WASHINGTON
OPPORTUNITY PATHWAYS

College Bound Scholarship

Program Manual

2013-14

College Bound Scholarship
WASHINGTON

Washington Student Achievement Council

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COLLEGE BOUND SCHOLARSHIP

Council Staff

Contact State Need Grant Staff for questions relating to awarding, allocations and repayment

CARISSA GLASSBURN Program Associate	Phone Email	(360) 753-7841 carissag@WSAC.wa.gov
VICTOR FERNANDEZ Payment Coordinator	Phone E-Mail	(360) 704-4153 victorf@WSAC.wa.gov
CHRIS DEMONTE Receivables Coordinator	Phone E-Mail	(360) 704-4165 chrisd@WSAC.wa.gov

Contact CBS Staff for questions relating to CBS application status and eligibility issues

BETH AHLSTROM Program Administrator	Phone Email	(360) 596-4808 betha@WSAC.wa.gov
CHRISTINA RICHMOND Program Specialist	Phone E-Mail	(360) 596-4805 christinaf@WSAC.wa.gov
MALLORY GOMEZ Program Coordinator	Phone E-Mail	(360) 596-4813 malloryg@WSAC.wa.gov
GRAY STERLING Program Assistant	Phone E-Mail	(360) 596-4804 grays@WSAC.wa.gov

Contact State Management Staff for policy issues

RACHELLE SHARPE Director of Student Financial Assistance	Phone Email	(360) 753-7872 rachelles@WSAC.wa.gov
JULIE JAPHET Associate Director	Phone Email	(360) 753-7840 juliej@WSAC.wa.gov
VICKI MERKEL Associate Director	Phone Email	(360) 753-7853 vickim@WSAC.wa.gov

Washington Student Achievement Council

917 Lakeridge Way SW
P.O. Box 43430
Olympia, WA 98504-3430
www.wsac.wa.gov

Portal: https://fortress.wa.gov/wsac/portal/

Secure Web site: https://fortress.wa.gov/wsac/secure

Agency phone number: (360) 753-7800

Agency fax number: (360) 753-7808

College Bound Scholarship web page: www.collegebound.wa.gov

Facebook Page: "I am College Bound"

Blog: http://collegeboundwa.edublogs.org

College Bound Processing Timeline

Month	Institution Action	Explanation
January and beyond	N/A	Students notified by the WSAC that their CBS application is matched to FAFSA.
February and beyond	Use "CBS Cruncher" to identify students who may be considered for awarding.	Campuses upload ready-to-award student SSNs into the CBS Cruncher in the WSAC Portal to identify valid CBS applications. The OKtoAward column will be marked Yes.
	Continue identifying and awarding students	Continue to upload your lists of students to the Cruncher frequently to: • Identify new students added to the cruncher • Determine students whose status may have changed
July and beyond	Confirm eligibility for awarded students prior to disbursement by viewing "OKtoPay"	WSAC will update the Cruncher to reflect High School graduation data received from OSPI. Students who attended private school or were home schooled must be validated individually by either the WSAC or the institution.
August/September	Private campuses include CBS awards in CSAW	CSAW includes a field for the CBS award amount.
Fall and as needed	Request payment from WSAC	Colleges will request payment for CBS following the same procedures as that of SNG. Public institutions will use the Portal to request cash, and the Private and Proprietary sectors will request reimbursement through CSAW. Campuses will not receive an initial CBS allocation – funds will be added to reserves on a funds-requested basis.
November/February/ May/July	Submit Interim Reports	Institutions will upload SNG and CBS data simultaneously via the file format and address edits for both programs.

COLLEGE BOUND SCHOLARSHIP

Overview

The College Bound Scholarship (CBS) is an early commitment of state funding that intends to alleviate the financial barriers preventing low-income middle school students from considering higher education as a possibility.

Since the College Bound Scholarship was created in 2007, over 137,000 students have applied as of April 2013. The first cohort of almost 16,000 students graduated in June 2012. The second cohort is of similar size but successive years have increasingly larger numbers of students.

Students and parents/guardians must file a complete CBS application in 7th or 8th grade with the Council that certifies the family income falls within the standards set by the USDA for eligibility for participation in the Free and Reduced-Price Lunch (FRPL) program; that the student participates in FRPL; the family receives Temporary Assistance for Needy Families (TANF) benefits; *or* the student is a foster youth. Foster youth in grades 7-12 are automatically enrolled for CBS via a data exchange with Department of Social and Health Services as required by legislation effective July 1, 2012. The Council verifies the application is complete and sends the student a certificate.

The College Bound student pledges to graduate from high school with a 2.0 cumulative GPA, have no felony convictions and file a FAFSA to determine income eligibility in the senior year. If the student does not meet these requirements, their application will not be valid. Students must self-report to WSAC if they have a felony conviction.

The scholarship coordinates with State Need Grant (SNG) and other state financial aid to cover tuition and fees (at public institution rates) and a small book allowance for income-eligible students. Students must attend campuses that are participating in the State Need Grant program.

College Bound Scholarship eligibility mirrors SNG in many ways. This manual is considered an addendum to the State Need Grant manual and outlines the areas where College Bound eligibility and processing differ from SNG.

Quick Glance – CBS eligibility criteria that differ from SNG:

Pre-HS Graduation	College Enrollment	Eligibility Monitoring
Meet Free -and Reduced -Priced lunch income standards	Enroll in college within one year of HS graduation	12 qtr/8 semester lifetime maximum
Complete a valid CBS application	Income within 65% MFI	5 year usage window from High School graduation
Graduate High School with a minimum cumulative 2.0 GPA		
No felony convictions before graduation		
Auto-enrollment for foster youth		

CHAPTER 1 - IDENTIFYING COLLEGE BOUND STUDENTS
– The CBS Cruncher

- **Matching Valid CBS Applicants to FAFSA Filers to Award and Pay Your Students**
- **Understanding the CBS Cruncher Codes**
- **The CBS Cruncher Layout and Codes**
- **Campus Systems Preparation Instructions**

Matching College Bound Valid Applications to FAFSA Filers

The Council's College Bound valid applicant database is matched to incoming FAFSA applications daily. As soon as this match is made the student's data is uploaded to the cruncher. This match confirming the student has a valid CBS application only occurs the first year the CBS student files a FAFSA.

Using the **CBS Cruncher,** campuses will upload their student data to match against the database. Campuses are presented with a list of students eligible for awarding consideration.

Please note that the College Bound Cruncher does not determine all CBS eligibility criteria. The CBS Cruncher checks for:

- Complete and valid CBS application on file at WSAC
- High school graduation with a 2.0 GPA
- Enrolled within one year of high school graduation
- Within 5-year eligibility window
- Within 12 quarter usage limit
- Outstanding repayments
- AA degrees

The campus determines all other eligibility criteria.

The CBS Cruncher is located in the Portal. From the main menu, select Program, then College Bound. Step-by-step instructions for using the CBS Cruncher are found in Chapter 4.

Similar to the SNG Archive Report, campuses will need to use the CBS Cruncher at the time of awarding and again prior to disbursement.

For the purpose of outreach to seniors, the Council has encouraged the campus recruitment, retention offices, and student services to connect with the financial aid office to match their FAFSA applicants to the Cruncher and identify students who have expressed an interested in attending that institution. The campus may then choose to communicate with prospective or admitted students, provided the student has indicated that campus on the FAFSA.

High school seniors who file the FAFSA are notified by the Council that their application was successfully matched to the FAFSA. See an example of this email communication at the end of this manual.

Understanding the CBS Cruncher Codes

OK to Award

Students marked "Yes" in the "OK to Award" field are valid CBS applicants that the Council has matched with FAFSA filers to identify those who are likely to meet high school requirements or have met them and who have met other criteria. These students are OK to package for CBS.

Students marked "No" have OSPI data indicating they are not likely to meet the high school graduation/2.0 GPA requirement, and/or the enrollment timeframe has expired, and/or the student owes a repayment. These students should not be packaged for CBS.

Students marked "Verify" did not have data available or were not on track for high school graduation requirements. Also, if the Council cannot confirm the student enrolled within one year of high school, they will be marked "verify."

The campus may ask the student to submit their final transcript to confirm that the student did graduate with a minimum 2.0 GPA or direct the student to contact the College Bound staff. Either the campus or the College Bound staff may change the Cruncher flag after confirmation.

Ok to Pay

OK to Pay" is similar to the SNG Archive process in that campuses verify eligibility at the time of initial awarding and again prior to disbursement. Depending on the awarding cycle, this may be the field to review in lieu of "OK to Award."

The Council will notify campuses beginning in July, and thereafter when OSPI data reflecting graduation has been loaded and campuses can confirm students are "OK to Pay." OSPI data matches will occur frequently throughout the summer and early fall as school districts finish reporting. A pilot program to gather this information from schools directly will be implemented this year. The initial data matches will include most students, however campuses must check the Cruncher to confirm their students are "OK to Pay" prior to disbursement.

Delay of Awarding

The Council encourages campuses to package College Bound students marked Yes in the "OK to Award" field with their initial award. Campuses electing to delay awarding of CBS until "OK to Pay" has been confirmed should consider the following factors:

- Students will be expecting to see CBS on their award offer creating financial aid office workload responding to inquiries. The Council's communications with students and partners have indicated the lack of CBS on an award letter may be due to:
    - No room in the student's financial need.
    - Student's family income above 65 MFI.
    - State aid met the maximum award amount.

- Campus was unable to identify the student – contact the Council.

- Awarding up-front and pulling back a few students determined to have not met high school requirements is anticipated to be less work than re-packaging all students.
  - GPA data reflect the large majority of FAFSA-filing seniors are on-track with a 2.0
  - The Council and OSPI will exchange data beginning in July to capture graduation information in a timely manner and the CBS Cruncher will be updated immediately.
  - Four-year campuses could confer with admissions offices to verify high school requirements.

- "It is advantageous to a campus to include CBS on awards as students compare award letters.
- A number of campuses have recruited CBS students and some offered early admission and special visit programs – a delay of award could be counterproductive.

CBS Application Status

A valid application has been reviewed by CBS staff and determined to be complete and timely. Students who want to appeal their CBS application eligibility should be directed to the Council's CBS staff.

High School Graduation Year

The anticipated year of high school graduation is noted for reference. Campuses do not need to review the "HS Requirements" field for continuing students previously determined eligible. However, the Cruncher will still need to be reviewed for the purpose of the scholarship timeframe criteria, quarters of eligibility remaining, repayments, etc.

Students who are verified to have graduated early may be awarded the College Bound Scholarship and the four-year award must be used within five years of their actual graduation year.

High School Requirements Met

College Bound Scholarship recipients must graduate from a Washington high school (public or approved private schools) with at least a 2.0 cumulative GPA or receive home-based instruction under 28A.200 RCW. The GED is not allowable.

Students at risk of graduating without a 2.0 are flagged as "unlikely" in the "HS Requirements Met" field. Students who were not enrolled in a public school or did not allow OSPI to release their graduation data to the Council are flagged as "unknown" in the HS Requirements Met field. Students may submit a copy of their final high school transcript to the WSAC.

Campuses are able to change the response to the "HS Requirements" field. The system will note which campus changed the response and all campuses will be able to view and accept the data as valid. Campuses are not required to verify high school requirements but may under these circumstances:

- The student inquires and is able to provide a final transcript verifying they met the requirements.

- To expedite the process: Four-year campuses are encouraged to review their admissions information to determine if students met the high school requirements. This may be more expedient to verify graduation and GPA than the WSAC data match with OSPI.

- The applicant was home schooled: Campuses are asked to verify that the high school graduation requirement has been met for home schooled students in alignment with their admissions and financial aid policies.

Campuses who verify high school graduation must change the HSRequirementsMet field or an edit will be triggered when requesting reimbursement or processing interim reports.

Enrollment Deadline

College Bound students must enroll no later than the fall term (as defined by the institution) one academic year following high school graduation.

College Bound students who did not enroll within a year of high school graduation will not be OK to Award. The record would have to be reviewed by the campus when a student inquired to determine if the student is continuing and was not previously income eligible or perhaps enrolled out-of-state.

Five Year Eligibility

Students must use the scholarship within five years of August of the high school graduation year. For example, students who graduate from high school in 2011-12 must begin their college enrollment by fall 2013, and have through the spring term of 2017 to receive scholarship funding. When five years has expired, the Cruncher field will no longer show Ok to Award or Pay.

CBS Terms Used/Remaining

The scholarship may be received for a maximum of four academic years (equivalent to 8 semesters or 12 quarters) and must be pro-rated for part-time enrollment. These fields will alert the aid administrator to the usage and remaining terms of eligibility.

Students Who Do Not Appear in the Cruncher

Students who inform the institution that they submitted the College Bound Scholarship application and received a College Bound certificate in middle school but are not in the Cruncher should be referred to the Council. College Bound staff will determine whether the student had a valid application on file.

CBS Cruncher Layout and Code Descriptions

Data that is entered only in the first year a CBS eligible student files a FAFSA	
SSN	9-digit number
LastName	Up to 75 characters
FirstName	Up to 50 characters
OKtoAward	**Yes – Student is likely to meet CBS eligibility requirements** **No – Student's GPA is below 1.5 and is not likely to make 2.0** **Verify – Council doesn't have information to say Yes or No**
OKtoAwardLastUpdated	The most recent date the student's OKtoAward status was changed Date format: d/m/yyyy h:m:s [AM|PM]
OKtoPay	**Yes – Student confirmed to have met grad. requirements** **No – Student did not meet graduation requirements – Do Not Pay**
OKtoPayLastUpdated	The most recent date the student's OKtoPay status was changed Date format: d/m/yyyy h:m:s [AM|PM]
CBApplicantStatus	**Valid CB Application – Complete CB application matched with FAFSA** **Invalid – Contact Council for Information** **Invalid – Failed to Meet CB App Deadline** **Invalid – Out of State** **Invalid – Could Not Match FAFSA to CB Application**
HSGradYear	4-digit number – estimated by CB application or OSPI data OR Unknown
HSRequirementsMet	**Yes – Final OSPI data confirmed graduation requirements met** **Likely – Preliminary OSPI data indicates likelihood of meeting req.** **Unknown – Council doesn't know if requirements have been met** **Unlikely – Preliminary OSPI data indicates meeting req. unlikely** **No – Final OSPI data confirmed grad. requirements not met**
Data that continues to be updated	
EnrollmentDeadlineMet	**Yes – Student enrolled in college within one year of H.S. graduation** **No – Student does not appear to have enrolled in college within one year** **n/a – One year has not passed since graduation**
FiveYearEligibilityWindowOpen	**Yes – Student is within the 5 year eligibility window** **No – The 5 year eligibility period has passed**
CBTermsUsed	Decimal number
CBTermsRemaining	Decimal number
InRepayment	**No – Student is not in repayment** **Yes – Student is in repayment**
NextEligibleAADegreeYear	(empty) or 4-digit number
NextEligibleAADegreeTerm	(empty) or one of the following: Summer1 Fall Winter Spring Summer2
LastUpdated	The most recent date that *any* of the columns have been changed Date format: d/m/yyyy h:m:s [AM|PM]

CBS Systems Preparation

Campuses can take the following steps to prepare to identify and award College Bound students:

1. Prepare a file to upload SSNs into the CBS Cruncher in the Council portal. This is necessary to identify the potential CBS applicants prior to awarding.

   Campuses can select one of three ways to communicate with the Council portal. *For questions regarding the REST web service or SFTP approach, please contact the IT staff person listed in the directory at the front of this manual.*

   - **Manually upload a file** via the Council's Portal web site: Any user with access may log into the CBS Cruncher and upload a text file containing SSNs (1 per row) to get the output on the page or via a CSV download file.
   - **HTTP REST Interface**: Systems capable of consuming web services may issue a HTTP POST request with a list of SSNs as the post data. This is expected to be authenticated using Basic Authentication through an SSL tunnel. The Council would create an API user account with permissions and a hard password without an expiration date for this purpose.
   - **SFTP**: The Council can also set-up an automated file transfer system. The campus would upload a file of SSNs and the Council would return a CSV data file.

2. Determine how to identify/flag potential CBS Awards in their system prior to awarding. The output can be viewed in the portal or downloaded as an Excel file.

3. Review previously awarded students for a change in eligibility status (either by a separate SSN file upload or evaluating the output accordingly).

4. Review the eligibility criteria in Chapter 2 to automate eligibility criteria where possible (such as 65% MFI and "gap fill" after other state aid).

CHAPTER 2 - CALCULATING THE AWARD

- **CBS and SNG Awarding Policies**
- **CBS Awarding Criteria and Amounts**

College Bound Scholarship and State Need Grant Awarding Policies

The College Bound Scholarship program design and funding assumed eligible students would receive SNG to cover a large portion of the scholarship. However, in recent years increasing numbers of eligible students have enrolled but did not receive SNG due to increased demand for funds.

The Council will partner with institutions to fulfill the intention in College Bound to coordinate with SNG. The Council is not asking campuses to "displace" students who otherwise would have been served by SNG in order to prioritize CBS students to receive SNG. There also will not be a Council "set aside" in SNG for CBS students who do not receive SNG.

SNG awarding policies cannot be altered in order to serve more students with CBS in an effort to stretch SNG dollars further. The Council encourages students to file the FAFSA by a February 1st priority date to maximize their access to SNG. The Council anticipates students who apply before February 1, and respond in a timely manner to other institutional requests (verification, campus applications, enrollment, etc.), will have access to SNG within the campus allocation. The Council also anticipates many students who file after February 1 will have access to SNG.

If your campus packages a student at a time when SNG is still being awarded, the CBS student should receive an SNG award amount as allowed within your packaging policies.

CBS Awarding Criteria

College Bound Scholarship Requirements That Differ From State Need Grant

The College Bound Scholarship will follow State Need Grant regulations in many areas. Please refer to the State Need Grant 2013-14 program manual for these requirements which are consistent between both programs, including:

- Satisfactory academic progress
- Repayment calculations and referrals
- 125% cap on program length
- Undergraduate
- State residency
- Citizenship/eligible non-citizen
- Eligible program of study
- Second Associate Degree
- Theology prohibition
- Fraudulent information
- FAFSA application and review of conflicting information

The initial eligibility areas are outlined in Chapter I and are monitored in the CBS Cruncher.

CBS awards are need-based and must be reduced or eliminated if students receive other need-based aid in excess of their financial need.

65% MFI Requirement

CBS students are required to file a FAFSA. The CBS student's family income must fall within 65% of the state's median family income (MFI). Student eligibility is verified annually including the 65% MFI standard. Students who are not income eligible in one academic year may gain income eligibility in future years within the five-year window from high school graduation.

The SNG policy that permits awarding to continuing recipients whose MFI changed by 3% or less is NOT applicable to CBS as the 65% MFI standard is statutorily required.

MFI Chart College Bound Scholarship 2013-14	
Family Size	**65% MFI** (Rounded to nearest $500)
1	$27,500
2	$36,000
3	$44,500
4	$53,000
5	$61,500
6	$70,000
7	$72,000
8	$73,500
9	$75,000
10	$76,500
11	$78,000
12	$80,000
13	$81,500
14	$83,000
15	$84,500
16	$86,000
17	$87,500
18	$89,500
19	$91,000
20	$92,500

Adjustment for More than One Family Member in College
The aid administrator shall increase the family size by one for every family member in college beyond the first when establishing the MFI cutoff. For example, a family of five with two in college is treated as a family of six on the income cutoff chart; a family of five with three in college is treated as a family of seven.

Years of CBS Eligibility/Summer Terms
Students may receive the College Bound Scholarship for no more than four academic years within a five-year period (12 quarters, 8 semesters or equivalent, prorated for part-time enrollment within the five-year period).

The four-year scholarship may be used during any terms within the five-year period, even if enrollment is not continuous. The Council's CBS Cruncher and College Bound State Need Grant Award Warehouse (CSAW) system will track the individual student's eligibility. Beginning in the summer of 2013, summer term will be eligible.

SNG, and therefore CBS policy, requires students be matriculated. Therefore, students home on break from out of state colleges are not eligible to receive CBS for summer term.

Part-time enrollment
The four-year scholarship will be pro-rated for part-time enrollment and students can enroll continuously. Part-time awards will be reduced in the same manner as SNG (75% for 9-11 quarter credit hours or equivalent, 50% for 6-8 quarter credit hours or equivalent, and 25% for 3-5 quarter credit hours or equivalent). Less-than-halftime eligibility will mirror SNG policy at this time.

Like SNG, a small CBS award will count against their terms of eligibility. In addition, the term will apply to the five calendar years from high school graduation. However, if eligible, CBS should be awarded.

Self-Help/Gift-Equity
CBS is viewed as a contractual obligation and as such cannot be reduced by a self-help requirement. CBS may not be limited by gift-equity packaging policies either.

CBS is considered self-help for the purposes of SNG. The SNG self-help expectation of 25% of the cost of attendance (or the alternative work calculation) will continue to be applied to **SNG. CBS** is included in the number of methods which can be used to meet the self-help requirement for SNG.

Award Amounts
As of the printing of this manual, award amounts for 2013-14 have not been made available by the Legislature.

There is no minimum CBS award. The value of the maximum CBS award shall be determined by the Council based on the amount of tuition and service and activity fees at public colleges and universities (as used for SNG purposes) plus five hundred dollars.

The maximum award is determined by tuition increases approved in the operating budget and student and activity fees at 15 credits plus the $500 allowance for books. Institutions that exceed budgeted tuition levels are assumed to meet the resulting gap from state aid to the raised tuition level as outlined in HB 1795 authorized in 2011.

The actual value of the individual student award shall be the difference between the maximum award less the value of any state funded grants or scholarships (gift assistance) the student receives, and further reduced if total need-based aid is in excess of need or the student attends part-time.

For private institutions, the maximum CBS award is based upon the average tuition and fees at budgeted levels for the research institutions. For proprietary institutions campuses, the maximum CBS award will be tied to CTC tuition and fees.

The award amounts represent the maximum award amount which would only be awarded in scenarios where the student receives no other form of state gift aid. These maximums are applicable to all eligible MFI ranges up to 65% MFI.

The Council will issue further guidance regarding grant amounts once the Legislature has passed the operating budget.

State Need Grant Dependent Care Allowance can be issued in addition to the maximum award when applicable.

Subtraction of State Financial Aid
Any other state funded grants or scholarships (gift assistance) must be subtracted from the maximum award. Currently active programs include:

- **State Need Grant** (the most likely state grant aid that CBS students will receive).
- **Passport to College Promise Scholarship** – a state scholarship program for current and former foster youth (students who receive Passport funds will likely have their maximum award met with a combination of State Need Grant and Passport scholarship funds).
- **Opportunity Scholarship** – A new private/public program administered by the College Success Foundation to help low- and middle-income Washington residents earn bachelor's degrees in science, technology, engineering, mathematics and health care.
- **SBCTC Opportunity Grant** – The Opportunity Grant helps low-income adults train for high-wage, high-demand careers. It is administered by the Washington State Board for Community & Technical Colleges.
- **American Indian Endowed Scholarship –** A scholarship for financially needy students with close social and cultural ties to an in-state American Indian community to pursue undergraduate and graduate studies.

Please note: State Work Study is not considered "other state gift aid" for this purpose.

Packaging Examples:

Mock four-year campus away budget where maximum CBS award is $8,500

Student is served by SNG

COA	$21,000
-EFC	-$1,000
NEED	$20,000
Pell Grant	$4,600
SNG	$7,600
CBS	$900
Self Help (work and or loan)	$6,900

Student is un-served by SNG

COA	$21,000
-EFC	-$1,000
NEED	$20,000
Pell Grant	$4,600
CBS	$8,500
Self Help (work and or loan)	$6,900

Student receives other state aid in excess of maximum award

COA	$21,000
-EFC	-$1,000
NEED	$20,000
Pell Grant	$4,600
SNG	$7,600
Passport	$3,000
Other self-help aid	$4,800

Mock public two-year campus at-home budget where the maximum CBS award is $4,500

Student is served by SNG and CBS contributes toward self-help of $2,750

(Self-help via $1,000 EFC, $900 in CBS and $900 in unmet need or need-based self-help award such as a subsidized loan)

COA	$11,000
-EFC	-$1,000
NEED	$10,000
Pell Grant	$4,600
SNG	$3,600
CBS	$900
Need-based self-help aid	$900

SNG applies to campus gift-equity of 60%

COA	$11,000
-EFC	-$1,000
NEED	$10,000
Pell Grant	$4,600
SNG	$1,400
CBS	$3,100
Sub Loan	$900
Unsub Loan	$1,000

Other Awarding Considerations

Institutions shall award the student all need-based and merit-based financial aid for which the student would otherwise qualify. CBS is intended to replace unmet need, loans, and, at the student's option, work-study award before any other grants or scholarships are reduced.

The following awarding considerations follow SNG regulations outlined in the SNG program manual:

- Retroactive payments
- Award rounding
- Fractional last term

CHAPTER 3 – INSTITUTION PAYMENTS & REPORTING

Verification of Students for Payment
All schools will verify that packaged students still qualify before disbursing CBS by uploading student data to the CBS cruncher and referencing the "OKtoPay" value. The Council will send email notification to campuses when the final OSPI data are posted in August and any subsequent data updates.

If students are "OKtoPay" and the data are later changed, the institution will not be liable for the funds. However, if the campus did not verify eligibility, the funds will not be reimbursed and the payment will be rejected.

Allocations
The Council does not provide an initial allocation for CBS. Instead, campuses will first request the amount of CBS needed to fund eligible CBS students and that amount will be added to their CBS allocation accordingly. The campus CBS allocation will increase in response to each request for funds.

Public Institutions
The Council will increase the campus' CBS allocation after each new cash request is received via the Portal. Unlike SNG, the CBS portion will follow the student; the absence of an initial allocation allows for unlimited awarding ability at the institution.

Private Institutions
The Council will increase the campus' CBS allocation after each new reimbursement is received via the Portal. Unlike SNG, the CBS portion will follow the student; the amount of the allocation does not limit the awarding ability at the institution.

Institutions will request reimbursements via CSAW.

SAP and Repayments
Campuses must apply their Satisfactory Academic Progress policy to CBS recipients.

In addition, the State Aid Repayment policy applies to CBS. The calculation and referral of College Bound Scholarship repayment accounts will align with the State Need Grant repayment processes. CBS and SNG each have discreet fund codes. Repayment referrals for CBS should be reported simultaneously but separately along with SNG referrals. Please refer repayments following the procedures outlined in the SNG manual for **SNG and CBS simultaneously.**

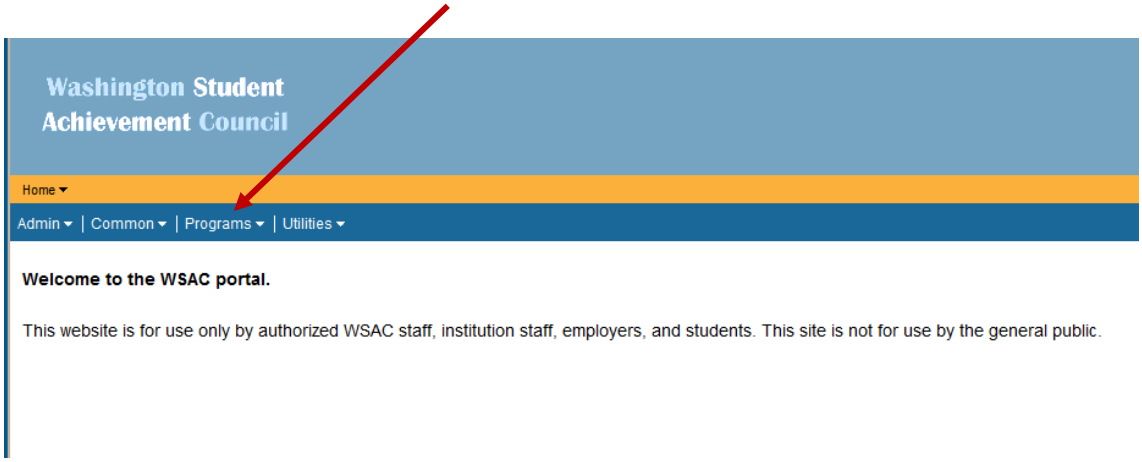
Reporting Requirements
The CSAW file format combines CBS and SNG interim reporting data. This allows campuses to report data for both programs simultaneously. The record layouts and due dates are outlined in the SNG manual. Instructions for completing Interim Reports can be found in the Portal.

Payments, awards, and reporting functions will run through the College Bound/State Need Grant Award Warehouse (CSAW). The payment request process is similar to State Need Grant. CSAW allows for both the CBS and SNG payments to be managed from the same screen.
Please note: All CBS students will be reported as served even if the award amount is zero. There may be eligible students who do not receive payments due to aid in excess of need or total state aid exceeded the maximum award.

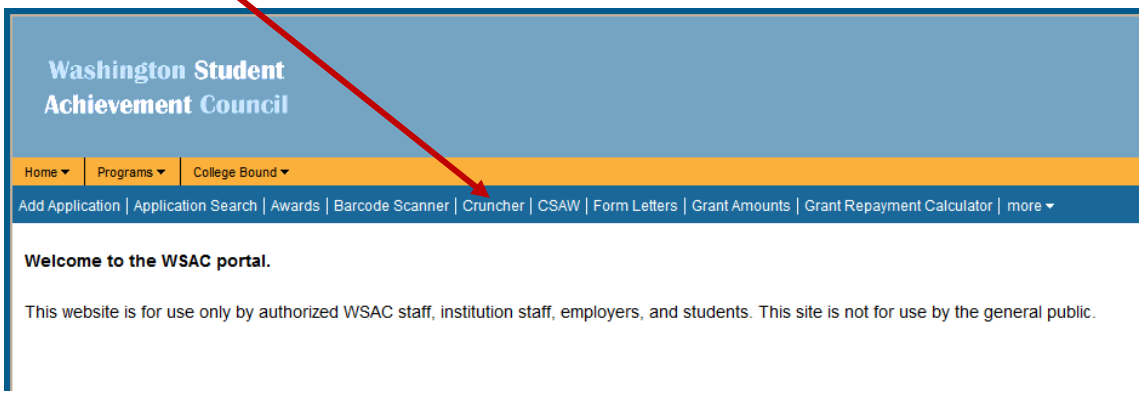
CHAPTER 4 – CBS CRUNCHER INSTRUCTIONS

Log on to the Portal at https://fortress.wa.gov/wsac/portal/default.aspx

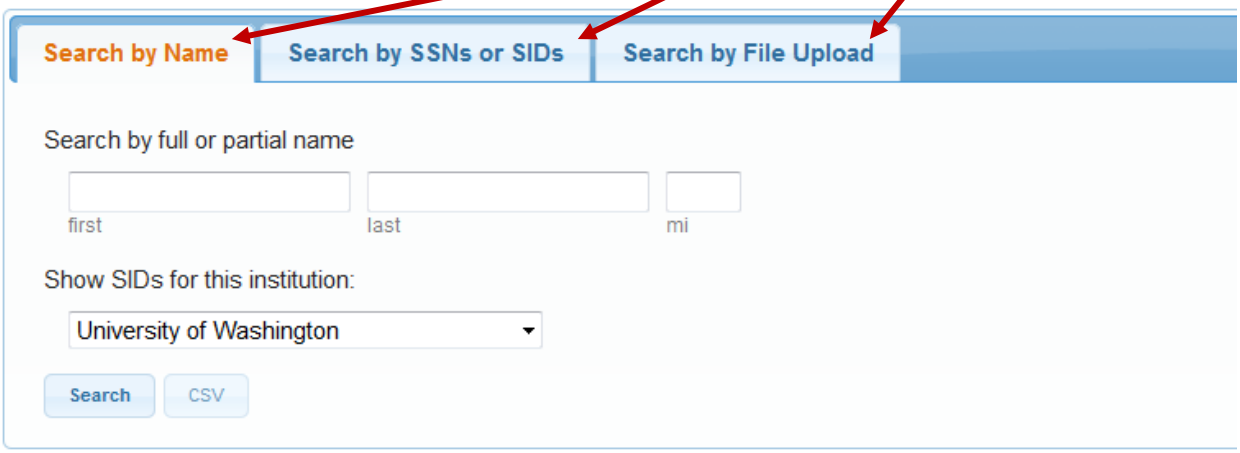
Select 'College Bound' from the Programs drop down.



Click on the Cruncher menu item.

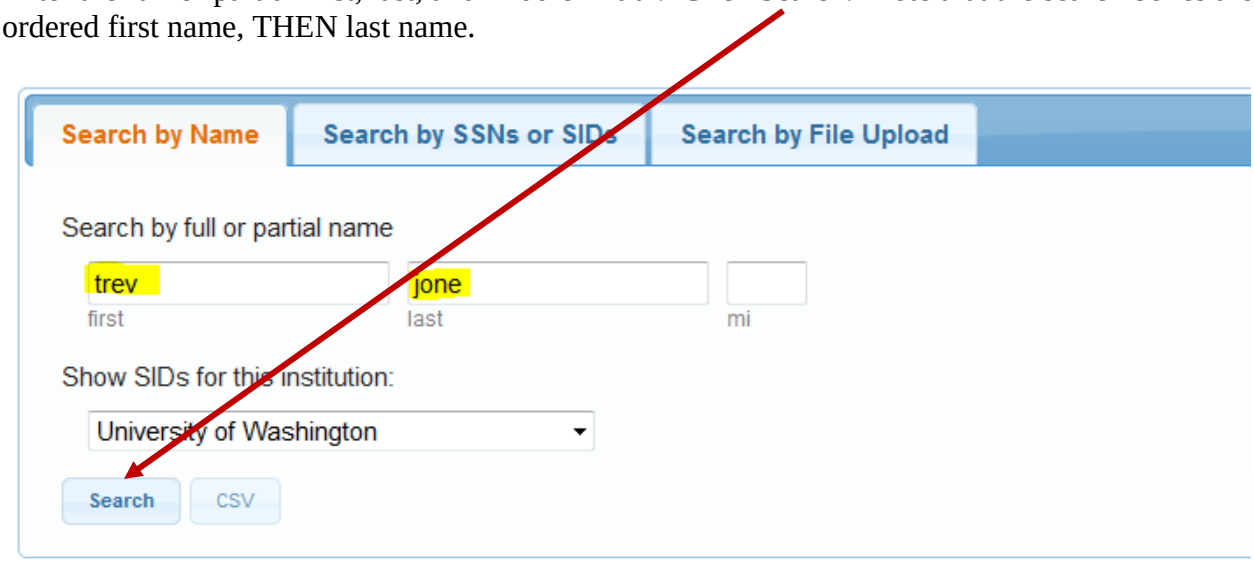


Click on the tab to choose a search method. Search by Name, SSNs, or Upload a File.

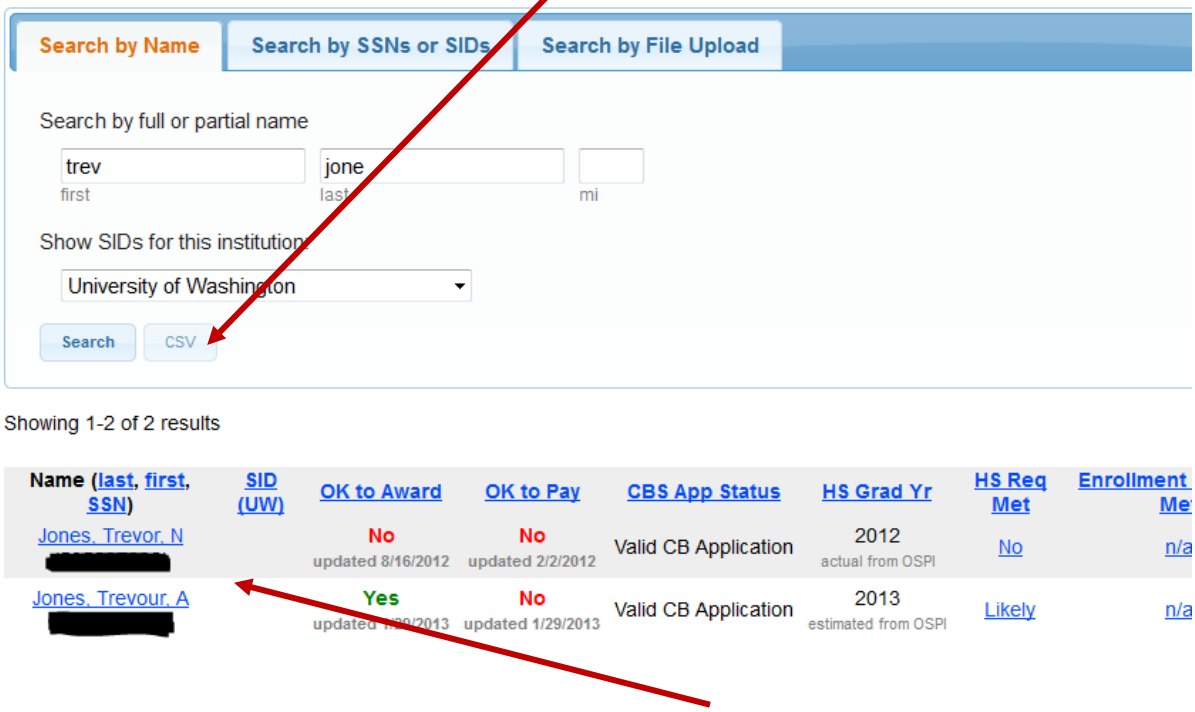


Searching by Name

Enter the full or partial first, last, and middle initial. Click Search. Note that the search boxes are ordered first name, THEN last name.



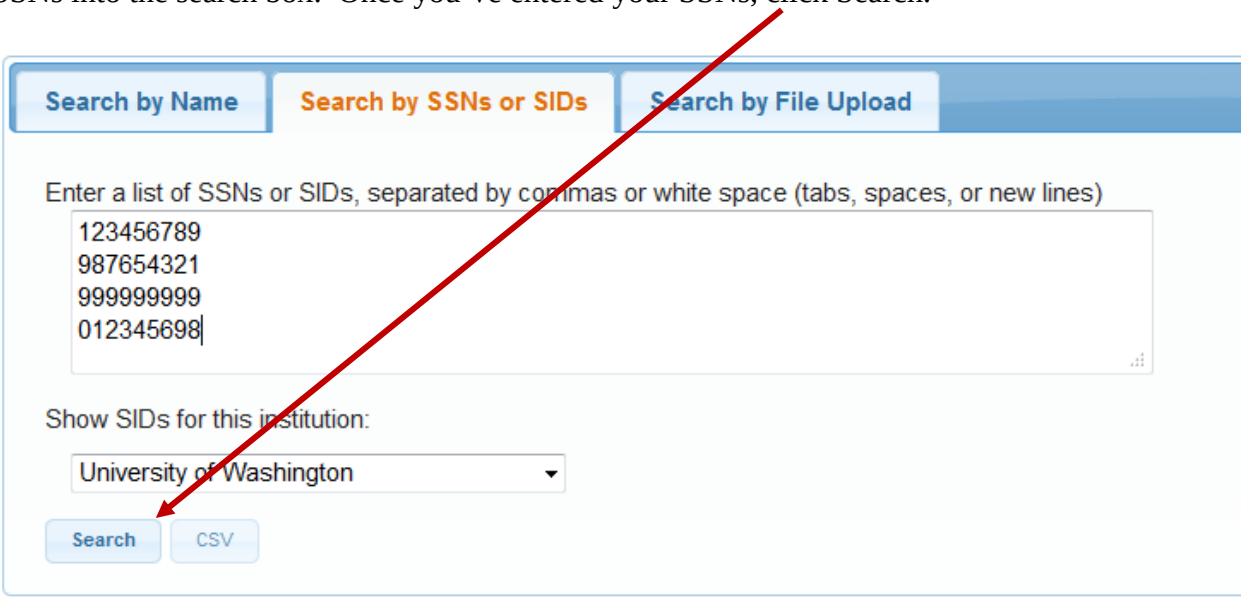
To download search results in Excel, click the CSV button.



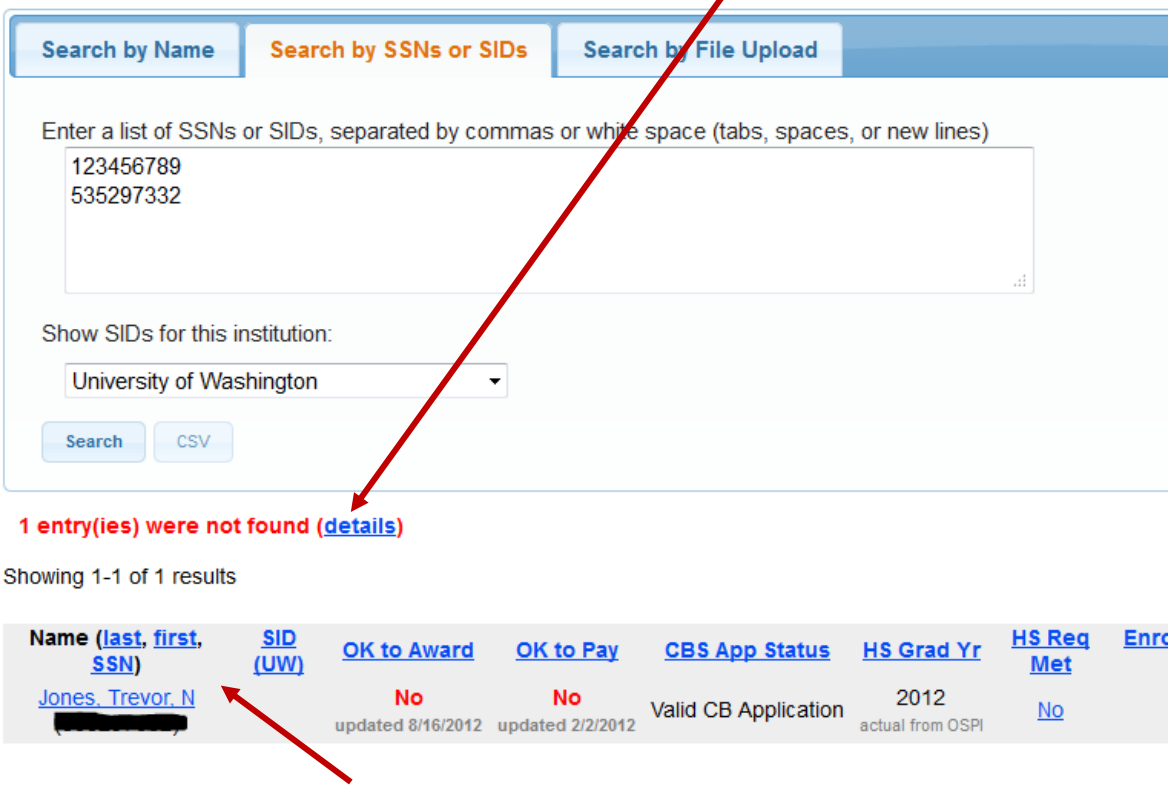
Otherwise, your results will display in list format below the search area.

Searching by SSNs

You can perform a search with multiple SSNs by entering a list of SSNs, separated by commas, tabs, spaces, or new lines. If you have an Excel spreadsheet of SSNs, you can copy and paste the column of SSNs into the search box. Once you've entered your SSNs, click Search.



You are notified of SSNs that do not display results. Click the details link to see which SSNs did not match to a CBS application.

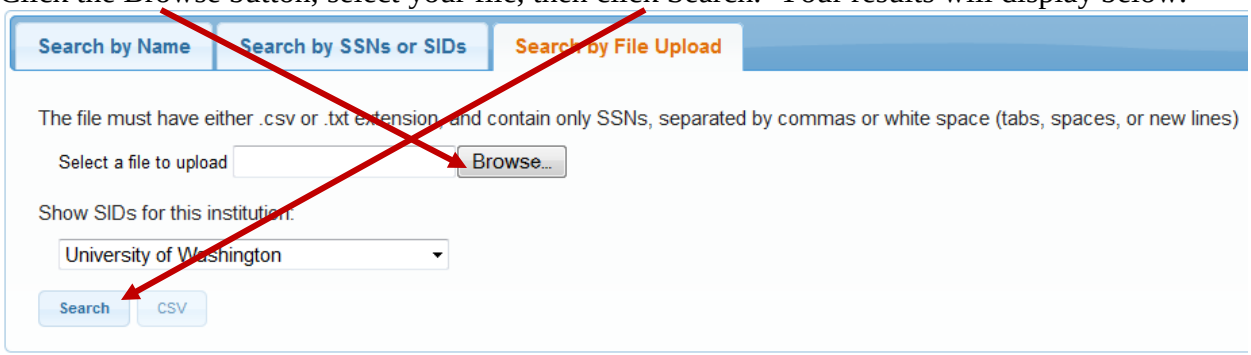


The results for the SSNs that do have a CBS application on file with Council will display below.

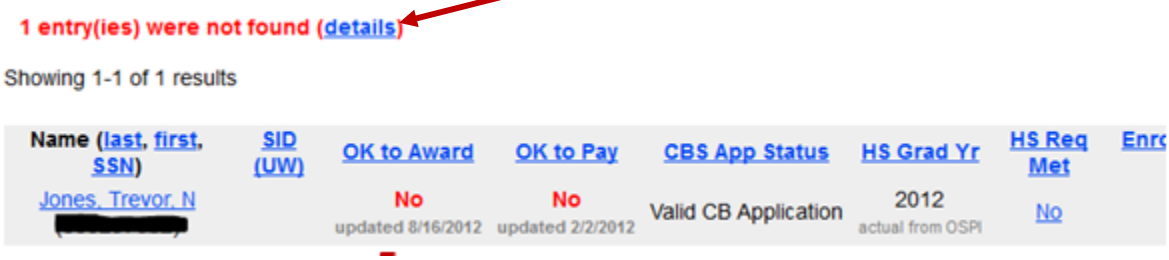
Searching by File Upload

You can upload a .csv or .txt file, with one SSN on each line.

Click the Browse button, select your file, then click Search. Your results will display below.



You are notified of SSNs that do not display results. Click the details link to see which SSNs did not match to a CBS application.



Proceed to the next section to learn how to interpret CBS cruncher search results.
Note: Refer to the CBS Cruncher Layout and Code Descriptions

Interpreting the Search Results

The Council depends on graduation and GPA data from the Office of the Superintendent of Public Instruction (OSPI), high school registrars or transcripts provided by students to determine if College Bound applicants met the program's eligibility requirements. The OSPI data includes students who attend public school and have given permission to share their information with the Council.

Those matched records are then matched with FAFSA data to provide colleges with eligibility information for students who have both applied for College Bound AND filed a FAFSA.

All OSPI data on graduating seniors is preliminary until late summer since graduation and GPA data cannot be compiled from the high schools and confirmed until that time. Therefore, the Council provides information to colleges on those students "likely" to meet the requirements during the packaging period and designate them "OK to award." This preliminary data from OSPI includes the students GPA as of the end of their junior year.

Students who are later confirmed to have met the requirements will then be listed by the Council as "OK to Pay." This confirmation occurs via data matches occurring between July 15 and November 15. Students who have valid applications but are not included in the OSPI match will be asked to submit their final transcript to the Council for determination. Either the institution or the Council can change the HS Req Met field after verifying the students GPA and graduation.

The AA degree fields will display as indicated below.

AADegreeEligible	**Yes** **No**
NextAAEligibleYear	**4-digit number** **OR** **n/a**
NextAAEligibleTerm	**Summer 1** **Fall** **Winter** **Spring** **Summer 1** **n/a**

Here is a preview of what your search results will look like full screen. You can sort results by any category by clicking on the blue column heading.

Showing 1-15 of 69 results

Name (last, first, SSN)	SID (UW)	OK to Award	OK to Pay	CBS App Status	HS Grad Yr	HS Req Met	Enrollment Deadline Met	5-yr Elig. Open	CBS Qtrs Used	CBS Qtrs Remaining	In Repayment	Next Eligible AA Degree (term, year)	Last Updated
Jones, Asianette, M [redacted]		Yes updated 6/18/2012	Yes updated 9/4/2012	Valid CB Application	2012 estimated from OSPI	Yes	Yes	Yes	0.000	12.000	No		11/6/2012
Jones, Samantha, A [redacted]		Yes updated 1/31/2012	Yes updated 11/9/2012	Valid CB Application	2012 actual from OSPI	Yes	Yes	Yes	0.000	12.000	No		12/10/2012
Jones, Markie, I [redacted]		Yes updated 3/20/2012	Yes updated 8/6/2012	Valid CB Application	2012 actual from OSPI	Yes	Yes	Yes	0.000	12.000	No		1/29/2013
Jones, Rebecca, M [redacted]		Yes updated 4/26/2012	Yes updated 8/16/2012	Valid CB Application	2012 actual from OSPI	Yes	Yes	Yes	0.000	12.000	No		11/7/2012
Jones, Andrew, D [redacted]		Yes updated 1/31/2012	Yes updated 11/20/2012	Valid CB Application	2012 actual from OSPI	Yes overridden by WSAC	Yes	Yes	0.000	12.000	No		12/10/2012
Jones, Trey, M [redacted]		Yes updated 2/14/2012	Yes updated 8/6/2012	Valid CB Application	2012 actual from OSPI	Yes	Yes	Yes	0.000	12.000	No		11/4/2012
Jones, Malik [redacted]		No updated 2/12/2013	No updated 7/25/2012	Valid CB Application	2012 actual from OSPI	No	n/a	Yes	0.000	12.000	No		2/12/2013
Jones, David, C [redacted]		Yes updated 3/11/2013	No updated 3/11/2013	Valid CB Application	2012 estimated from OSPI	Likely	n/a	Yes	0.000	12.000	No		3/11/2013

In the example below, data is sorted by OK to Award, by clicking on the OK to Award column heading.

Showing 1-7 of 7 results

Name (last, first, SSN)	SID (UW)	OK to Award	OK to Pay	CBS App Status	HS Grad Yr
Jones, Thomas, E [redacted]		No updated 10/11/2012	No updated 1/31/2012	Valid CB Application	2012 actual from OSPI
Jones, Trevor, N [redacted]		No updated 8/16/2012	No updated 2/2/2012	Valid CB Application	2012 actual from OSPI
Jones, Trey, M [redacted]		Yes updated 2/14/2012	Yes updated 8/6/2012	Valid CB Application	2012 actual from OSPI
Jones, Tabitha [redacted]		Yes updated 3/1/2012	Yes updated 2/27/2013	Valid CB Application	2012 actual from OSPI
Jones, Trevour, A [redacted]		Yes updated 1/29/2013	No updated 1/29/2013	Valid CB Application	2013 estimated from OSPI
Jones, Tyler [redacted]		Yes updated 2/11/2013	No updated 2/11/2013	Valid CB Application	2013 estimated from OSPI
Jones, Timothy, R [redacted]		Yes updated 3/11/2013	Yes updated 3/11/2013	Valid CB Application	2012 actual from OSPI

All of the students with a YES in the OK to Award column can be packaged for College Bound.

Students with a NO in the OK to Award column cannot be packaged.

Name (last, first, SSN)	SID (UW)	OK to Award	OK to Pay	CBS App Status	HS Grad Yr	HS Req Met	Enrollment Deadline Met
Jones, D'Nara, M [redacted]		Yes updated 2/14/2012	Yes updated 10/1/2012	Valid CB Application	2012 actual from OSPI	Yes	n/a
Jones, Dallas, A [redacted]		No updated 8/9/2012	No updated 8/9/2012	Valid CB Application	2012 actual from OSPI	No	n/a
Jones, David, C [redacted]		Yes updated 3/11/2013	No updated 3/11/2013	Valid CB Application	2012 estimated from OSPI	Likely	n/a
Jones, Deezjuan, T [redacted]		Yes updated 1/3/2013	No updated 1/3/2013	Valid CB Application	2013 estimated from OSPI	Likely	n/a

Students cannot be <u>paid</u> CBS funds until there is a YES in the OK to Pay column.

Name (last, first, SSN)	SID (UW)	OK to Award	OK to Pay	CBS App Status	HS Grad Yr	HS Req Met	Enrollment Deadline Met
Jones, D'Nara, M [redacted]		Yes updated 2/14/2012	Yes updated 10/1/2012	Valid CB Application	2012 actual from OSPI	Yes	n/a
Jones, Dallas, A [redacted]		No updated 8/9/2012	No updated 8/9/2012	Valid CB Application	2012 actual from OSPI	No	n/a
Jones, David, C [redacted]		Yes updated 3/11/2013	No updated 3/11/2013	Valid CB Application	2012 estimated from OSPI	Likely	n/a
Jones, Deezjuan, T [redacted]		Yes updated 1/3/2013	No updated 1/3/2013	Valid CB Application	2013 estimated from OSPI	Likely	n/a

In the example above, none of the students can be paid yet because final OSPI data has not arrived.

Email Communication to CBS students after FAFSA matches CBS application

Your FAFSA application has been successfully matched with the College Bound Scholarship (CBS) application you submitted in middle school to the Washington Student Achievement Council (the Council).
Find out what happens next and what you must do.
1. Review Your Student Aid Report (SAR) sent to you by the Department of Education after you submit your FAFSA.
• It summarizes the information you provided on the FAFSA and indicates whether your FAFSA is complete *or* that you need to provide more information.

What You Must Do
• Read all the information on the SAR. Is it correct and complete - did you list all the colleges you are considering?
• Login to your FAFSA to correct any errors. Common errors include no signatures, incorrect Social Security number, date of birth, etc.
• Update your FAFSA after your taxes are filed.
2. Complete College Forms
• In addition to filing the FAFSA, you must apply for admission to college and complete the college's financial aid forms.
• You must be admitted to a college before you receive your financial aid award.

What You Must Do
• Complete all the forms required by the Admissions and Financial Aid offices.

• Respond to requests for additional information immediately. Don't delay – it could affect your college acceptance and financial aid.

3. Fulfill the College Bound Scholarship Requirements

• Graduate from high school or complete a home school program. GED recipients do not qualify.
• Graduate with a cumulative high school grade point average of 2.0 or higher on a 4.0 scale.
• Have no felony conviction.
• Be a U.S. citizen or eligible non-citizen based on the standards for federal student financial aid and have a Social Security number or other documentation when completing the FAFSA. Go to http://studentaid.ed.gov/glossary#letter_e and scroll to *eligible non-citizen* for a complete definition.

Note: Participants in the Deferred Action for Childhood Arrivals are not eligible for federal or state financial aid.

• Be accepted to an eligible college and register for classes in a timely manner.
~ For a list: http://www.wsac.wa.gov/sites/default/files/SNG_EligibleInstitutions2012-2013.pdf
~ Enroll in college no later than the fall term (as defined by the college) one academic year following high school graduation. For example, if you graduate by August 2013 you have until fall 2014 to begin using the Scholarship
• Meet the income eligibility requirement. See the income chart at http://www.wsac.wa.gov/node/524

What You Must Do

• Confirm with your high school counselor that you are on track to graduate and that your cumulative grade point average (the average GPA for all your high school classes) is a 2.0 or higher.
• Apply to several eligible colleges that offer programs you are considering. If there is an application fee,

ask the Admissions office if you are eligible for a waiver.

Reminders

1. Get organized.
~ Choose one email address for college correspondence and check it often.
~ Create a financial aid file. Include copies of all the documents you receive and submit. *Start with this email.*
2. Share information with your parents/guardians so they can help.
3. College Bound is not a 'full ride.'
~ To pay for the other costs – housing and food, transportation, and personal expenses, you may have federal grants, loans, scholarships, and work study. Find out about these programs at studentaid.ed.gov/types
~ Learn common financial aid terms at studentaid.ed.gov/glossary
4. Search for scholarships at the counselor's office and online at www.thewashboard.org.
5. While you are in college:
~ Complete a FAFSA every year by the priority filing date of February 1.
~ Meet your college's Satisfactory Academic Progress (SAP) requirements.
~ Plan to finish your degree while you have financial aid available. You may receive your College Bound Scholarship for no more than four academic years within a five-year period.
6. Stay informed.
~ Like the "I am College Bound" Facebook page.
~ Visit www.collegebound.wa.gov

SAVE THIS EMAIL!

Chapter 5 - Rules and Laws

Chapter 28B.118 RCW

College bound scholarship program

RCW Sections

28B.118.005 Intent -- Finding.

28B.118.010 Program design.

28B.118.020 Duties of the office of the superintendent of public instruction.

28B.118.030 Duty of school districts -- Notification.

28B.118.040 Duties of the higher education coordinating board.

28B.118.050 Grants, gifts, bequests, and devises.

28B.118.060 Rules.

28B.118.075 Caseload estimate.

28B.118.005
Intent — Finding.

The legislature intends to inspire and encourage all Washington students to dream big by creating a guaranteed four-year tuition scholarship program for students from low-income families. The legislature finds that, too often, financial barriers prevent many of the brightest students from considering college as a future possibility. Often the cost of tuition coupled with the complexity of finding and applying for financial aid is enough to prevent a student from even applying to college. Many students become disconnected from the education system early on and may give up or drop out before graduation. It is the intent of the legislature to alert students early in their educational career to the options and opportunities available beyond high school.

28B.118.010
Program design. (Effective July 1, 2012.)

The office of student financial assistance shall design the Washington college bound scholarship program in accordance with this section and in alignment with the state need grant program in chapter 28B.92 RCW unless otherwise provided in this section..

(1) "Eligible students" are those students who qualify for free or reduced-price lunches. If a student qualifies in the seventh grade, the student remains eligible even if the student does not receive free or reduced-price lunches thereafter.

(2) Eligible students shall be notified of their eligibility for the Washington college bound scholarship program beginning in their seventh grade year. Students shall also be notified of the requirements for award of the scholarship.

(3) To be eligible for a Washington college bound scholarship, a student must sign a pledge during seventh or eighth grade that includes a commitment to graduate from high school with at least a C average and with no felony convictions. Students who were in the eighth grade during the 2007-08 school year may sign the pledge during the 2008-09 school year. The pledge must be witnessed by a parent or guardian and forwarded to the office of student financial assistance by mail or electronically, as indicated on the pledge form.

(4)(a) Scholarships shall be awarded to eligible students graduating from public high schools, approved private high schools under chapter 28A.195 RCW, or who received home-based instruction under chapter 28A.200 RCW.

(b) To receive the Washington college bound scholarship, a student must graduate with at least a "C" average from a public high school or an approved private high school under chapter 28A.195 RCW in Washington or have received home-based instruction under chapter 28A.200 RCW, must have no felony convictions, and must be a resident student as defined in RCW 28B.15.012(2) (a) through (d).

(5) A student's family income will be assessed upon graduation before awarding the scholarship.

(6) If at graduation from high school the student's family income does not exceed sixty-five percent of the state median family income, scholarship award amounts shall be as provided in this section.

(a) For students attending two or four-year institutions of higher education as defined in RCW 28B.10.016, the value of the award shall be (i) the difference between the student's tuition and required fees, less the value of any state-funded grant, scholarship, or waiver assistance the student receives; (ii) plus five hundred dollars for books and materials.

(b) For students attending private four-year institutions of higher education in Washington, the award amount shall be the representative average of awards granted to students in public research universities in Washington.

(c) For students attending private vocational schools in Washington, the award amount shall be the representative average of awards granted to students in public community and technical colleges in Washington.

(7) Recipients may receive no more than four full-time years' worth of scholarship awards.

(8) Institutions of higher education shall award the student all need-based and merit-based financial aid for which the student would otherwise qualify. The Washington college bound scholarship is intended to replace unmet need, loans, and, at the student's option, work-study award before any other grants or scholarships are reduced.

(9) The first scholarships shall be awarded to students graduating in 2012.

(10) The state of Washington retains legal ownership of tuition units awarded as scholarships under this chapter until the tuition units are redeemed. These tuition units shall remain separately held from any tuition units owned under chapter 28B.95 RCW by a Washington college bound scholarship recipient.

(11) The scholarship award must be used within five years of receipt. Any unused scholarship tuition units revert to the Washington college bound scholarship account.

(12) Should the recipient terminate his or her enrollment for any reason during the academic year, the unused portion of the scholarship tuition units shall revert to the Washington college bound scholarship account.

28B.118.020
Duties of the office of the superintendent of public instruction. (Effective July 1, 2012.)

The office of the superintendent of public instruction shall:

(1) Notify elementary, middle, and junior high schools about the Washington college bound scholarship program using methods in place for communicating with schools and school districts; and

(2) Work with the office of student financial assistance to develop application collection and student tracking procedures.

28B.118.030
Duty of school districts — Notification.

Each school district shall notify students, parents, teachers, counselors, and principals about the Washington college bound scholarship program through existing channels. Notification methods may include, but are not limited to, regular school district and building communications, online scholarship bulletins and announcements, notices posted on school walls and bulletin boards, information available in each counselor's office, and school or district scholarship information sessions.

28B.118.040
Duties of the office of student financial assistance. (Effective July 1, 2012.)

The office of student financial assistance shall:

(1) With the assistance of the office of the superintendent of public instruction, implement and administer the Washington college bound scholarship program;

(2) Develop and distribute, to all schools with students enrolled in grade seven or eight, a pledge form that can be completed and returned electronically or by mail by the student or the school to the office of student financial assistance;

(3) Develop and implement a student application, selection, and notification process for scholarships;

(4) Track scholarship recipients to ensure continued eligibility and determine student compliance for awarding of scholarships;

(5) Subject to appropriation, deposit funds into the state educational trust fund;

(6) Purchase tuition units under the advanced college tuition payment program in chapter 28B.95 RCW to be owned and held in trust by the *board, for the purpose of scholarship awards as provided for in this section; and

(7) Distribute scholarship funds, in the form of tuition units purchased under the advanced college tuition payment program in chapter 28B.95 RCW or through direct payments from the state educational trust fund, to institutions of higher education on behalf of scholarship recipients identified by the office, as long as recipients maintain satisfactory academic progress.

28B.118.050
Grants, gifts, bequests, and devises. (Effective July 1, 2012.)

The office of student financial assistance may accept grants, gifts, bequests, and devises of real and personal property from any source for the purpose of granting financial aid in addition to that funded by the state.

28B.118.060
Rules. (Effective July 1, 2012.)

The office of student financial assistance may adopt rules to implement this chapter.

28B.118.075
Caseload estimate.

The caseload forecast council shall estimate the anticipated caseload of the Washington college bound scholarship program and shall submit this forecast as specified in RCW 43.88C.020.

Chapter 250-84 WAC **Last Update: 8/16/10**

College bound scholarship rules

WAC Sections

250-84-010 Purpose.

250-84-020 Definitions.

250-84-030 Eligible applicant.

250-84-040 Program promotion to eligible students.

250-84-050 Tracking of scholars.

250-84-060 Eligibility for receipt of college bound scholarships.

250-84-070 Scholarship award.

250-84-080 Appeals.

250-84-090 Grant disbursement to institutions.

250-84-100 Program administration and audits.

250-84-010
Purpose.

The college bound scholarship as authorized by chapter 28B.118 RCW is designed to inspire and encourage Washington middle school students from low-income families to dream big. The early commitment of state funding for tuition may alleviate the financial barriers preventing students from considering college as a future possibility.

250-84-020
Definitions.

"Board" means higher education coordinating board.

"C average" means a 2.0 grade point average on a 4.0 scale.

"FAFSA" means Free Application for Federal Student Aid.

"High school graduation" means students must graduate from a public high school, private high school approved under chapter 28A.195 RCW, having met requirements to earn a high school diploma as defined in WAC 180-51-061 or 180-51-066, whichever is applicable.

"Legal guardian" means the person appointed by the court to take legal action on behalf of and be responsible for a minor.

"Median family income" means the median income for Washington state, adjusted by family size and reported annually in the federal register and used that year for the administration of the state need grant program.

"OSPI" means office of superintendent of public instruction.

"Tuition and fees" means tuition, building, operating, service and activity fees as are used for purposes of determining the state need grant award.

250-84-030
Eligible applicant.

(1) Washington students in 2007-08 and thereafter may apply who are:

(a) Enrolled in the seventh and eighth grade in a public or private school as approved by chapter 28A.195 RCW or home school as defined by chapter 28A.200 RCW; and

(b) Meet the income eligibility as defined in subsection (2) of this section.

Eligible students enrolled in eighth grade in 2007-08 were granted a one-time extension to sign the pledge during the 2008-2009 school year as ninth graders.

(2) Seventh or eighth grade students are eligible to apply if one of these requirements are met:

(a) Family income falls within the monthly or annual standards set by the U.S. Department of Agriculture (USDA) for eligibility for participation in the free or reduced price lunch program (FRPL); or

(b) Student participates in the free or reduced price lunch program; or

(c) Family receives TANF benefits; or

(d) Student is a foster youth.

To determine eligibility in unusual circumstances, or for assistance in defining household size, foster youth status, and other criteria, the board will refer students and families to the district or school staff who oversee FRPL, and will refer to the USDA FRPL guidelines.

If a student qualifies in the application year, the information is not required to be updated throughout the middle and high school years. However, income will be verified using the FAFSA upon college enrollment. See WAC 250-84-060, eligibility for receipt of scholarship.

(3) Eligible applications are considered complete when the signed pledge has been received by the board.

(a) A student must sign a pledge during seventh or eighth grade that commits them to:

(i) Graduate from high school with at least a C average.

(ii) No felony convictions.

(b) The section of the application that indicates eligibility must be completed.

(c) The pledge must be signed by a parent or legal guardian to attest the information is true and accurate.

(d) The signature page for the electronic application, or the signed paper application, must be received by the board.

(e) The deadline for the application is June 30th of the student's eighth grade year.

(i) Electronic applications must be received by June 30th and paper applications must be postmarked by June 30th.

(ii) Missing information for applications received on or before June 30th will be accepted until the student enters the ninth grade year.

Exceptions to the deadline will be made on a case-by-case basis by the board based on extenuating circumstances.

250-84-040
Program promotion to eligible students.

The role of the board, OSPI and school districts related to notification to students, families, and school personnel about the college bound scholarship is defined under chapter 28B.118 RCW.

(1) The board shall develop and distribute to all schools with students enrolled in seventh or eighth grade, an application pledge form that can be completed and returned electronically or by mail by the student or the school to the board.

The board will provide K-12 partners, professional associations, and college access programs with program information annually.

(2) The role of OSPI is to notify elementary, middle, and junior high schools about the college bound scholarship program using methods in place for communicating with schools and school districts.

OSPI will encourage schools and districts to target communications to eligible students to the greatest extent possible. Methods may include, but are not limited to, personalized letters, integrating the application into student conferences, or holding sign-up events.

(3) The role of each school district is to notify students, parents, teachers, counselors, and principals about the Washington college bound scholarship program through existing channels.

Notification methods may include, but are not limited to, regular school district and building communications, on-line scholarship bulletins and announcements, notices posted on school walls and bulletin boards, information available in each counselor's office, and school or district scholarship information sessions.

250-84-050
Tracking of scholars.

The statute requires the board and OSPI to develop tracking procedures to ensure continued eligibility and to determine compliance for awarding of college bound scholarships (RCW 28B.118.020 and 28B.118.040).

(1) The board shall:

(a) Develop and implement a student application, selection, and notification process for scholarships.

(b) Collect authorization to release information from the student and parent(s)/legal guardian(s).

(c) Develop a web-based application tool and paper application annually.

(d) Notify applicants of missing information in a timely manner.

(e) Notify applicants of their status of complete application in a timely manner.

(f) Treat applications confidentially and hold in a secure environment.

(g) Provide complete applicants information regarding disbursement of the scholarship and contact information for the board.

(h) Require applicants to update their address and other contact information with the board.

(2) OSPI will work with the board to develop student tracking procedures.

The board and OSPI will share data regarding the progress of college bound scholarship students such as current school, grade level, grade point average, and expected graduation date on at least an annual basis through high school graduation, following agency protocols for data exchange and security.

(3) The board will track complete applicants and monitor progress toward graduation to determine compliance for awarding of scholarships.

(4) The board will share data and authorized student information from the application for program sign-up efforts and to provide support services to scholars who have already applied.

(a) The board will share information with schools and approved college access providers who will provide services to college bound scholarship students to support their academic success, if the proper release of information has been provided by the student and parent(s)/legal guardian(s).

(b) Aggregate data will be provided periodically and as requested to schools, districts, and partners to improve sign-up efforts.

250-84-060
Eligibility for receipt of college bound scholarships.

To be eligible to receive the annual scholarship disbursement, college bound scholarship students who have met the requirements outlined in WAC 250-84-030, must:

(1) Graduate from a Washington high school with at least a C average or receive home-based instruction under chapter 28A.200 RCW.

(2) File a FAFSA (see priority consideration under WAC 250-84-070(1)).

(3) Be accepted to an institution participating in the state need grant program within the state of Washington (requirements outlined in WAC 250-20-013).

(4) Enroll no later than the fall term (as defined by the institution) one academic year following high school graduation.

For example, students graduating by August 2012 have until fall 2013 to begin using the scholarship.

(a) Students who graduate early will be assumed to follow the time frame of their senior year cohort. However, if they enroll early, the four-year scholarship will need to be used within five years of their initial enrollment date.

(b) Scholarships will not be disbursed prior to fall 2012.

(c) Students will be considered to have enrolled upon earning credit(s) for the term or receiving the first scholarship disbursement, whichever comes first.

(5) Have an annual family income at or below sixty-five percent of the state's median family income as determined by the income reported on the FAFSA and verified by the institution the student is attending. See subsection (6)(d) of this section.

(6) Receive the college bound scholarship for no more than four academic years within a five-year period.

(a) The four-year scholarship may be used during any terms within the five-year period, even if enrollment is not continuous.

(b) The scholarship must be used within five academic years of August of the high school graduation year.

For example, students who graduate from high school in 2011-12 must begin college enrollment by fall 2013, and have through spring of 2017 to receive the scholarship.

(c) The total college bound award is limited to twelve quarters, eight semesters or equivalent, prorated for part-time enrollment within the five-year period.

(d) If students do not meet the income requirement in subsection (5) of this section in any year within the five-year period, they may still receive the scholarship for any year(s) they do meet the income requirement. Receipt of the four-year scholarship does not have to be continuous.

(7) Comply with the other eligibility criteria to receive the college bound scholarship as outlined for the state need grant program in WAC 250-20-011 including, but not limited to, requirements related to residency, undergraduate student status, academic program eligibility including the theology prohibition, enrollment level, satisfactory academic progress, and repayments.

The requirements for state need grant that do NOT apply to college bound scholarships are the equivalent of five-year limitation for state need grant under WAC 250-20-011(6) since the college bound scholarship is a four-year award.

250-84-070
Scholarship award.

(1) The college bound scholarship is intended to combine with the state need grant program to ensure eligible students have the opportunity to receive sufficient state financial aid to meet the cost of full tuition, plus five hundred dollars for books each year. The award is intended to replace unmet need, loans, and at the student's discretion, work-study.

(2) The value of each college bound scholarship shall be determined by the board annually based on the amount of tuition and fees at public colleges and universities (as used for state need grant purposes) plus five hundred dollars, less the amount of state need grant the student qualifies for based on the student's MFI, and less any other state aid awarded.

(a) In order to receive the maximum state need grant for which the student qualifies, the student must meet the financial aid priority consideration deadline for the institution the student plans to attend.

(b) College bound scholarship awards will be prorated for part-time attendance as outlined in WAC 250-20-041 (4)(b).

Sector college bound scholarship award amounts (such as public research, regional and two-year, and private career and private four-year) shall follow base award amounts determined for the state need grant program.

250-84-080
Appeals.

Appeals regarding application eligibility under WAC 250-84-030 should be directed to the board. Appeals regarding scholarship eligibility and awards under WAC 250-84-060 and 250-84-070 shall follow the process outlined under WAC 250-20-071 for state need grant purposes.

250-84-090
Grant disbursement to institutions.

(1) Cash requests and reimbursements will follow procedures similar to state need grant.

(2) A student-by-student reconciliation will be completed each term and filed with the board at the end of each academic year.

(3) Recalculations as a result of awards in excess of tuition charges shall follow the tolerance outlined in state need grant rules or guidance.

250-84-100
Program administration and audits.

(1) The staff of the board under the direction of the executive director will manage the administrative functions relative to college bound scholarship.

(2) The board will review institutional administrative compliance as outlined in WAC 250-20-061.

Any student who has obtained a college bound scholarship through means of willfully false statement or failure to reveal any material fact affecting eligibility will be subject to applicable civil or criminal penalties and repayment.