



Operating Guidelines

Overview of Program

- Applies to all students with a student type of 'H' (all dual enrollment students)
- First two lower-division courses (6 credits*) are tuition-free through scholarship funds (*reminder: all dual enrollment course are already fee-exempt*)
 - **potentially more, variance is allowed to campuses (described further below)*
- For those with demonstrated hardship, tuition will continue to be paid for through the scholarship for coursework beyond the courses/credits covered 1-2-Free
- The program begins Fall 2018 and is not retroactive. No refunds will be given for previous terms' coursework, and no previous coursework will apply toward the two course (6 credit) limit. Students' course history is irrelevant. If they have taken dual enrollment in the past they are still eligible for this program
- OCHE will reimburse institutions for all scholarships provided
- Course fees (special materials, book fees, etc.) will continue to be charged to the students in the same fashion as prior to enactment of the program

Implementation Guidance

Campuses will create three scholarships with a **single fund code and detail code** as follows:

- 6-Credit Scholarship (FinAid Fund and Detail Code 12FR)
 - Scholarship will be awarded with a dollar limit corresponding to 6 times the amount of your per credit tuition rate. (Ex: If tuition rate is \$50 per credit, scholarship award is \$300).
- 3-Credit Scholarship (FinAid Fund and Detail Code 12FR)
 - Scholarship will be awarded with a dollar limit corresponding to 3 times the amount of your per credit tuition rate. (Ex: If tuition rate is \$50 per credit, scholarship limit is \$150).
- Hardship Scholarship (FinAid Fund and Detail Code 12FR)
 - Scholarship will be awarded with a \$2000 limit (this amount should be sufficient to cover any tuition expenses for a given student).

The scholarship fund code needs to be set up in RFRMGMT using Detail Code Rules. On this tab of the form, enter the detail code(s) that your institution uses for tuition charges for dual enrollment students, leaving the Percent column at 100%.

On the Disbursement tab, the following values should be set:

- If Disbursement Load Code greater than Package Load Code: D=Disburse 100%
- Payment Percent for Three Quarter Load: 100%
- Payment Percent for Half Load: 100%
- Payment Percent for less than Half Load: 100%
- Change Load During Period: A
- Use Attending hours: Unchecked
- +/- Days for Attending Hours: Blank

- Enrollment Rule: Standard
- Use Disbursement Enrollment Edits for Memo: Unchecked
- Recoup when Award Reduced: Checked
- If Ineligible Before Cutoff Date: B=Backout Disbursement
- If Ineligible Before After Cutoff Date: B=Backout Disbursement
- If Selected for Verification but is Not Complete: Y=Yes allow disbursement

Setting up the fund code with these parameters will allow the scholarship to disburse to a student's account in a similar fashion to an exemption. The dollars will disburse up to the amount of tuition charged for the term and will automatically adjust the value should drops/adds occur. It will also prevent any money from the scholarship from being applied to charges that are outside of the tuition detail code.

Process

The 6-credit scholarship should be entered for all Fall 2018 or later students with a Student Type of H, either through a manual process or through an automated process that runs prior to nightly assessment as new registrations are created. This will allow all current students to receive a tuition reduction up to the dollar equivalent of 6 credits (for example, if a student enrolls in a 4-credit course, the scholarship will cover all four credits for the semester). For spring semester (and all following semesters), a process should be developed by each campus to either manually or programmatically award the 6 credit scholarship for all 'H' students who have not taken a course in Fall 2018 or later, award the 3 credit scholarship for anyone who has taken one course (regardless of credit), or award no scholarship for those who have completed two courses (regardless of credit) in Fall 2018 or later.

OCHE will set the eligibility criteria for the Hardship Scholarship, campuses shall develop and implement the application process for determining and documenting eligibility. To be eligible, the student or their household must participate in at least one of the state/federal programs listed below. Campuses have the leeway to design their own Hardship Scholarship Application process for students to use to apply for the Hardship Scholarship (form, deadlines, procedure, required documentation, involvement of the high school, campus office/department that coordinates the application) so long as the following is reflected in that process:

- Campuses shall consistently use the criteria we have listed to award/deny the hardship scholarship to students (listed below).
- The application process is designed by the campus is to be as minimal a burden on students as possible.
- The application should be tracked in RRAAREQ with a new code of 12FREE, with a corresponding status indicating approval when the criteria have been met. As an example, status codes of R (received, not reviewed), A (approved), and D (denied) could be used. Schools are free to use status codes of their choosing. The status codes will need to be conveyed to OCHE (John Thunstrom) for appropriate cross-walking if you opt to not use the codes described above.

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| ☐ Receive free or reduced school lunch | ☐ Household participates in TANF |
| ☐ Household participates in SNAP/ WIC | ☐ Household member receives SSI |
| ☐ McKinney-Vento Participant | ☐ Household participates in Head Start |
| ☐ Household receives Sec. 8 housing voucher | ☐ Household member participates in Medicaid and/or Healthy Montana Kids |

Any student who has already paid for the Fall 2018 semester should be refunded the amount up to the scholarship limit, and schools need to ensure that if any third-party contract was used that the refund goes to the appropriate third-party (not the student).

Accounting and Fund Codes

Accounting should be handled as follows:

- Dual enrollment tuition should be assessed using the same processes as have been used historically once the student enrolls. Tuition revenue is recorded and an account receivable (AR) is set up in the general operating fund.
- Financial aid applies the scholarship using the 12FR fund code. Each campus would record 62828A “Dual Enrollment” in the scholarship designated fund which reduces the AR on the student’s account in the general fund.
- To balance the general fund and designated fund, cash is taken out of the scholarship fund to give to the general fund.
- Since OCHE is funding the scholarships on a reimbursement basis (at the end of the semester), the scholarship fund will go negative until OCHE sends the cash to replenish the scholarship designated account.
- OCHE will initiate an Inter-unit Journal (IUJ) to send the cash to the designated scholarship fund. The revenue in the campus designated scholarship fund will be recorded as State Grants and Contracts (MSU Banner 53920, UM Banner 50148)

Withdrawals

Procedures for handling 1-2-Free Scholarships for students that withdraw from courses are as follows:

- If a student withdraws from a course after the Withdrawal Deadline and receives a “W” for the course (i.e. the student paid tuition and does not receive a refund), the 1-2-Free Scholarship should remain applied to the student’s record for the amount that corresponds to the number of credits withdrawn.
- If a student withdraws from a course before the Withdrawal Deadline and does not receive a “W” for the course (i.e. if the student paid tuition and should receive a refund), the 1-2-Free Scholarship should be removed from the student’s record, if it was applied, for the amount that corresponds to the number of credits withdrawn.

Potential Issues

- Using this process, it is possible for a student to get more than 6 credits of tuition covered. If for example, a student takes a 4-credit course in Fall and a 3-credit course in Spring, both would be fully covered. Conversely, if a student takes a 3-credit course in Fall and a 4-credit course in Spring, the student would need to cover the cost of the additional credit above 6. We are trying to err on the side of helping the student where possible and will evaluate how widespread an issue this is as we devise our performance metrics.
- Because tracking the scholarships will occur at the institutional level, High Schools offering coursework through multiple campuses may have students who receive scholarships from multiple institutions, meaning they could get up to 6 credits of free tuition from each institution. We will evaluate how prevalent this is in our performance metrics and develop a system-wide approach to dealing with it if it becomes necessary. For the time being, know that this could happen but try to avoid advertising it as a possibility to students.
- Students who elect to take 1 or 2 credit courses may end up being stuck with a bill for subsequent courses even though they have not met the 6-credit threshold. In these instances, OCHE delegates authority to offer the student an additional scholarship to cover coursework up to the 6-credit amount. Should your office determine this is appropriate for a student, notify OCHE of the exception. We will gather this information to evaluate program effectiveness and potentially adjust our methodology after conclusion of the pilot year.