



# FINANCIAL AID HANDBOOK

## Wyoming Works Emergency Rules & Policies

W.S. 21-18-401 through W.S. 21-18-409

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### DEFINITIONS

- **(Rule)** "Academic term" means the fall semester or term, the spring semester or term, summer school, or other defined period of time within a term or semester in which the approved credential program or course is offered. In this article, "term" "semester", and "payment period" have the same meaning. If an approved credential program or course encompasses a defined period of less than a full semester or term the beginning of the defined period shall be considered the beginning of the term or semester for that program or course.
- **(Policy)** "Academic year" means a period of time that begins with the summer semester and ends with the spring semester in the following year.
- **(Policy)** "CFR" means the Code of Federal Regulations and is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.
- **(Policy)** "College" or "community college" means an institution established under the Wyoming Community College System Code.
- **(Policy)** "Commission" means the Wyoming community college commission.
- **(Policy)** "Consortium" means two (2) or more colleges sharing or jointly delivering credential programs in more than one (1) geographic location, by sharing resources or otherwise collaborating in order to more efficiently provide access to credential programs for students. Contractual or Written Agreements, or Memoranda of Understanding, are considered synonyms under this statute and definition.
- **(Policy)** "Cost of attendance", henceforth abbreviated as COA, means the sum cost of tuition, mandatory fees, room and board, books and supplies, travel and personal expenses to attend a community college as determined annually by the college in accordance with W.S. 21-18-404(b).
- **(Policy)** "CPS" means the Central Processing Service, the vendor and system designed by the U.S. Department of Education for viewing or correcting SAR information, requesting or analyzing ISIR data, and calculating and managing the return of federal student aid program funds.
- **(Policy)** "Credential" means a license, permit, certificate or other government or industry recognized qualification for working in a trade or occupation in this state, including, but not limited to, drivers of commercial motor vehicles, welders, machine shop operators or other workforce training programs. College academic credit and an applied science degree or certificate may be earned in a credential program, but college academic credit shall not be a requirement for a credential program.

- **(Rule)** “Direct Costs” means the enrollment expenses a student is responsible for paying directly to the community college, such as tuition and fees, mandatory fees, room and board, and books and supplies. Direct costs are included in COA calculation.
- **(Policy)** “EFC” means the Expected Family Contribution, the measure of a family’s financial strength calculated according to a formula established by Federal law. An EFC is valid after FAFSA data review, which includes successful completion of Verification, C-code clearance, data conflicts, or any data whose authenticity is questioned by the Financial Aid Office is concluded.
- **(Policy)** “FAA Access” means the website that financial aid administrators use to enter application data, view ISIR information, and make corrections.
- **(Policy)** “FAFSA” means the Free Application for Federal Student Aid. It is the student aid application provided for under section 483 of the HEA, which is used to determine an applicant’s eligibility for the federal student aid programs.
- **(Rule)** “Gift Aid” means federal, public, or private financial assistance, such as grants and scholarships expected to be received by the student in conjunction with their enrollment in an approved program at a community college, that do not need to be repaid. Gift aid excludes federal and private student loans, work study, and all other types of student employment affiliated with enrollment in an approved program at a community college.
- **(Policy)** “HEA” means the Higher Education Act, Federal legislation passed in 1965, with amendments and reauthorizations subsequently passed, authorizing federal postsecondary student financial aid programs and mandating that the programs be regulated and administered by the U.S. Department of Education.
- **(Rule)** “Indirect Costs” means the expenses a student incurs due to enrollment in a community college, as determined annually by the college in accordance with W.S. 21-18-404(b), that are not paid to the community college. Indirect expenses are limited to travel and personal expenses and are included in COA calculation.
- **(Policy)** “ISIR” means the Institutional Student Information Record, the product of a student’s FAFSA received by school(s) designated by the student applicant. ISIRs contain processed student information reported on FAFSA, as well as key processing results and National Student Loan Data System (NSLDS) financial aid history information. ISIRs are sent electronically to schools by the Central Processing System (CPS).
- **(Policy)** “NSLDS” means the National Student Loan Data System, the US Department of Education’s central database for student financial aid. It contains student-level data received from schools, the Direct Loan Program, the Pell Grant Program, and other ED programs and offices. NSLDS provides a centralized, integrated view of federal student aid loans and Pell grants and tracks them through their entire cycle.
- **(Rule)** “Payment Period” means the academic period or period of enrollment established by an institution for which a student grant may be disbursed. Payments for all student grants under W.S. 21-18-401 through W.S. 21-18-409 must be made on a payment period basis.
- **(Policy)** “SAR” means the Student Aid Report, the report provided to an applicant by the US Department of Education showing the applicant’s FAFSA information and the amount of his or her EFC. SARs are the paper or electronic (eSAR) output documents that are sent to students or printed from the FAFSA on the Web and FAA Access to CPS Online Web sites. SARs and ISIRs contain the same processed student information in different formats.
- **(Rule)** “SAP” means Satisfactory Academic Progress. SAP are qualitative and/or quantitative evidence or markers that signify a student is completing requirements toward finishing an approved for-credit or non-credit academic program in a timely fashion.
- **(Policy)** “Unmet financial need” means the cost of attendance minus the sum of expected family contribution and all federal, state, local, institutional and privately funded scholarships or grants received by the student, all as determined by the community college. The college shall use the most recent federal free application for federal student aid form to determine expected family contribution and shall do so annually in accordance with W.S. 21-18-404.

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## NOTICE OF AVAILABILITY

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- **(Rule)** Each college shall develop means for informing potential and current students of the availability of the grants under this article. Published or otherwise disclosed grant information may be electronic and/or in paper form and shall include:
  - **(Rule)** A summary of approved programs at that institution;
  - **(Rule)** A summary of student eligibility requirements;
  - **(Rule)** A summary of student application procedures;
  - **(Rule)** A summary of award amounts.
  - **(Rule)** Items (1) through (4) need not be listed in their entirety in all communications, but must be readily available to all interested parties.

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## STUDENT APPLICATION

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- **(Rule)** School responsibilities for student grant application:
  - **(Rule)** Each college shall make available to all prospective and current students, an application for student grants applicable to Commission-approved programs covered under Wyoming Works.
  - **(Rule)** The application shall be presented to students at the time of applying for admission and made available to all students within the registrar's or financial Aid offices before beginning the applicable approved program.
  - **(Rule)** The application may be presented to students in electronic or paper format and shall include, at a minimum:
    - **(Rule)** An explanation of purpose for student grants available under Wyoming Works statutes;
    - **(Rule)** Disclosure of:
      - **(Rule)** All student eligibility requirements for grant consideration and receipt;
      - **(Rule)** All approved programs eligible for student grants at that institution;
      - **(Rule)** A summary of award calculation and maximum annual grant eligibility;
      - **(Rule)** A summary of proration for approved programs under consortium agreement;
      - **(Rule)** An acknowledgement that a student may transfer from one approved program to another while maintaining continuous enrollment at the college, or transfer to another Wyoming community college and enroll in an approved program at the transfer institution immediately after transfer;
      - **(Rule)** An acknowledgement that annual grant availability (for approved programs that span more than one year) is subject to the Wyoming Legislature's appropriation process and is contingent on the Commission issuing a grant allocation for approved programs at the college;
    - **(Rule)** A student information section that records a student's identifying information, approved-program enrollment intent, and anticipated program start date;
    - **(Rule)** A student's attestation checklist to record acknowledgement of all student grant eligibility requirements;
    - **(Rule)** A student's authorization for the college to collect and share, at a minimum, the student's personally identifying information, collected through the college's admissions or state grant application, the FAFSA, or other method, enrollment information, and all other information necessary to determine their eligibility for a student grant

(including past receipt of student grants or other state financial aid receipts) with other Wyoming community colleges and the Commission;

- **(Rule)** A student's compliance certification & signature.
- **(Rule)** Electronic and/or paper application formats shall be developed by each respective community college.
- **(Rule)** Student responsibilities for student grant application:
  - **(Rule)** A prospective student shall apply for grants under this section with the college at the time of applying for admission or in any event prior to the beginning of the applicable approved program at the college.
  - **(Rule)** An existing student at the community college shall apply for grants under this section with the college's Financial Aid Office before beginning the applicable approved program at the college.
  - **(Rule)** For approved programs offered under a consortium agreement:
    - **(Rule)** A prospective student shall apply for grants under this section with the college, at the time of applying for admission to the college or in any event before the beginning of the applicable approved program, at all locations covered under the consortium agreement.
    - **(Rule)** An existing student at the community college shall apply for grants under this section with the college's financial aid office before the beginning of the applicable approved program, at all locations covered under the consortium agreement.

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## STUDENT ELIGIBILITY

- **(Rule)** The community college's Financial Aid Office shall determine the student's initial and continued grant eligibility.
- **(Rule)** In addition to those requirements in W.S. 21-18-403, to be initially eligible, a student must:
  - **(Rule)** File, and fully complete, a FAFSA (and change of EFC/income form if necessary) applicable to all payment periods for which a student grant is considered, including complying with all financial aid office directives to provide data, documents, and information necessary to complete any data authenticity review necessary to generate a valid EFC. Any unresolved data authenticity review necessary to generate a valid EFC shall render the student ineligible for student grant receipt for all applicable payment periods spanned by the FAFSA. For approved programs offered under a consortium agreement between two colleges, the student shall submit a FAFSA, applicable to all payment period(s) for which a student grant is considered, to the financial aid office in all locations listed under the Consortium Agreement.
    - **(Rule)** The student shall comply with any and all financial aid office directives, from any and all locations listed under the consortium agreement, to provide data, documents, and information necessary to complete any data authenticity review necessary to generate a valid EFC.
    - **(Rule)** Any unresolved data authenticity review necessary to generate a valid EFC at any or all locations listed under the consortium agreement shall render the student ineligible for student grant receipt for all applicable payment periods spanned by the FAFSA at all locations listed under the consortium agreement;
  - **(Rule)** Not be currently receiving (or expected to receive in any payment period within the length of the approved program) a scholarship under the Hathaway scholarship program established in W.S. 21-16-1301 through 21-16-1311;
  - **(Rule)** Have requested transference of academic transcript and grant usage, *if* transferring from an approved program at one Wyoming community college to another approved program at a different Wyoming community college, prior to the commencement of the approved program at the receiving college;
  - **(Rule)** Have earned a high school/home school diploma or state equivalency, if admittance into an approved program

requires it and the College provides the student assistance in achieving the diploma or equivalency certificate.

- **(Rule)** To maintain continued eligibility for a grant in an approved program more than one semester in length, a student must:
  - **(Rule)** Have maintained continuous enrollment in an approved program;
  - **(Rule)** Have not exceeded the maximum grant amount allowable for the approved program in which the student is enrolled in any one (1) academic year;
  - **(Rule)** Have not received a Wyoming Works grant for more than three (3) academic years. A student's eligibility for a grant shall permanently terminate once the student has received three (3) academic years of grant disbursement as calculated by the financial aid office for the student's enrollment in an approved program.

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## STUDENT GRANT AWARD AMOUNTS

- **(Policy)** Student grant amount shall not exceed the amount provided for two (2) semesters under the Hathaway provisional opportunity scholarship pursuant to W.S. 21-16-1305(a)(i)(A), in any one (1) academic year, unless the credential program is in an economic sector determined by the commission to fulfill a critical workforce need.
- **(Policy)** For credential programs in such economic sectors, the grant amount shall not exceed the amount provided for two (2) semesters under the Hathaway honor scholarship pursuant to W.S. 21-16-1304(a)(iii)(A) in any one (1) academic year.

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## STUDENT AWARDING & DISBURSEMENT

- **(Rule)** The financial Aid office at each community college that offers an approved program, in whole or in part under a consortium agreement, shall determine the eligibility for a student grant for all students who apply for grant consideration. Student grant funds under this article shall be provided for unmet financial need and only after all other gift aid for the student's enrollment in the credential program has been applied. A student grant recipient may elect to reserve any portion of their annual award for attendance at a subsequent summer school term.
- **(Policy)** To the extent a student grant under this article would, when combined with any grant or scholarship from a student financial aid program administered through the state or any state institution, in any academic term exceed the cost of attendance or unmet financial need at the community college, the grant under this article shall be reduced by the amount necessary to not exceed the cost of attendance or unmet financial need.
- **(Rule)** To determine unmet financial need, each college shall calculate an applicant's COA for the approved program in which the student is enrolled, then deduct the student's EFC and all other gift aid expected to be received by the student for the payment period(s) to which a Wyoming Works student grant applies.
- **(Rule)** Award calculation shall be:
  - **(Rule)** All proration calculations must be rounded up to two (2) decimal places.
  - **(Rule)** One-half (1/2) of the annual award shall be provided to the student at each fall and spring academic term of qualification, unless the credential program or course is for a defined period of less than a full semester or the student elects to reserve any portion of the annual award for attendance at a subsequent summer school term. The financial aid office shall disburse student grants according to these assignment rules:
    - **(Rule)** If an approved program falls between two semesters, but does not cross into either, assign the student grant to a single disbursement within the preceding semester;

- **(Rule)** If an approved program is contained within a single semester, assign the student grant to a single disbursement within that semester;
- **(Rule)** If an approved program crosses over two semesters but does not fully span one or both, divide the student grant equally and assign each half to a single disbursement within each semester; and,
- **(Rule)** If an approved program fully spans two semesters, divide the student grant equally and assign each half to a single disbursement within each semester.
- **(Rule)** Colleges shall calculate student eligibility for student grants in all approved programs using standardized award calculations endorsed by all financial aid directors and outlined in Wyoming Works Program policies maintained by the Commission.

**(Policy) CALCULATIONS:**

Line A	_____	% of program offered by location under Consortium Agreement (if Agreement is between a WY community college and any entity other than a WY community college, record as 100%)
Line B	_____	Maximum annual student grant for Critical or Standard program classification: sum of 2 Hathaway Honors (Critical) or provisional (Standard) awards
Line C	_____	COA for the approved program's academic year (for Consortium Agreement programs, record joint program cost in COA)
Line D	- _____	EFC applicable to length of approved program in months <sup>1</sup>
Line E	- _____	Gift Aid (expected for the student's academic year)
Line F	= _____	Student's calculated unmet financial need (Line C – Lines D & E)
Line G	_____	Maximum annual student grant for Critical or Standard program classification (Line B)
Line H	x _____	Proration % due to Consortium Agreement (LINE A)
Line I	= _____	Maximum annual student grant at the community college location for the academic year (Line G x Line H)

**(Policy) DETERMINATIONS:**

1. If Line F ≤ 0, the student is not eligible for a student grant
2. If Line F > 0, but < Line I, the college shall reduce the maximum annual student grant (Line I) to match the student's calculated unmet financial need (Line F).
3. If Line I < Line F, the student is eligible for the maximum annual student grant for their specific enrolled program at that community college location (Line I).

**(Policy)** <sup>1</sup>Should an approved program be less than one (1) month in length, divide one (1) month EFC by 4.3 (weeks per month in a calendar year) to generate a one (1) week EFC. Divide one-week EFC by seven (7) to determine a one (1) day EFC.

- **(Rule)** For credential programs of one (1) term or less, cost of attendance and unmet financial need shall be calculated on a projected annual basis, but the annual award amount shall be provided in full in the term of attendance, on a prorated basis.
- **(Rule)** Each community college shall devise processes to confirm a student's continued eligibility for subsequent grant disbursement(s).
- **(Rule)** Students who graduate from, or otherwise complete, an approved program may be eligible to receive grants if enrolled in a subsequent approved program, as long as:
  - **(Rule)** The student is not reenrolled in, or otherwise re-attempting, the previously completed program;
  - **(Rule)** The student continues to meet all eligibility requirements as outlined in the [Student Eligibility](#) section;

- **(Rule)** The College has remaining funds to expend under its annual grant allocation for the approved program in which the student is enrolled.

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## REPEATED COURSES/CONTENT

- **(Rule)** A student required to repeat coursework or program content within an approved program due to failure, withdrawal, or lapse in enrollment may receive additional student grant for future payment periods in future semesters of enrollment for the repeated coursework or program content provided the student has had their eligibility restored as detailed within the [Student Appeal of Eligibility Decisions](#) section of these rules and otherwise remains eligible for a student grant in the [Student Eligibility](#) section of these rules.

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## STUDENT AWARD CONFIRMATION & DATA SUBMISSION

- **(Rule)** The college shall provide to the financial aid office:
  - **(Rule)** An academic calendar that contains the start/end dates within an academic year for all approved for-credit programs.
  - **(Rule)** An academic calendar that contains the start/end dates and program lengths within an academic year, and the direct costs, for all approved non-credit programs.
- **(Rule)** A student is provisionally eligible until confirmation of student eligibility by the financial aid office.
- **(Rule)** The financial aid office shall determine a student's final eligibility based on confirmation of student eligibility in conjunction with the final computation for unmet financial need for students eligible to receive a grant, consistent with each college's schedule for determining actual COA for students at that college.
- **(Rule)** Each community college shall certify to the commission not later than thirty (30) days after the conclusion of the academic term, a list of students who qualified for a grant under this article and the amount of student grant awarded.

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## GRADES OR OTHER MEASURES OF STUDENT ACADEMIC PERFORMANCE

- **(Rule)** For approved for-credit programs that contain graded material or courses, no person shall change, revise, delete, erase, destroy, or modify in any manner any education record for the sole purpose of increasing the possibility of receiving a Wyoming Works student grant or continuing Wyoming Works student grant eligibility.
- **(Rule)** For approved non-credit programs that contain student attendance, participation, completion, or other academic performance measurements, no person shall change, revise, delete, erase, destroy, or modify in any manner any education record for the sole purpose of increasing the possibility of receiving a Wyoming Works student grant or continuing Wyoming Works student grant eligibility.

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## TRANSFERRING STUDENTS

- **(Rule)** Students transferring from one college to another may maintain Wyoming Works student grant awards for continued use in an approved program by meeting all student eligibility requirements at the new college and by requesting that the college from which they are transferring provide an official transcript to the new college. The transcript or an attachment to the transcript shall include:
  - **(Rule)** A list of all semesters for which the student received a Wyoming Works student grant;
  - **(Rule)** Grades for all for-credit academic courses completed within an approved program.
  - **(Rule)** Completions or attempts of all non-credit programs designated at Wyoming Works, which are needed for verification of continued eligibility for grants and SAP for the college that the student is transferring to; and
  - **(Rule)** SAP calculation(s) performed by the financial aid office for all payment periods for all payment periods in all approved programs in which the student received a student grant.
- **(Rule)** The receiving institution shall calculate a student's eligibility using the criteria detailed Section 13(e) of these rules; and.
- **(Rule)** Transferring students may not receive a student grant if the receiving institution has depleted its allocation of grant funds at the time of student transfer.

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## SATISFACTORY ACADEMIC PROGRESS

- **(Rule)** Each community college shall determine qualitative and quantitative measurements to evaluate a student's timely academic progress within each approved program. For non-credit programs, the college must develop appropriate criteria to measure a student's timely academic progress and appropriate academic performance.
- **(Policy)** The College may set different SAP criteria for each approved program.
- **(Rule)** Each student enrolled in an approved program must achieve SAP by the end of each payment period to remain eligible for a student grant in future payment periods.
- **(Rule)** Each approved program's SAP criteria shall be disclosed. Disclosure may be passive or may be distributed to each student grant recipient at the time of award.
- **(Rule)** SAP shall be calculated at the conclusion of each payment period within the approved program in which the student is enrolled.
- **(Rule)** Students who fail and do not meet SAP requirements after any payment period forfeit eligibility for grant awards and disbursements except as provided for in these rules.
- **(Rule)** Students who forfeit grant eligibility may regain eligibility as detailed in this section.
- **(Rule)** A student's SAP status for grant eligibility shall be persistent if the student transfers to a different approved program within the College or to any approved program offered at another college.
- **(Rule)** Approved programs offered through a consortium agreement must contain criteria for SAP.
  - **(Rule)** The community college within a consortium agreement which provides the greatest proportion of approved program content shall determine SAP criteria.
  - **(Rule)** Under a Consortium Agreement which requires that program content shall be shared equally, the participating colleges shall collaborate to establish the program's SAP criteria, but shall evaluate a student's SAP status independently at the end of each payment period for their respective portions of the approved program.
  - **(Rule)** Consortium Agreements between a college and an entity other than college shall require the community college



determine the SAP criteria.

- **(Rule)** Students who do not meet SAP requirements at one or more college covered under a consortium agreement, shall remain ineligible, except provided for in these rules, for future grant awards and disbursements at all colleges under the consortium agreement.

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## STUDENT APPEAL OF ELIGIBILITY DECISIONS

- **(Rule)** Each community college or consortium shall implement an appeal process that permits an applicant to appeal a grant ineligibility determination for select eligibility criteria. Student appeals are permitted for:
  - **(Rule)** Not applying for grant funding at the time of applying for admission or before the commencement of the applicable credential program;
  - **(Rule)** Not maintaining continuous enrollment in approved program;
  - **(Rule)** Not meeting SAP requirements as required for the credential;
  - **(Rule)** Not meeting Wyoming residence requirements; and,
  - **(Rule)** Not being in good standing on repayment of student financial aid.
- **(Rule)** The student shall appeal prior to the commencement of the next period of enrollment in the approved program, and;
  - **(Rule)** Students appealing eligibility at a college for an approved credential program shall follow the college appeal process.
  - **(Rule)** Students appealing eligibility at a college for an approved credential program in a consortium shall follow the HEA appeal process.
- **(Policy)** Appeal decisions rendered by the college are final and cannot be appealed to the Commission.

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## REINSTATEMENT OF STUDENT GRANT ELIGIBILITY LOST DUE TO NOT MEETING SAP REQUIREMENTS

- **(Rule)** Community colleges or consortiums may permit a student who has forfeited eligibility to reestablish eligibility for a student grant in a future payment period.
  - **(Rule)** Approved programs of one term or less in length shall not permit a student to restore eligibility as there are no remaining payment periods within the approved program.
  - **(Rule)** For approved programs offered at a college that permits a student to reestablish eligibility, the student shall meet college restorative criteria;
    - **(Rule)** Each college may determine different criteria for a student to reestablish eligibility for each approved program offered and not all approved programs must offer criteria for a student to reestablish eligibility.
    - **(Rule)** Each college shall publish and otherwise make available to students who receive a student grant, any and all restorative criteria determined for their approved programs. Neither paying for one's classes or non-enrollment for a payment period is sufficient to reestablish grant eligibility.

- **(Rule)** If an ineligible student transfers to another college for an approved program, eligibility shall not be automatically restored and the student must regain eligibility according to any restorative criteria established by the college applicable to the transferred program or as detailed in the [Student Appeal of Ineligibility Decisions](#) section of these rules.
- **(Rule)** For approved programs offered through a consortium agreement that permit a student to reestablish eligibility, the student shall meet restorative criteria as outline in these rules:
  - **(Rule)** The college within a Consortium Agreement which provides the greatest proportion of approved program content shall specify the restorative criteria.
  - **(Rule)** Approved programs within a Consortium Agreement whereby the course content is delivered equally, colleges shall collaborate to specify the restorative criteria for the equally distributed portions of the approved program, but shall evaluate the student's accomplishments in their respective restorative criteria independently.
  - **(Rule)** Consortium Agreements between a college and any entity other than a Wyoming community college shall have the college specify the restorative criteria.
  - **(Rule)** Students who do not achieve all restorative criteria requirements at one or more consortia members covered under a Consortium Agreement shall be considered to have not regained eligibility, and shall remain ineligible for future grant awards and disbursements covered under the Consortium Agreement.
- **(Rule)** Students who successfully have their eligibility restored for either a college or consortium approved program may receive a student grant for the next payment period if the college or consortium has remaining student grant funds available the approved program.

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