the 11th or 12th grade.

(b) Student who spent the prior school year in attendance at a public high school in Alabama.

(c) Students seeking enrollment in the Move On When Ready Program for postsecondary courses to be applicable for secondary credit must have a minimum cumulative (unweighted) high school grade point average of 3.25 on a 4.0 scale.

(d) Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Approval from secondary school officials indicates that the student has demonstrated academic readiness.

(5) Each local board of education shall grant academic credit to an eligible student enrolled in a course at an eligible institution if that course has been approved pursuant to paragraph (6) of this section and if the participating student successfully completes that course.

(6) The state board and representatives of each participating eligible institution shall collaborate to approve courses for inclusion in the program. Any course that is substantially comparable to a high school course approved by the state board, other than a remedial or summer school course, shall be approved.

(a) Co-requisite courses may be approved for inclusion in the program, provided that a student may only receive one secondary credit for the completion of both the co-requisite course and the companion college-level course.

(7) The secondary credit granted shall be for the comparable high school course.

(8) Secondary school credits granted for eligible institution courses shall be counted toward graduation requirements and subject area requirements of the local board of education. Evidence of successful completion of each course and secondary credits granted shall be included in the eligible student's high school transcript. Secondary credit for postsecondary courses shall be awarded in the same manner as credits for dual enrollment courses.

(9) Students who successfully complete a course that is not approved under paragraph (6) of this section may receive secondary credit for purposes of satisfying an elective credit.

(10) The state board shall establish rules to require local boards of education to award a high school diploma to any eligible student who has completed the program at an eligible institution, provided that the credit earned at the institution satisfies course requirements needed for the eligible student to complete high school graduation.

(11) To enroll in the Move On When Ready Program at a participating institution, an eligible student shall submit copies of all duly executed program documents, as provided by the student's local board of education, to the eligible institution as part of the admission process along with all other standard institutional admission requirements.

(a) An eligible institution that accepts an eligible student for the Move On When Ready Program may not receive any state funds for that participating student unless the institution complies with the requirements of this chapter.

(b) An eligible student enrolled in an eligible institution for secondary credit shall not be eligible for any other state student financial aid for courses taken under the program.

(12) To maintain eligibility for this program, the participating student must maintain full-time enrollment status at the participating institution.

(13) If accepted at an eligible institution, an eligible student may take any approved course at that institution, whether or not the course is taught during the regular public school day, and receive secondary credit. While taking courses at an eligible institution, the participating student shall be considered a student of that participating institution and may not take any courses at his or her high school or participate in any school activities, including extra-curricular activities, except as provided as follows:

(a) A participating student who successfully completes the Move On When Ready Program at an eligible institution and satisfies the requirements for a high school diploma may participate in his or her official high school graduation ceremony pending approval of the local board of education.

(14) Participating students who fail to complete the requirements for a high school diploma while enrolled in the program shall not be reported as high school dropouts on the state report card.

(15) A participating student who voluntarily withdraws from a participating institution, or is dismissed from enrollment due to a violation of institutional rules or policies, shall be permitted to re-enroll in the high school previously attended in Alabama in accordance with guidelines established by ALSDE.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026.

### **300-4-16-.05      Audits.**

(1) Each eligible institution that participates and receives funds on behalf of, and to the credit of, any participating student shall be subject to examination at any time by the Commission, the Examiner of Public Accounts, or the State Auditor, for the purpose of determining whether the participating institution has complied with the rules, regulations, and procedures of the Move On When Ready Program.

(2) If a participating institution certifies an ineligible student for the Move On When Ready Program, the amount of the funds paid pursuant to such certification shall be refunded by the institution to the Move On When Ready Program. The Department of Examiners of Public Accounts may audit all receipts, disbursements, assets, liabilities, and other resources of any postsecondary educational institution receiving funds on behalf of, and to the credit of, any participating student.

(a) A participating institution that certifies an ineligible student shall be declared ineligible to participate in the Move On When Ready Program for the duration of four academic periods (equivalent to two fall and spring consecutive semesters). During this period of ineligibility, the institution must continue to meet all program requirements for students who were already properly enrolled but is prohibited from certifying or enrolling any new eligible students in the program.

(b) Any person who knowingly makes or furnishes any false statement or misrepresentation, or who accepts a statement or misrepresentation knowing it to be false, for the purpose of enabling an eligible institution to obtain wrongfully any payment under this chapter shall be guilty of a misdemeanor.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026.

### **300-4-16-.06      Fund Allocation Procedures.**

(1) All documents of 300-4-16-.04 provided by the eligible student's local board of education and signed by the eligible student and the student's parent or guardian shall be submitted along with all other admission requirements to the participating eligible institution.

(2) The amount paid shall be the lesser of the following, reduced by a records fee of two hundred dollars (\$200) to cover the administrative costs of the local board of education, which is to be used as follows:

(a) The actual cost of tuition, materials, and course-related fees, minus \$200 that goes to the local school board for handling paperwork and administration; or

(b) The amount of money the student's local board of education would have received from the state if the student had stayed in regular high school classes.

1. In a student's second year in the program, the amount that is paid to the local board of education will be reduced by the amount paid to the eligible institution from the fund.

2. The \$200 records fee can be increased each year by up to 4%, if ALSDE decides to do so.

3. All money in the fund must be budgeted and spent according to Alabama's Budget Management Act and only in amounts approved by the Legislature through the normal budgeting process.

(3) The total amount of Move On When Ready funds for each eligible student for the academic year will be split into two equal portions, with one portion distributed to a single eligible

institution per academic period. A separate application must be submitted for each academic period of enrollment for every participating student by each participating institution.

~~(a) The parent or guardian of a participating student is responsible for paying any remaining costs owed to the eligible institution after the Move On When Ready funds have been applied for that academic period.~~

(4) A student may transfer to another eligible institution, subject to and in compliance with the transfer policies and agreements governing both institutions, while continuing enrollment in courses under the Move On When Ready program in order to preserve program eligibility.

(5) In the event that a student voluntarily withdraws from a participating institution, or is dismissed from enrollment due to a violation of institutional rules or policies, the participating student shall be permitted to re-enroll in the high school previously attended in Alabama in accordance with guidelines established by ALSDE.

(6) Each participating institution shall maintain a Certified Participation List provided by ACHE to submit for request of Move On When Ready funds each academic period.

(a) The deadlines for the Certified Participation List for each academic period are as follows:

1. The fall academic period Certified Participation List must be received by November 1.

2. The spring academic period Certified Participation List must be received by April 1.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026. Amended: Published \_\_\_\_\_ ; effective \_\_\_\_\_ .

### **300-4-16-.07      Disbursement Procedures.**

(1) The Executive Director of ACHE shall distribute the fund to eligible institutions on behalf of each participating eligible student.

(2) Participating institutions shall, on an annual basis, enter into a Memorandum of Understanding with ACHE, setting forth the

terms governing fund allocations and institutional payment procedures under the Move On When Ready Program.

(3) The amount paid shall be the lesser of the following, reduced by a records fee of two hundred dollars (\$200) to cover the administrative costs of the local board of education, which is to be used as follows:

(a) The actual cost of tuition, materials, and course-related fees, minus \$200 that goes to the local school board for handling paperwork and administration; or

(b) The amount of money the student's local board of education would have received from the state if the student had stayed in regular high school classes.

1. In a student's second year in the program, the amount that is paid to the local board of education will be reduced by the amount paid to the eligible institution from the fund.

2. The \$200 records fee can be increased each year by up to 4%, if ALSDE decides to do so.

3. All money in the fund must be budgeted and spent according to Alabama's Budget Management Act and only in amounts approved by the Legislature through the normal budgeting process.

(4) The total amount of Move On When Ready funds for each eligible student for the academic year will be split into two equal portions, with one portion distributed to a single eligible institution per academic period. A separate application must be submitted for each academic period of enrollment for every participating student by each participating institution.

~~(a) The parent or guardian of a participating student is responsible for paying any remaining costs owed to the eligible institution after the Move On When Ready funds have been applied for that academic period.~~

(5) ACHE shall verify the dollar amount of each institution's total fund amount to cover all participating students enrolled in each academic period from the Certified Fund Lists received from all participating eligible institutions. No participating student shall receive Move On When Ready funds at more than one approved institution during any one academic period.

(6) ACHE shall prepare a request for the State Comptroller to disburse Move On When Ready funds to the participating

institutions. The check and a signature roster with the dollar amount of fund payment indicated for each participating student shall be forwarded to each participating institution. The institution will be responsible for allocating the funds accordingly to the participating student's account with the dollar amount indicated on the signature roster. Should the dollar amount of a fund credited to an eligible student's account exceed the dollar amount due the institution by the participating student at the time the Move On When Ready fund is credited to the student's account, a check in the amount of the excess funds (credit) shall be returned to the Move On When Ready Program.

(7) If a participating student whose eligibility for the program has been certified by a participating eligible institution becomes ineligible for the fund before the expiration of the institutional tuition payment period, the funds shall not be applied to the student's account but shall be returned to the Move On When Ready Program.

(8) In no academic period may the fund amount credited to a participating student's account exceed the per student operating expenditures of the institution for nonsectarian, secular educational purposes. Under no circumstances shall any Move On When Ready Program funds be utilized by an eligible institution or an eligible student for religious, sectarian or denominational purposes. Eligible institutions receiving Move On When Ready Program funds shall segregate such funds in a special revenue account and shall identify nonsectarian expenditures of such funds.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026. Amended: Published ; effective .

### **300-4-16-.08      Return of Funds.**

(1) If a participating student whose eligibility for the program that has been certified by the participating institution becomes ineligible for the fund before the expiration of the institutional tuition payment period, the funds shall not be applied to the student's account but shall be returned to the Move On When Ready Program.

(2) If a participating student becomes ineligible for the fund at an institution after funds are received by the institution and applied to the student's account (following certification as eligible for the program by the institution) prior to the end of

the academic period, the institution shall refund the Move On When Ready Program any portion of the payment that exceeds the institution's direct charges to the student for the period of actual enrollment.

(a) A participating student who drops below the minimum enrollment requirement of 12 hours for full-time status automatically becomes ineligible for the Move On When Ready Program.

(3) Each return of funds reported on the Move On When Ready Form shall include:

(a) The name of the participating institution;

(b) The full name and identification number of each participating student;

(c) The action which necessitated the return of funds, and the date of that action;

(d) The direct institutional charges to the student for the academic period involved; and

(e) The amount of the student's Move On When Ready fund for that academic period.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026.

### **300-4-16-.09      Review Procedures.**

(1) No later than July 1 of each year, ALSDE, in consultation with ACCS and ACHE, shall prepare and publish a report on the impact of the Move On When Ready Program during the previous academic year. The report shall include, but not be limited to,

(a) the number of students in each school district participating in the program,

(b) the number completing the program,

(c) the number graduating from high school, and

(d) the number earning a postsecondary credential.

(2) No later than September 1 of each year, ACHE, in consultation with ACCS and ALSDE, shall prepare and publish a report on the funds of the Move On When Ready Program during the previous academic year. The report shall include, but not be limited to,

(a) the number of participating students enrolled in each participating institution,

(b) the total amount of program funds paid to each participating institution on behalf of participating students,

(c) the number earning a postsecondary credential, along with the programs of study in which the participating students enrolled.

(3) The institutional review will enable the Commission to express an opinion of the administrative controls and of the compliance aspects of the Move On When Ready Program at the participating institution.

(4) The participating institution shall make all records and information relative to the Move On When Ready Program available to the reviewer whose primary objectives for performing institutional reviews are as follows:

(a) To determine whether the participating institution's reports present information accurately and in conformity with the Move On When Ready Program policies and procedures, and whether all reports are prepared on a consistent basis from one academic period to the next;

(b) To determine whether the institution has implemented and is utilizing reasonable procedures and internal controls for effectively discharging management responsibilities and for adequately protecting the state's interest;

(c) To review institutional records and report on areas of noncompliance; and

(d) Based upon the review, to provide constructive recommendations to the institution.

(5) The reviewer will provide a written report to the participating institution and shall include:

(a) Any findings of inaccuracies in institutional reports;

(b) Any inconsistencies in institutional reports;

(c) Conclusions regarding the adequacy of administrative controls;

(d) Any areas of noncompliance; and

(e) Recommendations for improvement.

(6) If the participating institution does not concur with all items in the written report, a written appeal should be submitted to the Executive Director of the Commission.

(7) When an institutional review reveals sufficient problems pertaining to the Move On When Ready Program at a participating institution, the Executive Director of the Commission may:

(a) Impose a temporary suspension of the Move On When Ready payments to the institution;

(b) Suspend the institution from participation in the program for an indefinite period of time;

(c) Demand repayment of any Move On When Ready Program funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or

(d) Refer any problems to the Attorney General of the State of Alabama for appropriate legal action.

(8) A suspended institution may request a hearing by the Commission. The institution shall be notified in writing of the time and place of such ACHE hearing.

(9) After such hearing, ACHE shall determine (at an official meeting of the Commission) whether to:

(a) Continue the suspension pending the receipt of any additional information the Commission may require;

(b) Continue the Executive Director's suspension subject to limitations or exceptions,

(c) Revoke or lift the suspension and restore the institution to full participation as authorized under the regulations;

(d) Terminate the institution's eligibility for an indefinite period of time;

(e) Demand repayment of any Move On When Ready Program funds to the State of Alabama to remedy a violation of applicable laws, regulations, agreements, or operating procedures; or

(f) Take any other appropriate action the Commission deems necessary, including referral to the Attorney General of the State of Alabama for appropriate legal action.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

**History: New Rule:** Published March 31, 2026; effective May 15, 2026.

**300-4-16-.10            Maintenance of Records.**

(1) Each participating institution shall establish and maintain current, adequate records which reflect all transactions with respect to the Move on When Ready Program and fiscal activities as they relate to the administration of the program. The records must be maintained in such a manner as to identify all program and fiscal transactions separately from other institutional activities and funds.

(2) The records for any fiscal activity period shall be retained for at least five (5) years following the date of submission of the institution's Certified Participation List, unless a longer retention period is necessitated because of program review or audit resolution problems. In the event a participating institution closes or otherwise ceases operation and fails to matriculate students, institutional Move On When Ready Program records of the institution shall be forwarded to ACHE for retention.

(3) The financial aid office representative of the participating institution for the Move On When Ready Program will submit the institution's Move On When Ready Certified Participation List to the Commission each academic period, which will be used to gather data in a uniform manner from each institution for each participating student; such forms shall contain information relative to all eligibility criteria for the Move On When Ready fund. Fiscal records pertaining to the operation of the Move On When Ready Program at a participating institution must be maintained in a manner which provides a clear audit trail.

(4) The Executive Director of the Commission or any of the Director's duly authorized representatives will have access for the purpose of review and examination to Move On When Ready Program records and supporting documents maintained by the participating institution.

(5) The records involved in any claim or expenditure which has

been questioned by program review or by state audit must be retained until resolution of any such review or audit questions.

**Author:** Stephanie C. Dolan

**Statutory Authority:** Code of Ala. 1975, §16-5-1; Alabama Act 2025-412.

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