

ALABAMA COMMISSION ON HIGHER EDUCATION
STUDENT ASSISTANCE
ADMINISTRATIVE CODE

CHAPTER 300-4-6
STATE OF ALABAMA CHIROPRACTIC SCHOLARSHIP PROGRAM

TABLE OF CONTENTS

300-4-6-.01	Goal
300-4-6-.02	Organization
300-4-6-.03	Planning
300-4-6-.04	Definition Of Terms
300-4-6-.05	Awarding Procedures
300-4-6-.06	Disbursement Of Funds
300-4-6-.07	Refund Policies And Procedures
300-4-6-.08	Review Procedures
300-4-5-.09	Maintenance Of Records

300-4-6-.01 **Goal.** The goal of the State of Alabama Chiropractic Scholarship Program is to provide scholarship assistance to residents of the State of Alabama for professional study in United States chiropractic colleges accredited by a regional accrediting agency recognized by the Alabama Commission on Higher Education and the Council on Chiropractic Education and to make available funds for chiropractic scholarships for advanced education in health-related advanced education courses at the post-doctoral level at public or private non-profit colleges and universities within this state.

Author: Tim Vick

Statutory Authority: Code of Ala. 1975, §16-5-11.

History: Filed November 6, 1985. **Amended:** Filed January 6, 2011; effective February 10, 2011.

300-4-6-.02 **Organization.**

(1) It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the State of Alabama Chiropractic Scholarship Program (SACSP). The State of Alabama Chiropractic Scholarship Program is 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.

(3) The Alabama State Chiropractic Association, Incorporated appoints a council of professional chiropractors, representing a geographic cross-section of the State of Alabama, as an advisory body to the Alabama Commission on Higher Education for the State of Alabama Chiropractic Scholarship Program.

Author:

Statutory Authority: Code of Ala. 1975, §16-5-11.

History: Filed November 6, 1985.

300-4-6-.03 Planning. It is the responsibility of the staff of the Alabama Commission on Higher Education and the Scholarship Council of the Alabama State Chiropractic Association, Incorporated to provide continuous study, analyses, evaluation, planning, reporting, and recommendations as a basis for long-range planning with established priorities on a statewide basis to assure a sound, vigorous, progressive, and coordinated system of higher education for the state.

Author:

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History: Filed November 6, 1985.

300-4-6-.04 Definition Of Terms.

(1) **Academic Qualifications and Standing of Eligible Students:** A student is considered academically qualified if he/she is currently enrolled and matriculated in an eligible program at an approved institution.

(2) **Academic Year:** An academic year is a period of time, usually twelve months, during which a full-time student is expected to complete the equivalent of two semesters, three trimesters, or four quarters.

(3) **Alabama Resident:** A permanent resident of the State of Alabama is a person who has established residence within the State of Alabama for at least a twelve-month period immediately preceding his/her application for a scholarship under the State of Alabama Chiropractic Scholarship Program. Five (5) or more of the following proofs are required as support for the claim of Alabama residency.

(a) Certification by the student of his/her permanent Alabama residence;

(b) Certification of the student's Alabama voter registration;

(c) Evidence of full-time employment within Alabama for the preceding twelve (12) months;

(d) Evidence of the payment of income tax to the State of Alabama for the preceding academic year;

(e) Evidence of home ownership or ownership of other real property in Alabama;

(f) Evidence of attendance at, or graduation from, an Alabama postsecondary institution during the previous academic year; and

(g) Other evidence that an Alabama domicile has been established and maintained for the previous twelve (12) months.

(4) Approved Institution:

(a) An approved institution for doctoral level studies is a public or private, nonprofit chiropractic school or college which:

1. Is located within the United States;

2. Is accredited by the Council on Chiropractic Education, Commission on Accreditation, and the appropriate regional accrediting association recognized by the Alabama Commission on Higher Education; and

3. Files a signed agreement with the Alabama Commission on Higher Education to comply with all regulations and procedures of the State of Alabama Chiropractic Scholarship Program.

(b) An approved institution for post-doctoral level studies is a public or private non-profit college or university which offers advanced education in health-related advanced education courses at the post-doctoral level which:

1. Is located in Alabama;

2. Is accredited by a regional accrediting body recognized by the Alabama Commission on Higher Education; and

3. Files a signed agreement with the Alabama Commission on Higher Education to comply with all regulations and procedures of the State of Alabama Chiropractic Scholarship Program.

(5) Eligible Program: An eligible program is a course of study leading to the degree of doctor of chiropractic at an approved institution as defined in .04(4).

(6) Eligible Student:

(a) An eligible doctoral level student is an applicant who completes an annual application for a scholarship, and

1. Is classified as a graduate or professional student as defined in .04(12);

2. Is a citizen of the United States, or is in the United States for other than a temporary purpose and intends to become a permanent resident of the State of Alabama;

3. Is enrolled or accepted for enrollment as a full-time student, as defined in .04(11), in an eligible program, as defined in .04(5), at an approved institution, as defined in .04(4);

4. Is an Alabama resident, as defined in .04(3);

5. Demonstrates a record of high performance in his/her academic program;

6. Demonstrates to the Scholarship Council evidence of satisfactory academic progress;

7. Demonstrates a financial need of at least \$1,000 for the academic year;

8. Does not owe a refund on a grant previously received through the Pell Grant Program, Supplemental Educational Opportunity Program, the Alabama Student Assistance Program, or the Alabama Student Grant Program; and

9. Is not in default on a loan made, insured, or guaranteed under the National Direct Student Loan Program, the Guaranteed Student Loan Program, or the Emergency Secondary Education Scholarship Program.

(b) An eligible post-doctoral level student is an applicant who completes an annual application for a scholarship, and

1. Is enrolled as a full or part-time student in good standing in an Alabama public or private institution offering advanced education in health-related advanced education courses at the post-doctoral level;

2. Is an Alabama resident, as defined in .04(3);

3. Holds a doctor of chiropractic degree from an accredited institution;

4. Does not owe a refund on a previously awarded grant;

5. Is not in default on a student loan.

(7) 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, No. 11, p. 812).

(8) Family Contribution: The family contribution of a dependent student is the sum of the amount which reasonably may be expected from the student and spouse, plus the amount which reasonably may be made available to the student by the parents or legal guardians to meet the student's cost of education. The family contribution of an independent or self-supporting student means the amount of money which reasonably may be expected from the student and spouse to meet the student's cost of education.

(9) Financial Need: An applicant's financial need is the difference between the applicant's available financial resources, as defined in .04(10), and the applicant's anticipated educational costs, including, but not limited to, tuition, mandatory fees, room and board, transportation costs, books, supplies, and equipment, and reasonable miscellaneous expenses.

(10) Financial Resources: Financial resources must include, but may not necessarily be limited to, family financial support, anticipated awards under all federally-supported financial aid programs, veterans educational benefits, plus other

scholarship, grant, work, or loan assistance of which the student and the institution have knowledge.

(11) Full-Time Student: A full-time student is defined as an individual who is carrying a full-time academic workload measured in terms of course work or other required activities which the institution requires of the student in order to be considered as being engaged in full-time study.

(12) Part-time Student: A part-time student is defined as an individual who is carrying less than a full-time academic workload measured in terms of course work or other required activities which the institution requires of the student in order to be considered as being engaged in full-time study. Students pursuing course work at the post-doctoral level may be classified as either a full-time student or part-time student.

(13) Graduate or Professional Student: A graduate or professional student is a student enrolled in an academic program of study at an institution of higher education, including a program leading to a first professional degree if the institution requires at least 2 years of study, as required by the Council on Chiropractic Education at the college level for entrance into the program.

(14) Post-doctoral Student: A student who has completed the doctor of chiropractic degree and now wishes to take advanced education in health-related advanced education courses at the post-doctoral level.

(15) Institutional-Related Expenses: Institutional-related expenses are educational expenses, including tuition, mandatory fees, room and board, transportation, books, supplies, and equipment, and other reasonable miscellaneous expenses anticipated by an eligible student.

(16) Matriculated Status: To be eligible for a State of Alabama Chiropractic Scholarship Program payment, a student must have completed all the required steps in the enrollment procedure and be considered registered in an eligible program, as defined in .04(5), leading to a degree at an approved institution, as defined in .04(4).

(17) Over-Award of Established Need: If a student receives other gift aid awards, loans, scholarships, assistantships, or stipends that are nonadjustable, meet the established institutional education budget, and cannot be applied to other educational costs, the student is not eligible to

receive a State of Alabama Chiropractic Scholarship Program award.

(18) Refund Policies and Procedures:

(a) If a student transfers, withdraws, or becomes ineligible for a State of Alabama Chiropractic Scholarship Program award during the academic term of the award but prior to his/her receipt of scholarship funds, the institutional financial aid administrator will not disburse State of Alabama Chiropractic Scholarship Program funds to the student.

(b) If a student withdraws from school or reduces his/her courseload after receiving State of Alabama Chiropractic Scholarship 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 State of Alabama Chiropractic Scholarship Program will not require a refund of any portion of the scholarship award which was utilized by the student toward payment of the institution's net charges to the student for the period of actual attendance. However, if the State of Alabama Chiropractic Scholarship Program payment to the student exceeds the amount of the direct educational cost to the student, the institution must return to the State of Alabama Chiropractic Scholarship Program the refund amount and the institution must maintain with the student's record documentation listing (1) the date the student withdrew, (2) the net institutional charges to the student for the period of the student's attendance, (3) the amount of the student's State of Alabama Chiropractic Scholarship Program award, and (4) the amount of refund due to the State of Alabama Chiropractic Scholarship Program.

(19) Renewal of Scholarship Awards: A scholarship award may be renewed if (1) the student continues to meet the eligibility criteria specified in .04(6), (2) the student has received less than the equivalent of five years of funds through the State of Alabama Chiropractic Scholarship Program, and (3) the student has submitted an annual State of Alabama Chiropractic Scholarship Program application as defined in these regulations.

(20) Scholarship: A scholarship is defined as a merit-based financial award to the State of Alabama Chiropractic Scholarship Program applicant who is designated to be an eligible student, as defined in .04(6), enrolled in or accepted for enrollment in an approved institution, as defined in .04(4), and is awarded to the student to defray direct institutional-related expenses: tuition, mandatory fees, room and board, transportation, books, supplies and equipment, and other miscellaneous expenses reasonably anticipated by the student.

(21) Student Application Procedure: Each applicant for a State of Alabama Chiropractic Scholarship Program award must submit to the Alabama State Chiropractic Association, Incorporated, a State of Alabama Chiropractic scholarship Program application along with a financial statement utilizing the uniform methodology approved by the U.S. Secretary of Education. Priority consideration will be given to applicants who submit completed applications to the State of Alabama Chiropractic Association, Incorporated, by November 1, 1985, during the first year of the operation of the program, and June 1 thereafter.

(22) Tuition: Tuition is defined as the cost of instruction and mandatory fees to the student as stated in the institution's catalog, plus the average cost of books, supplies, equipment and other educational-related expenses.

Author: Tim Vick

Statutory Authority: Code of Ala. 1975, §16-5-11.

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300-4-6-.05 Awarding Procedures. The following procedures shall be the method used by the Alabama Commission on Higher Education for making available State of Alabama Chiropractic Scholarship Program awards to eligible students at approved institutions:

(a) Applications may be obtained from the Alabama State Chiropractic Association, Incorporated.

(b) Each applicant must submit to the Alabama State Chiropractic Association, Incorporated, a scholarship application which includes a financial statement utilizing the uniform methodology approved by the U.S. Secretary of Education.

(c) Applications must be completed each academic year by student applicants. All information requested on the State of Alabama Chiropractic Scholarship Program application must be completed and the form delivered to the Alabama State Chiropractic Association, Incorporated. If all items and information requested on the application form are not provided or completed, the application is invalid and the applicant is ineligible to receive a scholarship.

(d) During the first year of the operation of the State of Alabama Chiropractic Scholarship Program, priority consideration will be given to complete applications received by

November 1. Consideration will be given to complete scholarship applications received after November 1 if funds are available.

(e) Following the first year of the operation of the State of Alabama Chiropractic Scholarship Program, priority consideration will be given to complete applications received by June 1. Consideration will be given to complete applications received after June 1 if funds are available.

(f) An applicant may receive consideration for a State of Alabama Chiropractic Scholarship Program award at only one institution per academic term. If a student wishes to receive consideration for a scholarship award at another approved institution, he/she must follow the procedures outlined in .05(b).

(g) Applications received by the Alabama State Chiropractic Association, Incorporated, shall be dated when received. Each application shall have a preliminary review by the association to determine if the application is complete and meets the eligibility criteria for a scholarship award. Each student applicant shall be notified by the Alabama State Chiropractic Association, Incorporated, when an application is incomplete and additional information is needed. The Alabama State Chiropractic Association, Incorporated, shall notify each student who does not meet the eligibility criteria and is, therefore, ineligible for a State of Alabama Chiropractic Scholarship Program award.

(h) All applications which pass the preliminary review for eligibility shall be evaluated by the Scholarship Council of the Alabama State Chiropractic Association, Incorporated.

(1) All applicant's need shall be determined by the financial statements utilizing the uniform methodology.

(2) The financial need of student applicants shall be compared with monies available.

(3) Awards will be determined in accordance with the priority schedule specified in .06(1).

(4) For students who are determined to be eligible for a State of Alabama Chiropractic Scholarship Program award, an award list shall be made. The award list shall contain the names, Social Security numbers, classifications, notations of initial or renewal status, educational costs, other aid amounts, demonstrated need, and scholarship award amounts.

(5) All scholarships to students shall be no more than \$10,000 for the academic year.

(6) Awards may be given for chiropractic scholarships for advanced education in health-related advanced education courses at the post-doctoral level at public or private non-profit colleges and universities within the State of Alabama; however, priority will be given to students seeking the Doctor of Chiropractic degree over post-doctoral students. At no time should post-doctoral awards exceed 25% of available funds.

(7) The Chairman of the Scholarship Council shall sign the award list certifying that each student on the roster is eligible for an award and has submitted to the Alabama State Chiropractic Association, Incorporated, a complete and acceptable scholarship application for the terms in which payments are requested.

(i) Disbursement of all scholarships shall be made by checks to individual students and approved institutions. The Alabama Commission on Higher Education shall have checks prepared for eligible awardees.

(1) The Alabama Commission on Higher Education shall prepare vouchers for eligible students for whom funds are available.

(2) The Alabama Commission on Higher Education shall verify each check is properly prepared.

(3) Checks shall be mailed along with a certification roster to the institutional financial aid officer for delivery to students.

(4) The institution shall issue checks to students and insure that the institutional officer who issues the checks signs and dates the roster whenever such checks are issued. The completed certification roster shall be returned to the Alabama Commission on Higher Education no later than sixty (60) calendar days after receipt of the certification roster at the institution.

(5) All checks which are not delivered by the institution to individual students shall be returned to the Alabama Commission on Higher Education along with the reason(s) for returning the checks, no later than sixty (60) calendar days after receipt of the checks.

Author: Tim Vick

Statutory Authority: Code of Ala. 1975, §16-5-11.

History: Filed November 6, 1985. **Amended:** Filed January 6, 2011; effective February 10, 2011.

300-4-6-.06 **Disbursement Of Funds.**

(1) Doctoral Level Awards - The Alabama State Chiropractic Association Scholarship Council shall determine from the completed applications of eligible applicants the sufficiency of available funds. Priority consideration for awards will be granted according to the following order:

(a) First priority. Applicants who are previous State of Alabama Chiropractic Scholarship Program recipients and who continue to meet the eligibility criteria specified in .04(6).

(b) Second priority. Applicants who are first-year professional students with greater than a cumulative "B" average on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(c) Third priority. Applicants who are second-year professional students with greater than a cumulative "B" average on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(d) Fourth priority. Applicants who are third-year professional students with greater than a cumulative "B" average on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(e) Fifth priority. applicants who are first-year professional students with a cumulative "B" average or less on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(f) Sixth priority. Applicants who are second-year professional students with a cumulative "B" average or less on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(2) Awards will be issued to all eligible first-priority applicants before any awards are made to eligible second-priority applicants; awards will be made to all eligible second-priority applicants before any awards are made to eligible third-priority students; awards will be made to all eligible third-priority applicants before any awards are made to eligible fourth-priority applicants; awards will be made to all eligible fourth-priority applicants before any awards are made to eligible

fifth-priority applicants; awards will be made to all eligible fifth-priority applicants before any awards are made to eligible sixth-priority applicants.

(3) Awards will be issued to eligible post-doctoral level awards once the needs of the doctoral level students have been addressed. The Alabama State Chiropractic Association Scholarship Council shall determine from the completed applications of eligible applicants the sufficiency of available funds for students who are seeking advanced education in health-related advanced education courses at the post-doctoral level at public or private non-profit colleges and universities within the State of Alabama.

(4) Should funds be insufficient to offer scholarship awards to all eligible applicants in any priority category, the Scholarship Council shall select from among the eligible applicants those students considered most deserving of scholarship awards.

(5) No eligible scholarship recipient shall receive more than \$10,000 per academic year, nor shall any student receive a scholarship at more than one approved institution during any one academic term. Each scholarship recipient must demonstrate an academic year financial need of at least \$1,000.

(6) The Alabama Commission on Higher Education shall determine the dollar amount of each scholarship award and shall submit a voucher each term to the state comptroller.

(7) The state comptroller shall prepare a check payable to the student (by name) and the approved institution for each scholarship recipient listed on the roster. Such checks and a certification roster with the amount of the scholarship indicated for each eligible student shall be forwarded to the institution for delivery to the student(s). No later than sixty (60) calendar days after receipt of the scholarship check(s), the approved institution shall deliver the individual check(s) to the eligible student(s) and return the completed certification roster to the Alabama Commission on Higher Education.

(8) If a student whose eligibility for a scholarship has been certified by an approved institution and the Scholarship Council becomes ineligible for a scholarship before the expiration of the institutional tuition refund period, the scholarship funds shall not be delivered to the student, but shall be returned to the Alabama Commission on Higher Education.

Author: Tim Vick

Statutory Authority: Code of Ala. 1975, §16-5-11.

History: Filed November 6, 1985. **Amended:** Filed January 6, 2011; effective February 10, 2011.

300-4-6-.07 **Refund Policies and Procedures.** Scholarship funds are considered received by a student when the State of Alabama Chiropractic Scholarship Program check is delivered to the student.

(a) If a student whose eligibility for a scholarship has been certified by an approved institution and the Scholarship Council becomes ineligible for a scholarship before the expiration of the institutional tuition refund period, the scholarship funds shall not be delivered to the student but shall be returned to the Alabama Commission on Higher Education.

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

(c) Each refund payment to the State of Alabama Chiropractic Scholarship Program shall include:

1. The name of the approved institution involved;
2. The name and social security number of the student;
3. The action which necessitated the refund, and the date of that action;
4. The direct institutional charges to the student for the academic term involved;
5. The amount of the student's scholarship payment for that term; and
6. The amount of the refund due the State of Alabama Chiropractic Scholarship Program.

Author:

Statutory Authority: Code of Ala. 1975, §16-5-11.

History: Filed November 6, 1985.

300-4-6-.08 **Review Procedures.**

(1) The institutional review will enable the Alabama Commission on Higher Education to express an opinion of the administrative controls and the compliance aspects of the State of Alabama Chiropractic Scholarship Program at the approved institution.

(2) The primary objectives of the institutional review are:

(a) To determine whether the institution's reports present information accurately and in conformity with the State of Alabama Chiropractic Scholarship Program Regulations, 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; and

(c) To provide constructive recommendations to the institution.

(3) The institution shall make all reports and information relative to the State of Alabama Chiropractic Scholarship Program available to the Alabama Commission on Higher Education.

(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 Alabama Commission on Higher Education.

(6) When an institutional review reveals sufficient problems pertaining to the State of Alabama Chiropractic Scholarship Program at an institution, the executive director of the Alabama Commission on Higher Education may:

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

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

(c) Demand payment of any State of Alabama Chiropractic Scholarship Program funds to a student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, or agreements.

(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 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 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 State of Alabama Chiropractic Scholarship Program funds to a student or repayment of funds to the State of Alabama to remedy a violation of applicable laws, regulations, or agreements; 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:

Statutory Authority: Code of Ala. 1975, §16-5-11.

History: Filed November 6, 1985.

300-4-6-.09 Maintenance Of Records.

(1) Each approved institution shall establish and maintain on a current basis adequate records which reflect all transactions with respect to program and fiscal activity as they relate to the administration of the State of Alabama Chiropractic Scholarship Program.

(2) The academic records for any award period shall be retained for a period of five (5) years following the date of certification of an application, unless a longer retention period is necessitated because of program review problems. In the event an approved institution closes or otherwise ceases operation and fails to matriculate students, institutional State of Alabama Chiropractic Scholarship Program records of the approved institution shall be forwarded to the Alabama Commission on Higher Education.

(3) Forms must be used to gather data in a uniform manner from each scholarship applicant; such forms shall contain information relative to all eligibility criteria for a State of Alabama Chiropractic Scholarship 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 State of Alabama Chiropractic Scholarship Program records and supporting documents maintained by the approved institution.

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

Author:

Statutory Authority: Code of Ala. 1975, §15-5-11.

History: Filed November 6, 1985.