

MINA' BENTE OCHO NA LIHESLATURAN GUÅHAN
2006 (SECOND) Regular Session

Introduced

DEC 01 2006

Bill No. H02 (EC)

Introduced by:

L.F. Kasperbauer LFK
J.T. Won Pat J

3:29 p.m. fr

**AN ACT TO APPROVE THE REVISIONS TO THE
ADMINISTRATIVE RULES AND REGULATIONS OF THE
UNIVERSITY OF GUAM'S *STUDENT FINANCIAL
ASSISTANCE PROGRAM (SFAP).***

BE IT ENACTED BY THE PEOPLE OF GUAM:

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2
3 **Section 1. Approval of Administrative Rules and Regulations.** The
4 Administrative Rules and Regulations of the *Student Financial Assistance*
5 *Program (SFAP)* as transmitted to the Legislative Secretary by the University of
6 Guam on December 1st, 2006 and attached hereto are hereby approved.



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN

OFFICE OF THE SENIOR VICE PRESIDENT
ACADEMIC & STUDENT AFFAIRS

December 1, 2006

Senator Edward J. Calvo
Secretary of the Legislature
155 Hesler Place
Hagatna, GU 96910

RE: Transmission of Updated Government of Guam Student Financial Assistance Rules (SFAP) and Regulations

Dear Secretary of the Legislature,

Attached please find a proposed revised copy of the Government of Guam Student Financial Assistance Programs (SFAP) Rules and Regulations. Following the Board of Regent's public hearing and after consultation with your office, they have been updated and are provided for your disposition in accordance with 17 GCA Chapter 15 Financial Assistance, § 15105.

Yours sincerely,

for - Helen J.D. Whippy
Senior Vice President, Academic and Student Affairs

Senator Edward J.B. Calvo SECRETARY OF THE LEGISLATURE ACKNOWLEDGEMENT RECEIPT	
Rcv'd by: <i>N.K.K.</i>	Print Name & Initial
Time: <i>10:00</i>	Date: <i>12-1-06</i>

cc: Senator Lawrence F. Kasperbauer

NURSING TRAINING SCHOLARSHIP PROGRAM
(As amended by PL 25-137, PL 26-09, PL 26-22, PL 28-97, & PL 25-149)
Effective: AY 2006-2007

1.0 BACKGROUND AND STATUTORY AUTHORITY. _____

The Board of Regents of the University of Guam is authorized under the Title 17 of the Guam Code Annotated, to formulate rules and regulations to equitably and efficiently administer the Nursing Training Scholarship Program, as listed in Chapter 15 of Title 17 of the Guam Code Annotated.

2.0 DEFINITIONS. _____

As used in these rules and regulations, the following terms will have the following meaning.

- (a) **Academic Year:** Fall and Spring Semesters for semester calendar system.
- (b) **Board:** the Board of Regents of the University of Guam.
- (c) **Cash Repayment:** monetary cash repayment for the period the deficiency was made and no service credit allowed.
- (d) **Fee:** general laboratory and course fees applied to all students.
- (e) **Full-time Status:** minimum of twelve (12) or more credit hours per semester and six (6) credit hours for Summer term (any combination of A, B, or C session).
- (f) **Major Program:** selected students will pursue the prescribed program leading to the attainment of an Associate's or Bachelor's degree in Nursing, as approved by the Board of Regents at the time they are selected and enrolled in the Program.
- (g) **Promissory Note:** Document signed by the student and their guarantors promising to repay the loan in accordance with the rules and regulations specified under the program.
- (h) **Recipient:** an applicant of the Nursing Training Scholarship program who was selected based on meeting all eligibility requirements, certified by the School of Nursing as a Nursing student, and approved by the Board of Regents.
- (i) **Resident:** a United States Citizen or Permanent Resident Status (Green card holder) who has been a resident of Guam for a continuous period of at least one (1) year by *June 15th prior to the beginning of the academic year the award is to be awarded.*
- (j) **Service Credit:** repayment of award obligation through employment service, upon completion of studies.
- (k) **Stipend:** payment disbursed on a monthly installment.
- (l) **Co-Signers:** Guam Residents who are financially and legally responsible.
- (m) **2nd Bachelor's degree:** a student who holds a Bachelor's Degree in any subject other than Nursing shall be eligible for the program, provided that all other eligibility requirements are met (PL 28-97).

3.0 LIMITATIONS AND PRIORITIES _____

The number of students in the program annually shall be limited only by the available space at the University of Guam and/or the availability of funds. In the event of limited space and/or funds, priority shall be given to students at the highest level of training and closest to the completion of their program as indicated on application and concurred by the School of Nursing.

4.0 APPLICATION PROCEDURE AND REQUIREMENTS. _____

An applicant for nursing scholarship must comply with the following procedures and requirements:

- (a) Applicants must submit the official application prescribed by the Board and obtainable at the Financial Aid Office and the School of Nursing and Health Sciences. Applications shall include the following information:
 - 1. Evidence of eligibility in accordance with Section 5.0
 - 2. Evidence of acceptance into a nursing program clearly defined in Section 5.0(c)
- (b) Completed applications must be submitted to the Board through the Financial Aid Office no later than **April 30th** of each year.

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5.0 CRITERIA OF ELIGIBILITY. _____

The following are eligibility requirements for the Nursing Training Program:

- (a) Applicant must have completed high school or otherwise be declared eligible for admission to the Nursing program by the University of Guam.
- (b) Applicant must be a United States citizen or a permanent resident alien and a resident of Guam for at least one (1) year prior to the academic semester or term the student is admitted, registered, and enrolled in the program.
- (c) Applicant must have satisfactorily completed any pre-nursing program requirements and be recommended by the appropriate authority in the School of Nursing, who will certify that the applicant has been admitted or is eligible for admission into the undergraduate nursing degree program.
- (d) Acceptance to the University of Guam as a full-time student to register for a minimum of 12 credit hours each semester and a minimum of 6 credit hours during the Summer session (Summer session optional).

6.0 SELECTION PROCEDURE. _____

- (a) Each eligible applicant will be placed on a list submitted to the School of Nursing for certification of acceptance/non-acceptance into the Nursing program. In the event any applicant is not accepted into the Nursing program, a decline letter will automatically be sent to applicant. A final list of eligible applicants will be prepared and forwarded to the Board of Regents for approval/denial.
- (b) The Board of Regents shall, at a regular or special meeting, approve the selection of the recipients.
- (c) Within five (5) working days of the Board's action, notice of award shall be sent certified mail to each recipient. The recipient of the Nursing Training Scholarship Program must notify the Board of Regents within thirty (30) days of postmarked or stamped date of notice of the award whether the recipient will accept the award. If the recipient fails to do so, the award is thereby forfeited and offered to the next eligible recipient (if applicable). If a recipient declines to accept the Nursing scholarship after it has been offered, such recipient shall no longer be entitled to receive such award from the Board of Regents and may apply for the next academic year.
- (d) All recipients shall attend a mandatory orientation to complete the award process. Failure to attend said orientation is cause to deny the Nursing Training Scholarship program. All documents required by the Financial Aid Office to complete the award process will be received and completed by the recipient during the orientation process.

7.0 ATTENDANCE. _____

Recipients are to attend the University of Guam, School of Nursing to obtain an Associates Degree in Nursing or a Bachelor of Science degree in Nursing.

8.0 PROMISSORY NOTE. _____

All Nursing Training recipients shall execute a Promissory Note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the award in the event the student fails to comply with service obligations one hundred eighty (180) days from required employment date. Financial ability to repay includes but is not limited to documentation such as tax forms, employment verifications, business license, etc. No funds under this Program shall be disbursed while the recipient is attending the recipient's approved institution until the note is submitted to the Financial Aid Office and the recipient is found to be in compliance with the requirements under this Program. In addition, a separate Promissory Note shall be executed for Summer enrollments.

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All monies disbursed during attendance under the Nursing Training Scholarship Program will become due and payable in event of default or for cash (non-service credit) and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years (17 GCA §15112). The University of Guam Collections Department will compute the recipient's monthly installment payments, in the event of default or for cash (non-service credit) repayments.

9.0 AWARD BENEFITS. _____

No recipient may receive benefits beyond four calendar years normally required to complete such nursing student's program. Recipients are entitled to the following benefits:

- (a) Tuition and fees each academic year to be paid by the Student Financial Assistance fund for a period of not more than four (4) years in an undergraduate program at the University of Guam.
- (b) A ten (10) month allowance shall be paid to a nursing recipient at the following rates:

Class Level*	Monthly Allowance
Freshmen	\$250.00 per month
Sophomore	\$375.00 per month
Junior	\$500.00 per month
Senior	\$625.00 per month

*Allowance for Summer attendance is awarded based on class level for the Academic Year. Class levels are automatically up-graded every Fall semester based on the certification from the School of Nursing.

- (c) An allowance of Two Hundred Fifty Dollars (\$250.00) per semester and One Hundred Dollars (\$100.00) maximum for summer will be granted for textbooks to be disbursed in accordance with regulations adopted by the Board.
- (d) Optional – Summer: Each recipient shall be entitled to tuition, fees, and textbooks for Summer session (any combination of A, B, or C) courses on a full-time basis, upon the receipt of Summer schedule and completion of Promissory Note.

10.0 TRANSACTION. _____

Under the direction of the President, the Office of Administration & Finance shall be responsible for:

- (a) Disbursements and collection of funds and/or service credit awarded recipients under the Nursing Training Program.
- (b) Disbursements of tuition/fees, books, and stipends to recipients shall be made upon certification by the School of Nursing that all requirements for stipends are met. Stipends are based on the recipient's level in the nursing training program, as determined by School of Nursing.
- (c) Stipends at the beginning of each academic year will be disbursed in September (for August and September).
- (d) Summer stipends will be disbursed in July (for June and July).

11.0 OBLIGATION OF RECIPIENTS. _____

In order to remain in good standing and to continue in the scholarship program, recipients shall be required to meet the following:

- (a) Comply with all Nursing Training Scholarship program regulations as established by the Board of Regents and duly adjudicated.
- (b) Maintain a ***minimum cumulative*** grade point average of not less than ***2.5*** each semester or Summer in the program. *In the event a recipient drops below the minimum cumulative grade point average, the recipient shall be placed on probation for a period to be determined by the*

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Board of Regents, but such probationary period shall not exceed three (3) semesters, exclusive of summers or intercessions.

- (c) Submit an official transcript within thirty (30) days at the end of each semester.
- (d) Must enroll for and maintain full-time student status, minimum twelve (12) credit hours per semester (Fall/Spring) and minimum of six (6) credit hours for Summer session.
- (e) Obtain written approval by special request from the Board before (with or without funding):
 - (1) transferring to another institution: transfer(s) may be approved by the Board if such transfer(s) would not extend the length of time required to complete the program;
 - (2) changing major program: change(s) may be approved by the Board if such change(s) would not extend the length of time required to complete the program (change of major is not allowed during the last academic year of attendance);
 - (3) Withdrawing from any institution, unless such withdrawal was due to circumstances beyond the recipient's control and the Board subsequently approves such withdrawal in writing.
- (f) Changes to award status, known as 'special requests', shall be submitted in writing from a recipient to the Financial Aid Office. Such status change shall include, but will not be limited to the following: change of major, change of professional or technical program, change of institution, change of graduation date, deferment of attendance, or deferment of service obligation.
 - (1) Except for deferment requests and change of graduation date, special requests shall be submitted to the Financial Aid Office no later than two (2) months (sixty (60) calendar days) prior to the start of the academic term for which the request is to take effect. Requests received after the two (2) months (sixty (60) calendar days), shall be acknowledged and returned without any action indicating non-compliance with the deadline requirement.
- (g) A recipient who fails in two or more subjects during any semester or Summer is subject to dismissal from the scholarship program.
- (h) A recipient may appeal to the Board through the *Nursing Administrator via the Financial Aid Office* for reinstatement to the program.
- (i) A recipient must be certified as remaining in good standing in the Nursing Program at the end of each semester, with certification being provided by the appropriate Nursing Program authority to the Financial Aid Office.
- (j) All recipients must agree to work on Guam, for a period of time equal to the period of training under the program.
- (k) All recipients must provide proof of full-time employment within six (6) months after graduation by submitting a Verification of Employment. Employment verifications shall be submitted by the recipient every six (6) months (June and December of each year). If a recipient wishes to continue the recipient's education as a full-time student at a graduate or professional school, the recipient may defer his/her employment obligation on Guam until such additional studies are complete; provided, written approval has been granted from the Board. Failure to begin employment on Guam within six (6) months of graduation shall be cause for monetary repayment to become immediately due and payable in monthly monetary payments.
- (l) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the respective institution as needed to comply with Board regulations.

12.0 FORFEITURE.

Any one or combination of the following may constitute sufficient reason for dismissal from the program:

- (a) Suspension or dismissal for academic deficiency, disciplinary reason(s) or conviction of a felony.
- (b) Forfeiture of the award under any one or combination of the provisions herein established.

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- (c) Failure to enroll in the Fall semester of the academic year immediately following the granting of the award, unless deferment of the enrollment in that semester is approved by the Board of Regents. A recipient granted such deferment will forfeit the award for failure to enroll in the next semester immediately following the approved deferment.
- (d) Failure to maintain a cumulative grade point average of 2.5 each term, except a recipient may be allowed not more than three regular academic terms to regain this average without cancellation of award.
- (e) Failure to maintain full-time status.
- (f) Failure to abide by any one or combination of the provisions of these policies as established by the Board of Regents of the University of Guam.

A recipient who forfeits an award and who regains entitlement of the award pursuant to §§12(b) and (c) shall not be required to repay the amount awarded for that academic term in which the academic deficiency or failure to maintain full-time status occurred until after graduation, or other termination of studies for any other reason.

13.0 SERVICE CREDIT. _____

For the purpose of repayment, the recipient shall receive:

- (a) As a condition of selection in the program, each recipient shall agree to accept employment within six (6) months from completion of his/her nursing degree upon becoming a licensed registered nurse or a licensed practical nurse in the public health system of Guam including Guam Memorial Hospital Authority, the Department of Public Health and Social Services, and the Department of Mental Health and Substance Abuse, as school health counselors in the Department of Education or the Guam Community College, or in private clinics licensed to do business on Guam, and to continue in such employment for a period of time equal to the period of training under the program.
- (b) A recipient shall further agree that, in the event he fails to complete the program or refuses to fulfill the obligation set forth in (a), he/she shall then repay the Government of Guam through the Financial Aid Office, an amount equal to the total monthly allowance paid to the recipient, including actual cost of the government for textbooks and supplies.
- (c) In-Service Training Resident Nurses shall be obligated to work for the Government of Guam for a period of two (2) years for each year of training received, failing which the recipient shall be obligated to repay the actual cost of the total monthly allowances, textbooks, and supplies.
- (d) **Service Credit.** The recipient shall receive service credit for each year of employment on Guam. If the recipient begins employment on Guam within six (6) months after graduation without interruption, the recipient is considered to have met the obligation to the Board and will receive credit beginning on the date of employment. A year of service credit is twelve (12) months. In the event that any portion of the assistance is not repaid through service credit, the amount unpaid in service credit shall become due and payable.
- (e) **Postponement.** If the recipient does not begin employment as required by §13(a) herein within six (6) months after graduation to continue studies at a graduate or professional school on a regular full-time, on-campus basis, at an accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal may be submitted in writing to the Board for approval. Furthermore, postponement of service obligation through service may be granted those who are experiencing a family or medical emergency, in which an appeal may be submitted in writing to the Board for approval.
- (f) **Unapproved Postponement.** The recipient who does not obtain prior approval from the Board and who does not return and begin employment on Guam within six (6) months after graduation must pay in cash the total amount received per year, calculated on a daily rate for each day the person is not employed on Guam. The daily rate will be calculated by the University of Guam Collections Department) based on applicable promissory notes. Once this amount has been paid in full, the recipient is entitled to use service credit for the remaining amount of the debt for each year of employment on Guam.

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- (g) **Interruption.** If a recipient receiving service credit wishes to temporarily terminate employment on Guam to continue studies at a graduate or professional school on a regular full-time on-campus basis, at a U.S. accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal in writing must be submitted to the Board of Regents for approval. Upon approval, the repayment obligation shall be deferred for the period granted to continue studies. If prior approval of the Board is not obtained, the recipient must pay in cash for each day the person is not employed on Guam at a rate determined by the University of Guam Collections Department. Once the amount is paid in full, the recipient is entitled to use service credit on the remaining debt.
- (h) **Ineligibility for Service Credit.** Any recipient who did not receive the degree pre-approved by the Board of Regents, shall be ineligible for service credit. All monies disbursed during attendance under the Nursing Training Scholarship Program will become due and payable and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years pursuant to law. The University of Guam Collections Department will compute the recipient's monthly installment payments in the event of default. Furthermore, permanent transfer to an off-Island office or branch of a Guam employer shall not count towards service credit and shall result in default on the date of transfer, and interest shall begin on such date of default.
- (i) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of any leave of absence longer than forty-five (45) days. The recipient must remain employed pursuant to §13(a) herein to receive service credit while on off-Island temporary leave status.
- (j) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Financial Aid Office or Bursar/Collection Office, documentary evidence (See Section 11, k) of such employment and, each year thereafter, until such obligation is fulfilled.

14.0. CONFLICT. _____

Previous regulation(s) under which a recipient was awarded financial assistance shall continue to apply to the recipient for the remainder of the recipient's studies, notwithstanding any revised regulation which conflicts with the previous regulation(s), unless specifically stated otherwise.

****Note**

1. **Financial Aid has the primary responsibility to evaluate applications/supporting documents and award/disburse financial aid benefits.**
2. **School of Nursing has the responsibility to certify the acceptance of recipients/applicants to the Nursing program in order for students to obtain Nursing Training Scholarship benefits;**
3. **Board of Regents is the final authority to approve applicants and continuing recipients.**

CHAPTER 15, TITLE 17, Guam Code Annotated, Re-Codified by Public Law 28-149

Added by P.L. 11-161 as Chapter 19, Title 17, Guam Code Annotated

Approved by Board of Regents, February 6, 1973

Amended by P.L. 22-161, December 30, 1994

Amended by P.L. 25-137, May 22, 2000

Amended by P.L. 26-09, May 18, 2001

Amended by P.L. 26-22, June 26, 2001

Approved by Board of Regents, October 4, 2001

Amended by P.L. 28-97, February 7, 2006

Amended by P.L. 28-149, October 2006 – Re-codifying the statutes creating Chapter 19 of Title 17 GCA to Chapter 15 of Title 17 GCA

Approved by the Board of Regents on October 19, 2006, effective AY 2006-2007, Resolution No. 06-35

HERO SCHOLARSHIP PROGRAM RULES AND REGULATIONS

(PL 26-101 & PL 28-149)

Effective: AY 2006-2007

1.0. INTENT OF THE HERO SCHOLARSHIP PROGRAM (§25100). _____

The Hero Scholarship Program was established to honor the men and women who have made great sacrifices to uphold public safety. The program is intended to help the children of those fallen peace officers to attend the University of Guam or the Guam Community College.

2.0. BACKGROUND AND STATUTORY AUTHORITY. _____

The University of Guam is authorized under Title 17, Chapter 15 of the Guam Code Annotated, to equitably and efficiently administer the Hero Scholarship Program.

3.0. DEFINITIONS (§25101). _____

As used in these rules and regulations, the following terms will have the following meaning.

- (a) **Academic Year:** Fall and Spring Semesters for semester calendar system.
- (b) **Accredited:** any U.S. accredited institution as recognized by the Council for Higher Education Accreditation ("CHEA").
- (c) **Child:** a natural, adopted or step child who is under eighteen (18) years of age at the time of death of the peace officer.
- (d) **Fee:** general fees applied to all students plus laboratory and course fees.
- (e) **Full-time Status:** minimum of twelve (12) or more credit hours per semester during the regular semesters (Fall/Spring).
- (f) **Fund:** Separate and apart from other funds of the government of Guam, a fund to be known as the "Hero Scholarship Program Fund" ("Fund"). Transfer funds from the Judicial Building Fund, up to a maximum of Twenty Thousand Dollars (\$20,000.00) per year, for the sole express purpose of funding the Hero Scholarship Program.
- (g) **Killed:** death of the peace officer is the direct and proximate result of a traumatic injury in the line of duty as certified by the appropriate agency director.
- (h) **Line of duty:** action that a peace officer is obligated or authorized to perform by rule, regulation, condition of employment or service, or law, including, but not limited to, a social, ceremonial or athletic function that that peace officer is assigned to or compensated for by the public agency the person serves.
- (i) **Peace Officers:**
 - (1) All officers, including reservists of the Guam Police Department;
 - (2) All fire fighter personnel engaged in the enforcement of the Fire Prevention Code and those whom the Fire Chief specifically designates;
 - (3) All Marshals and Probation Officers of the Superior Court of Guam, and all Marshals of the Supreme Court of Guam;
 - (4) All uniformed Correction Officers and Parole Officers of the Department of Corrections;
 - (5) All officers of the Customs and Quarantine Agency;
 - (6) All employees of the Department of Youth Affairs who are engaged in juvenile detention and rehabilitation work, as designated by the Director of the Department of Youth Affairs;
 - (7) All Conservation Officers of the Division of Aquatic and Wildlife Resources of the Department of Agriculture;
 - (8) All Territorial Park Patrol Officers of the Department of Parks and Recreation;
 - (9) Those employed with the Attorney General's Office whom the Attorney General specifically designates, and investigators of the Department of Law;
 - (10) All officers of the Guam Airport Police;
 - (11) All uniformed Airport Rescue and Fire Fighting Personnel of the A.B. Won Pat Guam International Airport Authority; and
 - (12) All officers of the Guam Port Police.

HERO SCHOLARSHIP PROGRAM RULES AND REGULATIONS

(PL 26-101 & PL 28-149)

Effective: AY 2006-2007

- (j) **Resident:** a resident of Guam for a continuous period of not less than one (1) year immediately preceding June 15th of the year the award is to be awarded.
- (k) **Traumatic injury:** a condition of the body caused by external force, including, but *not* limited to, an injury inflicted by bullet, explosive, sharp instrument, blunt object or other physical blow; fire; smoke; chemical; electricity; climatic condition; infectious disease; radiation; or bacteria, but excluding an injury resulting from stress, strain or occupational disease.

4.0. NUMBER OF AWARDS. _____

The number of awards for the Hero Scholarship Program is dependent on the monetary transfer of \$20,000.00 per academic year. If there should be more applicants than financial support available, the University of Guam or the Guam Community College will provide a mechanism to break the tie, by using the cumulative numeric grades first going to whatever decimal place is required to break the tie. If a tie still exists, then the SAT scores will be used to break the tie. Each student must meet the eligibility requirements established in §25102 of Chapter 15 of Title 17 of the Guam Code Annotated.

5.0. CRITERIA OF ELIGIBILITY (§25102). _____

To qualify for the Hero Scholarship Program, the applicant:

- (a) Must be accepted into the University of Guam or Guam Community College;
- (b) Must be a child of a peace officer killed in the line of duty;
- (c) Must apply for the scholarship before the age of twenty-one (21) years;
- (d) Must be a bona fide resident of Guam
- (e) Must be a U.S. Citizen or Permanent Resident Status (Green card holders)

6.0. APPLICATION PROCEDURE AND REQUIREMENTS. _____

An applicant for the scholarship must provide the following documents:

- (a) The official application form will be obtainable at UOG or GCC. A completed application must be received no later than October 15th of each year for the Fall semester and no later than March 25th for the Spring semester.
NOTE: The deadline for Fall 2006 semester, will be November 30, 2006 in order to provide ample time for applicants due to the recent adoption of program rules and regulations;
- (b) an official high school and/or college transcript;
- (c) an official letter affirming the applicant has been unconditionally accepted into the UOG or GCC, as a regular part-time or full-time student. No scholarships for studies at an off-island institution shall be awarded;
- (d) an official letter from an advisor or counselor that indicates declaration of major and anticipated graduation date;
- (e) letter from general manager or agency director that indicates the certification of death of parent while on duty;
- (f) proof of one (1) year of residency on Guam; must provide any one of the following (must be listed on all documents submitted by parent or guardian):
 - (1) copies of personal or parent's filed tax forms for a period of one (1) year; or
 - (2) certified statement from the Department of Revenue; or
 - (3) if on public assistance (applicant or parent), must have a certified statement from agencies in which assistance was provided for a period of one (1) year;
- (g) Proof of dependency status
 - (1) birth certificate
 - (a) natural child - must identify both biological parents
 - (b) adopted child – must provide copies of adoption papers and birth certificate;
 - (c) step-child – must provide copies of parents marriage license and birth certificate

HERO SCHOLARSHIP PROGRAM RULES AND REGULATIONS

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- (h) U.S. Citizenship or Permanent Resident Status (Green card holders)
 - (1) birth certificate
 - (2) naturalization certificate and passport; or
 - (3) permanent resident alien status must provide a copy of the permanent resident alien card and passport.

7.0 SELECTION PROCEDURE. _____

- (a) The University of Guam shall direct the Financial Aid Director or designee to certify eligibility of applicants for the Hero Scholarship Program.
- (b) Within five (5) working days of receipt of the transferred funds, notice of award shall be sent certified mail to each recipient. The recipient of the Hero Scholarship must notify the Financial Aid Office within thirty (30) days of postmarked or stamped date of notice of the award whether the recipient will accept the award. If the recipient fails to do so, the award is thereby forfeited and the student must reapply the following academic year. If a recipient declines to accept the Hero Scholarship after it has been offered, the next eligible recipient shall be notified and offered the scholarship.
- (c) All recipients shall attend a mandatory orientation to complete the award process. Failure to attend said orientation may be cause to deny the Hero Scholarship. All documents required by the Financial Aid Office to complete the award process will be received and must be completed by the recipient during the orientation process.

8.0 ATTENDANCE (§25100). _____

Recipients must attend University of Guam or the Guam Community College.

9.0 SCHOLARSHIP BENEFITS (§25103). _____

Recipients are entitled to the following benefits:

- (a) Tuition and fees each academic year to be paid by the Student Financial Assistance fund for a period of not more than a combined total of five (5) years in an undergraduate program at GCC or UOG.

10.0 OBLIGATIONS OF RECIPIENTS. _____

A recipient of a Hero Scholarship award must fulfill the following obligations:

- (a) Comply with all Hero Scholarship Program regulations as established by the University of Guam and Guam Community College.
- (b) Maintain a cumulative grade-point average of not less than 3.0 at the end of each semester. A recipient who fails to comply with this regulation shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the recipient incurred probationary status.
- (c) Submit an official transcript within thirty (30) days at the end of each academic year.
- (d) Obtain written approval (special request) by the University before:
 - (1) transferring from Guam Community to the University of Guam (or vice versa);
 - (2) Withdrawing from the University or College, unless such withdrawal was due to circumstances beyond the recipient's control and the University or College subsequently approves such withdrawal in writing.
- (e) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the respective institution as needed to comply with regulations.

HERO SCHOLARSHIP PROGRAM RULES AND REGULATIONS

(PL 26-101 & PL 28-149)

Effective: AY 2006-2007

11.0. CANCELLATION/FORFEITURE OF AWARD. _____

Any of the following shall result in the cancellation/forfeiture of an award:

- (a) Failure to enroll in the Fall semester/quarter of the academic year immediately following the granting of the Award, unless deferment of enrollment in that semester/quarter is approved in advance. A recipient granted such deferment will forfeit the award for failure to enroll in the next semester/quarter immediately following the approved deferment.
- (b) Failure to maintain a semester and cumulative grade-point average of 3.0 or its equivalent (acceptable by the University or College).
- (c) Suspension or dismissal for academic deficiency, disciplinary reason(s) or conviction of a felony.
- (d) Change of institution and major without prior approval from the University or College.

12.0. SEVERABILITY. _____

If any provision of these rules and regulations or its application to any person or circumstance is found to be invalid or contrary to law, such invalidity shall not affect the other provisions or applications of these rules and regulations which can be given effect without the invalid provisions or applications, and to this end the provision of these rules and regulations are severable.

The rules that are highlighted are proposed and structurally necessary to maintain the Hero Scholarship program.

CHAPTER 15, TITLE 17, Guam Code Annotated, Re-Codified by Public Law 28-149

Added by Public Law 26-101 as Chapter 25, Title 17, Guam Code Annotated

Amended by P.L. 28-149, October 2006 – Re-codifying the statutes creating Chapter 25 of Title 17 GCA to Chapter 15 of Title 17 GCA

Approved by the Board of Regents on October 19, 2006, effective AY 2006-2007, Resolution No. 06-32

MERIT AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, PL 28-110 & PL 28-139)

Effective: AY 2006-2007

1.0. STUDENTS ENTITLED TO MERIT AWARDS (§15A301). _____

There are established annual merit awards for high school students in the graduating classes of public, non-public, and DoDEA high schools on Guam. The students entitled to these awards shall be the students having the highest scholastic standing in the graduating classes of each such public and non-public school on Guam (PL 28-110).

2.0. BACKGROUND AND STATUTORY AUTHORITY (§15101). _____

The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated, to formulate rules and regulations to equitably and efficiently administer the Student Financial Assistance Programs, as listed in Chapter 15 (Article 3A) of Title 17 of the Guam Code Annotated.

3.0. DEFINITIONS. _____

As used in these rules and regulations, the following terms will have the following meaning.

- (a) **Academic Standing:** rank according to cumulative numeric grades, and is the same as scholastic standing.
- (b) **Academic Year:** Fall and Spring Semesters for semester calendar system and Fall, Winter, and Spring Quarters for a quarter calendar system.
- (c) **Accredited:** any U.S. accredited institution as recognized by the Council for Higher Education Accreditation ("CHEA"; PL 26-42).
- (d) **Awardee:** the recipient of the Merit Award who was selected on the basis of that recipient's high academic standing from that recipient's high school graduating class.
- (e) **Board:** the Board of Regents of the University of Guam.
- (f) **Cash Repayment:** monetary cash repayment for the period the deficiency was made and no service credit allowed.
- (g) **Co-Signers:** Guam Residents who are financially and legally responsible (PL 26-42).
- (h) **Cumulative Numeric Grades:** are computed on the basis of freshman (9th), sophomore (10th), junior (11th), and senior (12th) years in school on a scale of 0-100 points, or higher, for honor courses and calculated to the thousandth decimal place.
- (i) **Fee:** general fees applied to all students plus laboratory and course fees.
- (j) **Full-time Status:** minimum of twelve (12) or more credit hours per semester/quarter (quarter equivalent to twelve (12) semester hours) during the regular semesters and six (6) credit hours (quarter equivalent to six (6) semester hours) for Summer Session (any combination of A, B, and C session).
- (k) **Generally Open:** public, non-public, and DoDEA high schools on Guam.
- (l) **Graduating Class:** high school seniors who graduate at the close of the school calendar year (no later than June of each academic year).
- (m) **Inter-session:** the break period between Fall Semester and Spring Semesters.
- (n) **Major Program:** the specific academic program of study, which will be undertaken to achieve the desired degree.
- (o) **Nominee:** a student selected by an eligible school who has met the academic criteria and eligibility criteria as established by the Merit Rules and Regulations of the University of Guam.
- (p) **Off-Island Recipient:** recipient attending a four-year U.S. accredited college or university in the United States because the declared major or its equivalent is not available at the University of Guam.
- (q) **Promissory Note:** document signed by the student and their guarantors promising to repay the loan in accordance with the rules and regulations specified under the program.
- (r) **Resident:** a resident of Guam for a continuous period of not less than five (5) years immediately preceding June 15th of the year the award is to be awarded.
- (s) **Service Credit:** repayment of award obligation through employment service, upon completion of studies.
- (t) **Stipend:** payment disbursed on a monthly installment.
- (u) **Total Disability:** any physiological or psychological condition that will prevent the recipient from obtaining or maintaining any form of gainful employment for a period of not less than three (3) years. Such condition will require the certification of two (2) physicians licensed to practice in the United States or Guam.

MERIT AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, PL 28-110 & PL 28-139)

Effective: AY 2006-2007

4.0. NUMBER OF AWARDS (§15A301). _____

Each graduating class of the public, non-public, and DoDEA high schools on Guam, is entitled to one (1) for every fifty (50) graduates or fraction thereof of a school's graduating class each academic year (August through June), (schools with less than fifty (50) graduating seniors that meet all other requirements herein shall be entitled to one (1) award). If there should be a tie of the equal scholastic standing of two (2) or more graduates, the University of Guam will provide a mechanism to break the tie using the cumulative numeric grades first going to whatever decimal place is required to break the tie. If a tie still exists, then the SAT scores will be used to break the tie. Each student must meet the eligibility requirements established in §15A301 of Chapter 15 (Article 3A) of Title 17 of the Guam Code Annotated. The actual number of diplomas awarded on graduation day will determine the number of awards.

5.0. CRITERIA OF ELIGIBILITY (§15A301). _____

To qualify for a Merit Award, the student:

- (a) must be a graduate from a public, non-public, and DoDEA high school which meets the legal requirements to operate on Guam;
- (b) shall be one(s) having the highest academic scholastic standing of their respective graduating classes based on four (4) academic years of attendance in high school on Guam;
- (c) must have achieved a cumulative high school Grade Point Average of not less than 3.000 at the time of graduation (PL 28-139);-
- (d) (1) a United States citizen; or
(2) a permanent resident alien; and
- (e) must be a resident of Guam for a continuous period of not less than five (5) years immediately preceding June 15th of the year the award is to be awarded.

If any student is ineligible for an award solely because the student does not meet the requirements of §§5(d) and (e), or if any eligible student declines an award when first offered such award, the award shall be granted to the next eligible student in academic standing in the class, who chooses to accept the award.

6.0. NOMINATION PROCEDURE. _____

Each eligible high school shall submit a list of nominees on Form A, as attached, for the awards in descending order of rank, based on the academic standing and who meet the eligibility requirements as stated in Section 5, to the Board of Regents. In the event any nominee declines to accept the award, the next graduate in academic standing in the class shall be offered the award; or in the case of a tie, the student that was eliminated by the tiebreaker, will be offered the award.

Each nominee shall sign a statement of acceptance or rejection of the Merit Award (Form B) that must be submitted with the Form A to the Board of Regents. If an eligible student declines to accept an award when first offered, such student cannot accept such an award after it has been granted to another student.

7.0. SELECTION PROCEDURE. _____

- (a) The Board of Regents shall direct the Financial Aid Director or designee to certify academic standing of the nominees on Form A submitted by the schools.
- (b) The Board of Regents shall, at a regular or special meeting, approve the selection of the awardees.
- (c) Within five (5) working days of the Board's action, notice of award shall be sent certified mail to each awardee. The awardee of a Merit Award must notify the Board of Regents within thirty (30) days of postmarked or stamped date of notice of the award whether the awardee will accept the award. If the awardee fails to do so, the award is thereby forfeited and the award shall be offered to the next eligible student. If an awardee declines to accept a Merit Award after it has been offered, such awardee shall no longer be entitled to receive such award from the Board of Regents (§15A301).
- (d) All awardees shall attend a mandatory orientation to complete the award process. Failure to attend said orientation is cause to deny the Merit Award. All documents required by the Financial Aid Office to complete the award process will be received and completed by the recipient during the orientation process.

8.0. ATTENDANCE. _____

MERIT AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, PL 28-110 & PL 28-139)

Effective: AY 2006-2007

Awardees are to attend the University of Guam. If the top-ranked Awardee's academic major program is unavailable at the University of Guam, the Awardee may attend any four (4)-year U.S. accredited college or university in the United States, as recognized by the Council for Higher Education Accreditation ('CHEA') where such declared major is available (§15A301).

9.0. PROMISSORY NOTE. _____

All Merit Awardees shall execute a Promissory Note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the award in the event the student fails to comply with service obligations one hundred eighty (180) days from required employment date. Financial ability to repay includes but is not limited to documentation such as tax forms, employment verifications, business license, etc. The Board may thereafter extend cash repayment for a period not to exceed ten (10) years at an annual percentage rate of not less than ten percent (10%) (§15A303). No funds under this Program shall be disbursed while the student is attending the student's approved institution until the note is submitted to the Financial Aid Office, Student Financial Assistance Program and the student is found to be in compliance with the requirements under this Program.

10.0. AWARD BENEFITS (§15A301/§15A302). _____

Awardees are entitled to the following benefits:

- (a) Tuition and fees each academic year to be paid by the Student Financial Assistance fund for a period of not more than four (4) years in an undergraduate program at the University of Guam, or at an authorized off-Island institution. If an awardee is authorized to attend an off-Island institution, the tuition and fee benefits shall be based on the University of Guam tuition and fee rates.
- (b) An additional two (2) years of tuition and fees will be granted for the top two (2) awardees from a high school graduating class who attend and successfully complete undergraduate studies at the University of Guam and have completed admission requirements for graduate school at the University of Guam for the purpose of pursuing a Master's Degree.
- (c) A nine (9) month stipend based on the following:
 - (1) Three Hundred Dollars (\$300.00) for students in their first and second year under the Merit Award Program.
 - (2) Five Hundred Dollars (\$500.00) for students in their third and fourth year under the Merit Award Program.
 - (3) Six Hundred Dollars (\$600.00) for graduate students pursuant to §10(b).
- (d) The benefits for awardees who attend an off-island institution shall not exceed the amount of assistance for a student attending school at the University of Guam (§15A302). However, off-island awardees are entitled to the cost of airfare for one-way, economy airline ticket to the school of attendance and one-way ticket to return to Guam upon completion of studies.
- (e) An allowance of Two Hundred Fifty Dollars (\$250.00) per semester and One Hundred Dollars (\$100.00) maximum for summer will be granted for textbooks to be disbursed in accordance with regulations adopted by the Board. Awardees attending inter-session between the Fall and Spring semesters on a full-time basis are eligible for the maximum of One Hundred Dollars (\$100.00) for books.
- (f) Optional Inter-Session Allowed.
 - (1) Summer. Each awardee shall be entitled to tuition, fees, and textbooks for summer courses on a full-time basis.
 - (2) Between Fall and Spring Semester (Intercession). Each awardee shall be entitled to tuition, fees, and textbooks for inter-session courses on a full-time basis. Awardees attending inter-session between Fall and Spring Semester shall not be entitled to an additional stipend.

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(As amended by PL 25-86, PL 25-145, PL 26-42, PL 28-110 & PL 28-139)

Effective: AY 2006-2007

11.0. OBLIGATIONS OF RECIPIENTS.

The recipient of an award must fulfill the following obligations:

- (a) Comply with all Merit regulations as established by the Board of Regents and duly adjudicated.
- (b) Submit proof of detail charges of tuition and fees within thirty (30) days after the start of each semester/quarter.
- (c) Maintain a cumulative grade-point average of not less than 2.5 at the end of each semester/quarter. Any awardee who fails to comply with this regulation shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the awardee incurred probationary status.
- (d) Submit an official transcript within thirty (30) days at the end of each semester/quarter.
- (e) Must enroll for and maintain full-time student status, minimum twelve (12) credit hours per semester/quarter. Should the college or university's policy not reflect this standard full-time enrollment, the awardee must obtain verification certifying the full-time status for that term.
- (f) Obtain written approval (special request) by the Board before:
 - (1) transferring to another institution; transfer(s) may be approved by the Board if such transfer(s) would not extend the length of time required to complete the program;
 - (2) changing major program; change(s) may be approved by the Board if such change(s) would not extend the length of time required to complete the program (change of major is not allowed during the last academic year of attendance);
 - (2.a) For off-Island awardees requesting a change of major, the new major or its equivalent must not be a major offered at the University of Guam.
 - (2.b) Off-island awardees, who double major, must have one (1) or both of the majors not offered at the University of Guam, and must also graduate with a major not offered at the University of Guam.
 - (3) Withdrawing from any institution, unless such withdrawal was due to circumstances beyond the awardee's control and the Board subsequently approves such withdrawal in writing.
- (g) Changes to award status known as 'special requests' shall be submitted in writing from an awardee to the Financial Aid Office. Special requests shall be forwarded to the Administration or Board of Regents for consideration. Such status change shall include, but will not be limited to the following: change of major, change of professional or technical program, change of institution, change of graduation date, deferment of attendance, or deferment of service obligation. This subsection is applicable to all awardees beginning Academic Year 1996-97.
 - (1) Except for deferment requests and change of graduation date, special requests shall be submitted to the Financial Aid Office no later than two (2) months (sixty (60) calendar days) prior to the start of the academic term for which the request is to take effect. Requests received after the two (2) months (sixty (60) calendar days), shall be acknowledged and returned without any action indicating non-compliance with the deadline requirement.
- (h) By accepting the award the awardee is required to attend:
 - (1) An initial mandatory orientation prior to disbursement of the Merit award; and
 - (2) An exit interview upon completion of degree program with the staff from the Financial Aid Office.
- (i) All awardees must agree to work on Guam or in the office of Guam's Delegate to Congress, for each year assistance was provided (1:1) (§15A303).
- (j) All awardees must provide proof of full-time employment within six (6) months after graduation by submitting a Verification of Employment, certification or 1040 tax forms or W-2 forms. For self-employment, a Business License, Gross Receipt Tax and a notarized statement of earnings is required. Employment verifications shall be submitted by the recipient annually. If an awardee wishes to continue the awardee's education as a full-time student at a graduate or professional school, the awardee may defer his/her employment obligation on Guam until such additional studies are complete; provided, written approval has been granted from the Board.

MERIT AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, PL 28-110 & PL 28-139)

Effective: AY 2006-2007

Failure to begin employment on Guam within six (6) months of graduation shall be cause for monetary repayment to become immediately due and payable in monthly monetary payments.

- (k) Any awardee who signs a cash repayment promissory note and is current with payment shall be eligible to receive a Preferential Hiring letter.
- (l) By accepting the award, the awardee acknowledges that the University of Guam may obtain any or all information from the respective institution as needed to comply with Board regulations.

12.0. CANCELLATION/FORFEITURE OF AWARD. _____

Any of the following shall result in the cancellation/forfeiture of an award. Forfeiture results in the monetary repayment obligation for any and all funds received.

- (a) Failure to enroll in the Fall semester/quarter of the academic year immediately following the granting of the Award, unless deferment of enrollment in that semester/quarter is approved in advance by the Board of Regents. An awardee granted such deferment will forfeit the award for failure to enroll in the next semester/quarter immediately following the approved deferment.
- (b) Failure to maintain a cumulative grade-point average of 2.5 or its equivalent (acceptable by the Board), except an awardee may be allowed one academic term to regain this average without cancellation of award.
- (c) Failure to maintain full-time status. Fails to meet the academic and/or other requirements governing full-time students at the University of Guam, except an awardee shall be allowed one (1) academic term in which to regain full-time student status before cancellation of such recipient's award. The awardee must sign a Cash Repayment Promissory Note before receiving benefits for the next eligible semester/quarter.
- (d) Suspension or dismissal for academic deficiency, disciplinary reason(s) or conviction of a felony.
- (e) Change of institution and major without prior approval from the Board.
- (f) Change of Guam residency status, unless such is necessary to obtain lower resident tuition and fee rates.
- (g) Failure to comply with other Board Regulations.

An awardee who forfeits an award and who regains entitlement of the award pursuant to §§12(b) and (c) shall not be required to repay the amount awarded for that academic term in which the academic deficiency or failure to maintain full-time status occurred until after graduation, or other termination of studies for any other reason.

13.0. SERVICE CREDIT. _____

For the purpose of repayment, the awardee shall receive:

- (a) **Service Credit.** The awardee shall receive service credit for each year of employment on Guam or in the office of Guam's Delegate to Congress. If the awardee (a) returns to Guam and (b) begins employment on Guam within six (6) months after graduation without interruption, the awardee is considered to have met the obligation to the Board and will receive credit beginning on the date of employment. A year of service credit is twelve (12) months. In the event that any portion of the assistance is not repaid through service credit, the amount unpaid in service credit shall become due and payable (§15A301/§15A303).
- (b) **Postponement.** If the awardee wishes not to begin employment as required by §13(a) herein within six (6) months after graduation to continue studies at a graduate or professional school on a regular full-time, on-campus basis, at an accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal may be submitted in writing to the Board for approval. Furthermore, postponement of service obligation through service may be granted those who are experiencing a family or medical emergency or active duty military status, in which an appeal may be submitted in writing to the Board for approval (§15A301). Should such approval be granted, the repayment obligation shall be deferred for the period granted to continue studies.
- (c) **Unapproved Postponement.** If prior approval from the Board is not obtained, the awardee who does not return and begin employment on Guam within six (6) months of graduation must pay in cash the total amount received per year, calculated on a daily rate for each day the person is not employed on Guam. The daily rate will be calculated by the University of Guam Collections Department, based on

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(As amended by PL 25-86, PL 25-145, PL 26-42, PL 28-110 & PL 28-139)

Effective: AY 2006-2007

the applicable promissory notes. Once this amount has been paid in full, the awardee is entitled to use service credit for the remaining amount of the debt for each year of employment on Guam.

- (d) **Interruption.** If an awardee receiving service credit wishes to temporarily terminate employment on Guam to continue studies at a graduate or professional school on a regular full-time on-campus basis, at a U.S. accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal in writing must be submitted to the Board of Regents for approval. Should such approval be granted, the repayment obligation shall be deferred for the period granted to continue studies. If prior approval of the Board is not obtained, the awardee must pay in cash per day for each day the awardee is not employed on Guam, at a rate determined by the University of Guam Collection Department. Once the amount is paid in full, the awardee is entitled to use service credit on the remaining debt.
- (e) **Ineligibility for Service Credit.** Any awardee who did not receive the degree pre-approved by the Board of Regents, shall be ineligible for service credit. All monies disbursed during attendance under the Merit Award will become due and payable and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years pursuant to the law (§15A303). The University of Guam Collections Department will compute the awardee's monthly installment payments in the event of default. Furthermore, permanent transfer to an off-Island office or branch of a Guam employer shall not count towards service credit and shall result in default on the date of transfer, and interest shall begin on such date of default.
- (f) **Death.** Any obligation on the note shall be terminated upon the death of an awardee during studies or while completing service, and upon receipt of death certificate (§15A303) by the Financial Aid Office.
- (g) **Total Disability.** Any obligation on the note shall be terminated upon the total disability (physiological or psychological), of the awardee while completing service credit, upon the certification of two (2) physicians licensed to practice in the United States or Guam (§15A303).
- (h) **Leave of Absence.** It is the responsibility of the awardee to inform the University of Guam of any leave of absence longer than forty-five (45) days. The awardee must remain employed pursuant to §13(a) herein to receive service credit while on off-Island temporary leave status (§15A303).
- (i) **Annual Proof of Employment.** It is the responsibility of the awardee to provide the Financial Aid Office or Bursar/Collection Office, documentary evidence (See Section 11.j) of such employment, and each year thereafter, until such obligation is fulfilled.

14.0. CONFLICT. _____

Previous regulation(s) under which an awardee was awarded financial assistance shall continue to apply to the awardee for the remainder of the awardee's studies, notwithstanding any revised regulation which conflicts with the previous regulation(s), unless specifically stated otherwise.

CHAPTER 15 (Article 3A), TITLE 17, Guam Code Annotated, Added by Public Law 25-86

Amended by P.L. 25-86, November 23, 1999, Effective awards made during AY 2000-2001 and thereafter.

Approved and Adopted Rules and Regulations by P.L. 25-145, June 2, 2000

Amended by P.L. 26-42, October 5, 2001

Amended by P.L. 28-110, April 14, 2006

Amended by P.L. 28-139, July 11, 2006

Approved by the Board of Regents on October 19, 2006, effective AY 2006-2007, Resolution No. 06-33

MERIT AWARD NOMINATION LIST

School: _____ Number of Graduates: _____ Number of Awards: _____

1. All sections of this form must be filled out completely. If there is no information to place in the section(s), please indicate with a "N/A" (Not Applicable). **NOTE: Do not use "N/A" in the Response column.**
2. It is important in the determination of the Awardees to indicate the student status of either top-rank, nominee, or alternate. The Response column should also indicate "Accept" or "Decline" of the Merit Award.

Class Rank	Top Rank/ Nominee/Alternate	Name	Numeric Cum GPA	Social Security Number	E-mail Address	Mailing address & Phone Number	Response (Accept or Decline)
		1.					
		2.					
		3.					
		4.					
		5.					
		6.					
		7.					
		8.					
		9.					
		10.					
		11.					
		12.					

MERIT GRADUATE AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, & PL 28-110)

Effective: AY 2006-2007

1.0. STUDENTS ENTITLED TO MERIT GRADUATE AWARDS. _____

There are established annual Merit Graduate Awards for each high school graduating class who attends and successfully completes undergraduate studies at the University of Guam and have completed admission requirements for graduate school at the University of Guam for the purpose of pursuing a Master's Degree.

2.0. BACKGROUND AND STATUTORY AUTHORITY. _____

The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated, to formulate rules and regulations to equitably and efficiently administer the Student Financial Assistance Programs, as listed in Chapter 15 (Article 3A) of Title 17 of the Guam Code Annotated.

3.0. DEFINITIONS. _____

As used in these rules and regulations, the following terms will have the following meaning.

- (a) **Academic Standing:** rank according to cumulative numeric grades, and is the same as scholastic standing.
- (b) **Academic Year:** Fall and Spring Semesters for semester calendar system.
- (c) **Accredited:** any U.S. accredited institution as recognized by the Council for Higher Education Accreditation ("CHEA"; PL 26-42).
- (d) **Awardee:** the recipient of the Merit Award who was selected on the basis of that recipient's high academic standing from that recipient's high school graduating class.
- (e) **Board:** the Board of Regents of the University of Guam.
- (f) **Cash Repayment:** monetary cash repayment for the period the deficiency was made and no service credit allowed.
- (g) **Co-Signers:** Guam Residents who are financially and legally responsible (PL 26-42).
- (h) **Fee:** general fees applied to all students plus laboratory and course fees.
- (i) **Full-time Status:** minimum of nine (9) graduate credit hours per semester during the regular semesters.
- (j) **Major Program:** the specific academic program of study, which will be undertaken to achieve the desired degree.
- (k) **Promissory Note:** Document signed by the student and their guarantors promising to repay the loan in accordance with the rules and regulations specified under the program.
- (l) **Service Credit:** repayment of award obligation through employment service, upon completion of studies.
- (m) **Stipend:** payment disbursed on a monthly installment.
- (n) **Total Disability:** any physiological or psychological condition that will prevent the recipient from obtaining or maintaining any form of gainful employment for a period of not less than three (3) years. Such condition will require the certification of two (2) physicians licensed to practice in the United States or Guam.

4.0. NUMBER OF AWARDS. _____

A maximum of two (2) awards are available, depending on graduating class size, for each high school graduating class who attends and successfully completes undergraduate studies at the University of Guam and who has completed admission requirements for graduate school at the University of Guam, for the purpose of pursuing a Master's Degree.

MERIT GRADUATE AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, & PL 28-110)

Effective: AY 2006-2007

5.0. CRITERIA OF ELIGIBILITY. _____

To qualify for the Merit Graduate Award, the student:

- (a) must be one of the top two awardees from each high school graduating class who attends and successfully completes undergraduate studies at the University of Guam. Only one (1) student shall be entitled to a Merit Graduate Award in a high school graduating class size of fifty (50) or less;
- (b) must graduate within four (4) academic years with Board of Regents approved major program;
- (c) must be cleared of any cash obligation to the University of Guam;
- (d) must complete admission requirements for graduate school at the University of Guam for the purpose of pursuing a Master's Degree;
- (e) must notify the Board of his/her academic intentions to utilize the Merit Graduate Award benefits within thirty (30) days upon completion of Bachelor's degree. In addition, the student must enter graduate school during the Fall/Spring semester immediately following completion of Bachelor's degree.

6.0. NOMINATION PROCEDURE. _____

A list of nominees who meet the eligibility requirements for the award as stated in Section 5 will be prepared by the Financial Aid Office. The listing shall be submitted to the Board of Regents for final approval.

7.0. SELECTION PROCEDURE. _____

- (a) The Board of Regents shall direct the Financial Aid Director or designee to certify eligible awardees.
- (b) The Board of Regents shall, at a regular or special meeting, approve the awardees.
- (c) Within five (5) working days of the Board's action, notice of award shall be sent certified mail to each awardee. The awardee of a Merit Graduate Award must notify the Board of Regents within thirty (30) days of postmarked or stamped date of notice of the award whether the awardee will accept the award. If the awardee fails to do so, the award is thereby forfeited.
- (d) All awardees shall attend a mandatory orientation to complete the award process. Failure to attend said orientation is cause to deny the Merit Graduate Award. All documents required by the Financial Aid Office to complete the award process will be received and completed by the awardee during the orientation process.

8.0. ATTENDANCE. _____

Merit Graduate Awardees shall attend the University of Guam and complete a Master's degree program within 2 academic years.

9.0. PROMISSORY NOTE. _____

All Merit Graduate Awardees shall execute a Promissory Note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the award in the event the student fails to comply with service obligations one hundred eighty (180) days from required employment date. Financial ability to repay includes but is not limited to documentation such as tax forms, employment verifications, business license, etc. The Board may extend cash repayment for a period not to exceed ten (10) years at an annual percentage rate of not less than ten percent (10%).

MERIT GRADUATE AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, & PL 28-110)

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No funds under this Program shall be disbursed while the awardee is attending the awardee's approved institution until the note is submitted to the Financial Aid Office, Student Financial Assistance Program and the awardee is found to be in compliance with the requirements under this Program.

10.0. AWARD BENEFITS. _____

Merit Graduate Awardees are entitled to the following benefits for Fall and Spring semester:

- (a) Tuition and fees each academic year to be paid by the Student Financial Assistance fund for a period of not more than two (2) years in a graduate program at the University of Guam.
- (b) A nine (9) month stipend to be disbursed at Six Hundred Dollars (\$600.00).
- (c) An allowance of Two Hundred Fifty Dollars (\$250.00) per semester will be granted for textbooks to be disbursed in accordance with regulations adopted by the Board.
- (d) Optional Inter-Session Allowed.
 - (1) Summer. Each awardee shall be entitled to tuition, fees, and textbooks for summer courses on a full-time basis.
 - (2) Between Fall and Spring Semester (Intercession). Each awardee shall be entitled to tuition, fees, and textbooks for inter-session courses on a full-time basis. Awardees attending inter-session between Fall and Spring Semester shall not be entitled to an additional stipend.

11.0. OBLIGATIONS OF RECIPIENTS. _____

The recipient of an award must fulfill the following obligations:

- (a) Comply with all Merit regulations as established by the Board of Regents and duly adjudicated.
- (b) Maintain a cumulative grade-point average of not less than 3.0 at the end of each semester. Any awardee who fails to comply with this regulation shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the awardee incurred probationary status.
- (c) Submit an official transcript within thirty (30) days at the end of each semester.
- (d) Must enroll for and maintain full-time student status, minimum/maximum of nine (9) credit hours per semester. Should the college or university's policy not reflect this standard full-time enrollment, the awardee must obtain verification certifying the full-time status for that term.
- (e) Obtain written approval (special request) by the Board before:
 - (1) changing major program; change(s) may be approved by the Board if such change(s) would not extend the length of time required to complete the program (a change of major is not allowed during the last academic year of attendance);
 - (2) withdrawing from any institution, unless such withdrawal was due to circumstances beyond the awardee's control and the Board subsequently approves such withdrawal in writing.
- (f) Changes to award status known as 'special requests' shall be submitted in writing from an awardee to the Financial Aid Office. Special requests shall be forwarded to the Administration or Board of Regents for consideration. Such status change shall include but will not be limited to the following: change of major, change of professional or technical program, change of institution, change of graduation date, deferment of attendance, or deferment of service obligation.

MERIT GRADUATE AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, & PL 28-110)

Effective: AY 2006-2007

- (1) Except for deferment requests and change of graduation date, special requests shall be submitted to the Financial Aid Office no later than two (2) months (sixty (60) calendar days) prior to the start of the academic term for which the request is to take effect. Requests received after the two (2) months (sixty (60) calendar days), shall be acknowledged and returned without any action indicating non-compliance with the deadline requirement.
- (g) By accepting the award the awardee is required to attend:
 - (1) An initial mandatory orientation prior to disbursement of the Merit award; and
 - (2) An exit interview upon completion of degree program with the staff from the Financial Aid Office.
- (h) All awardees must agree to work on Guam or in the office of the Guam's Delegate to Congress, for each year assistance was provided (1:1).
- (i) All awardees must provide proof of full-time employment within six (6) months after graduation by submitting a Verification of Employment, certification or 1040 tax forms or W-2 forms. For self-employment, a Business License, Gross Receipt Tax and a notarized statement of earnings is required. Employment verifications shall be submitted by the awardee annually. If an awardee wishes to continue the awardee's education (not a 2nd degree – Bachelor's or Master's) as a full-time student at a graduate or professional school, the awardee may defer his/her employment obligation on Guam until such additional studies are complete; provided, written approval has been granted from the Board. Failure to return to Guam and to begin employment on Guam within six (6) months of graduation shall be cause for monetary repayment to become immediately due and payable in monthly monetary payments.
- (j) An awardee who signs a cash repayment promissory note will not be eligible to receive a Preferential Hiring letter until monetary repayment is paid in full.
- (k) By accepting the award, the awardee acknowledges that the University of Guam may obtain any or all information from the respective institution as needed to comply with Board regulations.

12.0. CANCELLATION/FORFEITURE OF AWARD. _____

Any of the following shall result in the cancellation/forfeiture of an award. Forfeiture results in the monetary repayment obligation for any and all funds received.

- (a) Failure to enroll in the Fall semester of the academic year immediately following the granting of the Award, unless deferment of enrollment in that semester is approved in advance by the Board of Regents. An awardee granted such deferment will forfeit the award for failure to enroll in the next semester immediately following the approved deferment.
- (b) Failure to maintain a cumulative grade-point average of 3.0 or its equivalent (acceptable by the Board), except an awardee may be allowed one academic term to regain this average without cancellation of award.
- (c) Failure to maintain full-time status. Fails to meet the academic and/or other requirements governing full-time students at the University of Guam, except an awardee shall be allowed one (1) academic term in which to regain full-time student status before cancellation of such awardee's award. An awardee must sign a Cash Repayment Promissory Note before receiving benefits for the next eligible semester.
- (d) Suspension or dismissal for academic deficiency, disciplinary reason(s) or conviction of a felony.

MERIT GRADUATE AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, & PL 28-110)

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- (e) Change of major without prior approval from the Board.
- (f) Failure to comply with other Board Regulations.

An awardee who forfeits an award and who regains entitlement of the award pursuant to §§12(b) and (c) shall not be required to repay the amount awarded for that academic term in which the academic deficiency or failure to maintain full-time status occurred until after graduation, or other termination of studies for any other reason.

13.0. SERVICE CREDIT. _____

For the purpose of repayment, the awardee shall receive:

- (a) **Service Credit.** The awardee shall receive service credit for each year of employment on Guam or in the office of Guam's Delegate to Congress. If the awardee (a) returns to Guam and (b) begins employment on Guam within six (6) months after graduation without interruption, the awardee is considered to have met the obligation to the Board and will receive credit beginning on the date of employment. A year of service credit is twelve (12) months. In the event that any portion of the assistance is not repaid through service credit, the amount unpaid in service credit shall become due and payable.
- (b) **Postponement.** If the awardee wishes not to begin employment as required by §13(a) herein within six (6) months after graduation to continue studies at a graduate or professional school on a regular full-time, on-campus basis, at an accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal may be submitted in writing to the Board for approval.
Furthermore, postponement of service obligation through service may be granted those who are experiencing a family or medical emergency, in which an appeal may be submitted in writing to the Board for approval.
- (c) **Unapproved Postponement.** Should such approval be granted, in accordance with §13.0(b), the repayment obligation shall be deferred for the period granted to continue studies. If prior approval from the Board is not obtained, the awardee who does not return and begin employment on Guam within six (6) months of graduation must pay in cash the total amount received per year, calculated on a daily rate for each day the awardee is not employed on Guam. The daily rate will be calculated by the University of Guam Collections Department, based on the applicable promissory notes. Once this amount has been paid in full, the awardee is entitled to use service credit for the remaining amount of the debt for each year of employment on Guam.
- (d) **Interruption.** If an awardee receiving service credit wishes to temporarily terminate employment on Guam to continue studies at a graduate or professional school on a regular full-time on-campus basis, at a U.S. accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal in writing must be submitted to the Board of Regents for approval. Should such approval be granted, the repayment obligation shall be deferred for the period granted to continue studies. If prior approval of the Board is not obtained, the awardee must pay in cash for each day the awardee is not employed on Guam, at a rate determined by the University of Guam Collection Department. Once the amount is paid in full, the awardee is entitled to use service credit on the remaining debt.

MERIT GRADUATE AWARD RULES AND REGULATIONS

(As amended by PL 25-86, PL 25-145, PL 26-42, & PL 28-110)

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- (e) **Ineligibility for Service Credit.** Any awardee who did not receive the degree pre-approved by the Board of Regents shall be ineligible for service credit. All monies disbursed during attendance under the Merit Graduate Award will become due and payable and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years pursuant to law (§15A303). The University of Guam Collections Department will compute the awardee's monthly payments in the event of default.
- Furthermore, permanent transfer to an off-Island office or branch of a Guam employer shall not count towards service credit and shall result in default on the date of transfer, and interest shall begin on such date of default.
- (f) **Death.** Any obligation on the note shall be terminated upon the death of an awardee during studies or while completing service, and upon receipt of death certificate (§15A303) by the Financial Aid Office.
- (g) **Total Disability.** Any obligation on the note shall be terminated upon the total disability (physiological or psychological), of the awardee while completing service credit, upon the certification of two (2) physicians licensed to practice in the United States or Guam (§15A303).
- (h) **Leave of Absence.** It is the responsibility of the awardee to inform the University of Guam of any leave of absence longer than forty-five (45) days. The awardee must remain employed pursuant to §13(a) herein to receive service credit while on off-Island temporary leave status (§15A303).
- (i) **Annual Proof of Employment.** It is the responsibility of the awardee to provide the Financial Aid Office or Bursar/Collection Office, documentary evidence (See Section 11, j) of such employment, and each year thereafter, until such obligation is fulfilled.

14.0. CONFLICT. _____

Previous regulation(s) under which an awardee was awarded financial assistance shall continue to apply to the awardee for the remainder of the awardee's studies, notwithstanding any revised regulation which conflicts with the previous regulation(s), unless specifically stated otherwise.

CHAPTER 15 (Article 3A), TITLE 17, Guam Code Annotated, Added by Public Law 25-86

Added by P.L. 25-86, November 23, 1999, Effective awards made during AY 2000-2001 and thereafter.

Approved by the Board of Regents on October 19, 2006, effective AY 2006-2007, Resolution No. 06-34
