

CHAPTER 4830
HIGHER EDUCATION COORDINATING BOARD
FINANCIAL ASSISTANCE

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4830.0100 DEFINITIONS FOR HIGHER EDUCATION PROGRAMS.

[For text of subpart 1, see M.R.]

Subp. 1a. Academic year. "Academic year" means a period of time in which a full-time student is expected to complete:

A. the equivalent of at least two semesters, two trimesters, or three quarters at an institution that measures academic progress in credit hours and uses a semester, trimester, or quarter system;

B. before July 1, 1992, at least 24 semester hours or 36 quarter hours at an institution that measures academic progress in credit hours but does not use a semester, trimester, or quarter system;

C. after June 30, 1992, at least 30 semester hours or 45 quarter hours at an institution that measures academic progress in credit hours but does not use a semester, trimester, or quarter system; or

D. at least 900 clock hours at an institution that measures academic progress in clock hours.

[For text of subp 2, see M.R.]

Subp. 2a. Certificate program. After June 30, 1992, "certificate program" means a program that is:

A. offered by an eligible school as defined in part 4830.0300, subpart 1;

B. at least 12 quarter credits or the equivalent, or 300 clock hours for clock hour schools; and

C. at least eight weeks long.

[For text of subp 3, see M.R.]

Subp. 3a. Designated rural area. "Designated rural area" means the area out-

side the cities of Duluth, Mankato, Moorhead, Rochester, St. Cloud, and outside the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington.

[For text of subp 4, see M.R.]

Subp. 5. Eligible student. "Eligible student" means a student who meets, at a minimum, all of the following requirements:

[For text of items A to D, see M.R.]

E. is in good standing and making satisfactory academic progress, as defined in Minnesota Statutes, section 136A.101, subdivision 10;

F. is a permanent resident of the United States, if the student is not a United States citizen; and

G. is not in default, as defined under the applicable loan program, of any educational loan, or, if the student is in default, has made satisfactory arrangements to repay the loan.

Subp. 6. Executive director. "Executive director" means the executive director of the board, or board staff who perform duties as assigned by the executive director.

[For text of subps 7 and 8, see M.R.]

Subp. 8a. Full-time. "Full-time" means the enrollment level defined in Minnesota Statutes, section 136A.101, subdivision 7a, except that for purposes of work-study grants administered under parts 4830.2000 to 4830.2600, "full-time" means enrollment in a minimum of 12 credits per quarter or semester, or the equivalent.

[For text of subp 9, see M.R.]

Subp. 10. Minnesota resident. "Minnesota resident" means:

A. a dependent student whose parent or legal guardian resides in Minnesota on the date of application;

B. an independent student who has resided in Minnesota for other than educational purposes for at least 12 consecutive months prior to the date of application;

C. a student who graduated from a Minnesota high school, unless the student is a resident of a bordering state while attending a Minnesota high school; or

D. a student who, after residing in the state for a minimum of one year, earned a high school equivalency certificate in Minnesota.

Subp. 10a. Determination of student residence. The residence of the parent whose financial information is reported in the financial need analysis determines the residence of the student.

[For text of subp 11, see M.R.]

Subp. 12. Returning student. "Returning student" is a student who has not been in attendance at a postsecondary institution for at least the last three consecutive years before applying for aid.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780; 16 SR 2732*

4830.0200 SCOPE.

Parts 4830.0200 to 4830.0700 govern state grants.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.0300 ELIGIBLE SCHOOLS.

Subpart 1. **Annual list.** Annually the board shall adopt by resolution a list of schools at which a state grant may be used. Schools may be added to the list by the board anytime during the school year.

Subp. 2. **Requirements.** To be eligible a school must:

- A. be located in Minnesota;
- B. offer at least one program that:
 - (1) is vocational or academic in nature;
 - (2) leads to a certificate or degree;
 - (3) is at least ten weeks long; and
 - (4) involves at least 12 academic credits or 300 clock hours;
- C. be:
 - (1) accredited by a federally recognized accrediting agency or association;
 - (2) approved to offer degrees or use terms in its name according to part 4840.0500; or
 - (3) licensed by an appropriate state agency; and
- D. sign an institutional agreement with the executive director.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.0400 APPLICATION DATES AND STUDENT ELIGIBILITY.

[For text of subpart 1, see M.R.]

Subp. 2. [Repealed, 15 SR 1780]

Subp. 2a. **Out-of-state housing.** A student's Minnesota residence is not lost if the student must live outside of Minnesota for housing purposes while attending an eligible school located within ten miles of the Minnesota border. The student must have moved to the out-of-state address within six months of beginning attendance at an eligible school.

Subp. 3. [Repealed, 15 SR 1780]

Subp. 4. **Eligibility for initial grant.** To be eligible for an initial grant a student must be an eligible student, as defined in part 4830.0100, subpart 5, and:

- A. demonstrate financial need;
- B. if under 17 years old, hold a high school diploma or the equivalent;
- C. pursuing a program or course of study that applies to a degree, diploma, or certificate;
- D. must not have received a previous Minnesota state grant; and
- E. is not more than 30 days in arrears for any child support payments owed to a public agency responsible for child support enforcement or, if the student is more than 30 days in arrears, is complying with a payment plan for arrearages.

Subp. 5. **Renewal awards.** A grant is renewable for a maximum of six semesters, nine quarters, or the equivalent, but must not continue after the first of the following occurrences:

- A. the recipient has obtained a baccalaureate degree; or
- B. the recipient has been enrolled on a full-time basis for eight semesters, 12 quarters, or the equivalent.

To be eligible to renew a grant a student must apply each year and continue to meet the requirements for an initial grant, except for subpart 4, item D. A student must have made satisfactory academic progress as defined in Minnesota Statutes, section 136A.101, subdivision 10.

Subp. 5a. **Child support arrearages.** A grant is not renewable if the recipient is more than 30 days in arrears for any child support payment owed to a public agency responsible for child support enforcement and not subject to a payment plan for arrearages or not in compliance with a payment plan for the arrearages.

Subp. 6. **Overlapping awards.** A student may not receive funds from the state campus-based part-time student grant program and the state grant program for the same or overlapping periods of enrollment.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234.*

History: *15 SR 1780; 16 SR 1822*

4830.0500 RANKING APPLICANTS.

Subpart 1. **Classification and ranking of applicants.** Each applicant shall be placed in at least one of the following classifications: renewal grant or initial grant. Grant applicants are ranked according to parental contribution; applicants with the least parental contribution are awarded first.

Subp. 2. **Priority of classes of applicants.** Applicants renewing grants shall be given first priority. Applicants for initial grants shall be given second priority. Awards shall be made on a funds available basis. Once an award is made it may not be withdrawn in order to award an applicant of higher priority.

[For text of subp 3, see M.R.]

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.0600 AWARDS.

Subpart 1. **Monetary awards.** The amount of a grant may not exceed an applicant's cost of attendance, as defined in Minnesota Statutes, section 136A.121, subdivision 6, after deducting the following:

[For text of item A, see M.R.]

B. For an applicant who is not an independent student, a contribution by the applicant's parents, as determined by the financial need analysis.

[For text of items C and D, see M.R.]

Subp. 1a. **Minimum.** The minimum award amount shall be \$100.

Subp. 2. **Adjustments to awards.** If financial need decreases because a recipient chooses a different school after the grant award is offered, the award shall be reduced. If a change in schools causes financial need to increase, the award shall be increased only if funds are available.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.0700 METHOD OF PAYMENT.

Subpart 1. **Payments to schools.** After a grant award is determined, the award shall be sent by the executive director to the school chosen by the recipient. The school shall apply the award to the recipient's educational costs in the following order: tuition, fees, books, supplies, and other expenses. The costs must be prorated for each term of the academic year. The school shall notify each recipient that the award has been received by the school.

Subp. 2. **Refunds.** A grant is awarded for full-time attendance at a specified school for the academic year of nine months within the state fiscal year. If a recipient fails to enroll or reduces enrollment, the school must refund the unused portion of the award. If the executive director determines that a school has fraudulently handled grant money, the refund of the unused portion of the award

is immediately due, and the board may institute a civil action for recovery if necessary. Refunds to the board are determined as follows:

A. Determine the percentage that the state grant award represents of the student's total financial aid package for the applicable term;

B. Multiply that percentage by the amount determined to be refunded to the student under the school's refund policy. The result yields the amount to be refunded to the board.

A refunded award must be sent by the school to the board's grant account. Refunded awards are available for reassignment to other qualified applicants.

Subp. 3. School accounting requirements. Schools shall maintain separate accounts for grant funds. Refunds to the board must be accompanied with a list stating the social security number, name, award type, amount of refund, term, and refund code for each student included in the refund. The refund must be made to the board within 30 days from the end of the academic term, or 30 days from the date the school is notified of a student's withdrawal, whichever is less. Schools must provide evidence, prepared according to generally accepted accounting principles, that all awards have either been distributed or refunded to the board.

Subp. 4. Recovery of overpayments. An overpayment occurs when a grant recipient receives more money than the recipient is eligible to receive under the award calculation. A grant recipient shall reimburse the board for overpayment regardless of the cause. The overpayment amount is the difference between the amount received and the calculated award eligibility. The reimbursement amount includes any costs or expenses incurred by the board in collecting the debt, including reasonable attorney fees. The reimbursement is recoverable from the recipient or the recipient's estate. The board may institute a civil action for recovery if necessary.

The recipient must not receive additional awards until the overpayment is recovered or the recipient is making payments under an approved plan. Additional awards for which the recipient is eligible may be used to recover an unreimbursed overpayment.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.1550 SCOPE.

Parts 4830.1550 to 4830.1556 govern state grants for less than half-time students.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.1551 ELIGIBLE SCHOOLS.

Schools eligible for part-time student grants are the same schools eligible for state grants under part 4830.0300.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.1552 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

Subpart 1. Allocation formula. The executive director shall allocate funds to each school according to the following formula:

A. Each school's share is the number of part-time students enrolled in the last fiscal year, multiplied by the average registration level of its part-time students in the last fiscal year, multiplied by the institutional budget used by the grant program for the current fiscal year.

B. Each school's initial allocation is the school's share divided by the sum of school shares, multiplied by the percent of funds used by the school during the last academic year, multiplied by 90 percent.

C. Each January, the executive director shall allocate the remaining ten percent of the total part-time grant allocation according to the same formula.

"Number of part-time students" means the sum of all enrolled resident, extension, and unclassified part-time students, who are Minnesota residents, and are reported to the board for its annual enrollment survey as lower division, upper division, and vocational students in the fall term of the school year.

"Registration level" is the number of credits (or an equivalent measure) taken by part-time students in the fall term of the school year as reported to the board for its annual enrollment survey, divided by 12 credits (or an equivalent measure) until June 30, 1992. Beginning July 1, 1992, the annual enrollment survey will be divided by 15 credits (or an equivalent measure).

Subp. 2. Notification. The executive director shall notify each school of the amount allocated to it.

Subp. 3. Accountability. Each participating school shall be accountable for any funds disbursed to students for grants for part-time students. Funds may be used only during the fiscal year of disbursement. If a student does not use a grant because the student does not enroll or withdraws from school, the school may use the funds for other eligible students or return them to the board.

Subp. 4. Unused funds. When requested by the executive director, a school shall report its use of funds and shall return unused funds. The executive director shall reallocate unused funds to schools desiring additional funds.

Statutory Authority: *MS s 136A.04, 136A.16; 136A.234*

History: *15 SR 1780; 16 SR 440*

4830.1553 DETERMINATION OF ELIGIBILITY.

A school shall determine if a student is eligible for a part-time student grant. To be eligible a student must be an eligible student as defined in part 4830.0100, subpart 5, items A, B, C, E, F, and G. The student must be pursuing course work applicable to a degree, diploma, or certificate and be enrolled either less than half-time, or as a new or returning student enrolled at least half-time but less than full-time. Through June 30, 1992, the student must be registered for at least 1/12 of the full-time enrollment level. Beginning July 1, 1992, the student must be registered for at least 3/15 of the full-time enrollment level.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780; 16 SR 440*

4830.1554 AWARDS.

Subpart 1. [Repealed, 16 SR 440]

Subp. 2. [Repealed, 16 SR 440]

Subp. 3. [Repealed, 16 SR 440]

Subp. 4. Award amount. A school shall award a grant for a single academic term to each eligible student, to the extent allocated funds are available. Awards are not renewable, but a student may apply for an award each academic term. The award amount must not exceed a grant applicant's cost of attendance, as defined in subpart 6, after deducting the following:

A. a contribution by the grant applicant of at least 50 percent of the cost of attendance;

B. for an applicant who is not an independent student, a contribution by the grant applicant's parents, as determined by a financial need analysis performed by the board or a higher amount as determined by the school, divided by the number of terms in the school's academic year;

C. for an applicant who is an independent student, a contribution by the grant applicant, as determined by a financial need analysis performed by the board or a higher amount as determined by the school, divided by the number of terms in the school's academic year; and

D. the amount of a federal Pell grant award for which the grant applicant is eligible during the academic term for which the student receives an award.

Funds in addition to the award amount may be granted to cover child care expenses related to the student's school attendance if the student is not eligible for AFDC and is not eligible for child care funds under Minnesota Statutes, section 136A.125.

The minimum award amount is \$100.

Subp. 5. Registration load. "Registration load" means the quantity of course work or educational instruction (for example, credits, courses, clock-hours) used by the school to define a student's level of enrollment.

Subp. 6. Cost of attendance. Through June 30, 1992, "cost of attendance" means:

A. for students registered at least 9/12 of the full-time registration load as defined by the school for one academic term, but less than the school's full-time registration load, the cost of attendance is 75 percent of the amount defined in Minnesota Statutes, section 136A.121, subdivision 6, divided by the number of terms in the school's academic year;

B. for students registered at least 6/12, but less than 9/12 of the full-time registration load as defined by the school for one academic term, the cost of attendance is 50 percent of the amount defined in Minnesota Statutes, section 136A.121, subdivision 6, divided by the number of terms in the school's academic year; or

C. for students registered less than 6/12 of the full-time registration load as defined by the school for one academic term, the cost of attendance is the amount defined in Minnesota Statutes, section 136A.121, subdivision 6, divided by the full-time registration load for one academic year as defined by the school, multiplied by the student's registration load.

Subp. 7. Cost of attendance. Beginning July 1, 1992, "cost of attendance" means:

A. for students registered at least 12/15 of the full-time registration load for one academic term, but less than the school's full-time registration load, the cost of attendance is 80 percent of the amount defined in Minnesota Statutes, section 136A.121, subdivision 6, divided by the number of terms in the school's academic year;

B. for students registered at least 9/15 of the full-time registration load for one academic term, but less than 12/15 of the full-time registration load, the cost of attendance is 60 percent of the amount defined in Minnesota Statutes, section 136A.121, subdivision 6, divided by the number of terms in the school's academic year;

C. for students registered at least 8/15 but less than 9/15 of the full-time registration load for one academic term, the cost of attendance is the amount defined in Minnesota Statutes, section 136A.121, subdivision 6, divided by the full-time registration load for one academic year, multiplied by the student's registration load; and

D. for students registered less than 8/15 of the full-time registration load for one academic term, the cost of attendance is the amount defined in Minnesota Statutes, section 136A.121, subdivision 6, divided by the full-time registration load for one academic year, multiplied by the student's registration load.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780; 16 SR 440*

4830.1555 REPORTS OF DATA.

The school must collect demographic, educational, and financial data specified by the executive director from eligible students requesting grants. The school shall provide the executive director with individual student data upon request.

End of year program activity and student data reports are required by the executive director. The school must correctly complete and submit the reports and any applicable refunds to the executive director by the first working day after August 9. The executive director shall withhold the school's subsequent year's allocation if the above deadline is not met.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.2100 ELIGIBLE SCHOOLS.

Schools eligible for work-study grants are the same schools eligible for state grants under part 4830.0300.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.2200 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

[For text of subps 1 and 2, see M.R.]

Subp. 3. Modification of allocations. The executive director shall allocate funds equal to a school's estimated need if the estimated need is less than the amount determined by the allocation formula.

[For text of subp 4, see M.R.]

Subp. 5. Unused funds. The school must return funds which the school determines will not be used within 30 days from the date of a request by the executive director. The executive director shall reallocate the funds to other participating schools requesting additional funds.

Subp. 6. Reallocation. The executive director shall reallocate funds using the formula specified in subpart 2, items A and B.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.2300 WORK-STUDY GRANTS.

A school shall determine if a student is eligible for a work-study grant. To be eligible a student must meet the requirements of part 4830.0100, subpart 5, items B, C, E, and F. A student employed during periods of nonenrollment must sign a statement of intent to enroll full-time the next term or provide proof of registration for the next term.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780; 16 SR 1822*

4830.2400 EMPLOYMENT TERMS; AMOUNT OF GRANTS.

[For text of subps 1 and 2, see M.R.]

Subp. 3. Hourly wages. Not less than 30 percent of the amount earned by a student shall be paid by the employer, with the actual percentage determined by the school in consultation with the employer. A student shall be paid for hours actually worked at an hourly rate agreed to by the employer and the student, with the approval of the school. However, the student must be paid at least the state minimum wage, if the federal minimum wage is not applicable. Student earnings

must be paid according to federal regulations governing payment of student earnings under the federal work-study program.

Statutory Authority: *MS s 136A.04; 136A.16*

History: *16 SR 1822*

4830.2500 CONTRACTS WITH EMPLOYERS.

[For text of subps 1 to 3, see M.R.]

Subp. 4. Supervision. The school, with the employer, must develop for each work-study assignment a program of supervision consistent with the nature of the assignment and the needs of the individual student. Upon request, the school must submit the program of supervision to the executive director for review and comment.

[For text of subp 5, see M.R.]

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.2600 REPORTS BY SCHOOL.

The school must collect demographic and program activity data as specified by the executive director. The school shall provide the executive director with individual student data upon request.

End of year program activity and student data reports are required by the executive director. The school must correctly complete and submit these reports and any applicable refunds to the executive director by the first working day after August 9. The executive director shall withhold the school's subsequent year's allocation if the above deadline date is not met.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1780*

4830.3000 [Repealed, 15 SR 1780]

4830.3100 [Repealed, 15 SR 1780]

4830.3200 [Repealed, 15 SR 1780]

4830.3300 [Repealed, 15 SR 1780]

4830.3400 [Repealed, 15 SR 1780]

REGISTERED NURSE GRANT PROGRAM

4830.6500 SCOPE.

Parts 4830.6510 and 4830.6520 apply to the program of state grants for registered nurses.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1925*

4830.6510 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

Subpart 1. Application by schools and programs. A school or program of advanced nursing education that desires program funds for registered nurses must submit by January 1 each year a completed application form provided by the executive director.

Subp. 2. Modification of allocations. The executive director shall allocate funds equal to a school or program's estimated need for funds if the estimated need is less than the amount determined by the allocation formula.

Subp. 3. **Requirements for participant institutions.** Each participating school or advanced nursing program must also:

A. provide the executive director by the first working day after May 31 each year with the just or nearly completed academic year's enrollment data of registered nurses seeking to complete baccalaureate or master's degrees in nursing or an advanced program of nursing;

B. establish procedures for students to apply for and receive grants;

C. establish criteria to use in awarding grants, which must include consideration of the likelihood of a student's success in completing the educational program; and

D. give priority to students:

(1) demonstrating the greatest financial need; and

(2) enrolling to complete baccalaureate degrees in nursing.

Subp. 4. **Delay.** A participating institution that fails to submit the annual application for participation to the executive director or provide requested enrollment data by its deadline date may result in the delay of notification and disbursement by the executive director to the institution.

Subp. 5. **Accountability.** Each participating school and advanced program of nursing is accountable for any funds disbursed to students for grants to registered nurses. Funds may be used only during the fiscal year of disbursement. If a student does not use a grant because the student does not enroll or withdraws from school, the school may use the funds for other eligible students or return the funds to the executive director.

Subp. 6. **Unused funds.** When requested by the executive director, a school or advanced nursing program must report on its use of nursing grant funds and must return unused funds. The executive director shall reallocate unused funds to schools or advanced nursing programs that desire additional funds.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1925*

4830.6520 REPORTS OF DATA.

Subpart 1. **Annual reports.** A participating school or nursing program must collect demographic, educational, and financial data specified by the executive director from eligible students requesting grants, and provide the data upon request to the executive director.

The executive director shall require end of the year program activity and student data reports from participating institutions. The school or advanced nursing program must complete and submit the reports and any applicable refunds to the executive director by the first working day after August 9. If the reports are not completed correctly and submitted by the deadline date, the executive director shall withhold the subsequent year's allocation until reporting requirements are fully met.

Subp. 2. **Additional information.** The executive director or an agent may require additional information not inconsistent with law that is helpful in the executive director's judgment to efficiently administer the program. The additional information may be required from grant applicants or recipients or eligible institutions or programs.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1925*

LICENSED PRACTICAL NURSE GRANT PROGRAM

4830.6600 SCOPE.

Parts 4830.6610 to 4830.6620 apply to the program of state grants for licensed practical nurses.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1925*

4830.6610 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

Subpart 1. Application by schools and programs. A school or program that desires nursing grant funds for licensed practical nurses must submit to the executive director by January 1 each year a completed application form provided by the executive director.

Subp. 2. Modification of allocations. The executive director shall allocate funds equal to the school's or program's estimated need for funds if the estimated need is less than the amount determined by the allocation formula.

Subp. 3. Responsibility. Each participating school or nursing program must:

A. provide the executive director by the first working day after May 31 each year with the just or nearly completed academic year's enrollment data of licensed practical nurses in educational programs leading to licensure as a licensed registered nurse;

B. establish procedures for students to apply for and receive grants;

C. establish criteria to use in awarding nursing grants, which must include consideration of the likelihood of a student's success in completing the nursing educational program; and

D. give priority to students with the greatest financial need.

Subp. 4. Delay. A participating institution that fails to submit the annual application for participation to the executive director or provide requested enrollment data by the deadline dates may result in the delay of notification and allocation by the executive director.

Subp. 5. Accountability. Each participating school and nursing program is accountable for any money disbursed to students for nursing grants for licensed practical nurses. The money may be used only during the fiscal year of disbursement. If a student does not use a grant because the student does not enroll or withdraws from school, the school may use the funds for other eligible students or must return the funds to the executive director.

Subp. 6. Unused funds. When requested by the executive director, a school or nursing program shall report on its use of funds and shall return unused funds. The executive director shall reallocate unused funds to schools or nursing programs that desire additional funds.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1925*

4830.6620 REPORTS OF DATA.

Subpart 1. Annual reports. The school or nursing program must collect demographic, educational, and financial data specified by the executive director from eligible students requesting grants, and provide this data upon request to the executive director.

The executive director shall require end of the year program activity and student data reports. The school or nursing program must complete and submit the reports and any applicable refunds to the executive director by the first working day after August 9. If the reports are not completed correctly and submitted by the deadline, the executive director shall withhold the subsequent year's allocation until reporting requirements are fully met.

Subp. 2. Additional information. The executive director or the executive director's agent may require additional information not inconsistent with law that in the executive director's judgment is helpful to efficiently administer the program. The additional information may be required from grant applicants or recipients or eligible institutions or programs.

4830.6620 FINANCIAL ASSISTANCE

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Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1925*

CHILD CARE GRANTS

4830.7400 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

[For text of subps 1 to 7, see M.R.]

Subp. 8. Contract with county. Institutions may contract with counties to handle program administration, but are accountable for county decisions related to the program. Program administration includes selection of students to receive awards from this program, award calculation, disbursement, and program reporting. The appeal process in part 4830.7720 is applicable to students attending institutions that contract with counties to handle program administration.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 1925*

PUBLIC SAFETY OFFICER'S SURVIVOR GRANT PROGRAM

4830.8000 SCOPE.

Parts 4830.8000 to 4830.8040 govern state postsecondary education grants to spouses and dependent children of public safety officers killed in the line of duty.

Statutory Authority: *MS s 136A.04, 136A.16; 136A.234*

History: *15 SR 2266*

4830.8010 ELIGIBLE INSTITUTIONS.

A student receiving a grant from the Public Safety Officer's Survivor Grant Program must attend a postsecondary institution that is an eligible institution as defined in Minnesota Statutes, section 136A.101, subdivision 4, and part 4830.0300, subparts 1 and 2, as limited by Minnesota Statutes, section 299A.45, subdivision 1.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 2266*

4830.8020 ELIGIBLE RECIPIENT.

To be eligible for a grant, the person must:

A. be enrolled in an eligible institution as specified in part 4830.8010;
 B. not have received a baccalaureate degree, nor have been enrolled full time or the equivalent for eight semesters or 12 quarters, whichever occurs first; and

C. provide a copy of the certification of eligibility received from the commissioner of public safety to the eligible institution.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 2266*

4830.8030 INSTITUTIONAL REQUEST AND DISBURSEMENT OF FUNDS FOR GRANTS.

Subpart 1. Institutional request. After verifying a student's eligibility, the institution must submit a written request to the executive director for payment of grant money for the student. A separate request must be submitted for each academic term the student is enrolled. A copy of the student's certificate of eligibility from the commissioner of public safety must accompany the institution's first request for payment.

Subp. 2. **Deadline.** The request for grant money for a student must be received by the executive director no later than the last day of classes for the academic year for which grant money is requested.

Subp. 3. **Disbursement of funds.** An institution must not disburse grant money for a student unless the student is enrolled in or has completed the academic term for which payment is intended.

Subp. 4. **Refunds.** A grant award is made for a student's attendance at a specific institution for the nine-month academic year within the state fiscal year. If a recipient fails to enroll or reduces enrollment, the institution must refund the unused portion of the award to the executive director. Refunded money is available for awards to other eligible students.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: 15 SR 2266

4830.8040 PAYMENTS TO INSTITUTIONS.

Subpart 1. **Time of payment.** The executive director shall send grant money for an eligible student to the institution within 30 days of receipt of a request for payment, but not before July 1 of the academic year for which payment is intended.

Subp. 2. **Withholding payment.** The executive director shall withhold payment for a student until the institution's request for payment is complete and the student's eligibility is verified.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: 15 SR 2266

PRENURSING GRANT PROGRAM

4830.8510 SCOPE.

Parts 4830.8510 to 4830.8580 apply to the program of state grants for pre-nursing students.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: 15 SR 2266

4830.8520 STUDENT MUST AGREE TO SERVE IN RURAL AREA.

Before a student receives a grant under the program, the student must agree to serve in a designated rural area in Minnesota. The agreement must be to serve there at least three of the first five years after receiving the license that the grant is used to get.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: 15 SR 2266

4830.8530 SERVICE CREDIT AFTER DESIGNATION REMOVED.

In satisfying the service requirements under the program, a grant recipient shall continue to receive credit for serving in a designated rural area even if the designation is removed after the recipient begins serving there.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: 15 SR 2266

4830.8540 RANKING APPLICANTS.

Subpart 1. **Classification of applicants.** Each applicant must be placed in one of the following classifications:

A. renewal applicant residing in a designated rural area attending an eligible postsecondary institution outside the seven-county metropolitan area;

B. renewal applicant residing in a designated rural area attending an eligible postsecondary institution within the seven-county metropolitan area;

C. renewal applicant not residing in a designated rural area attending an eligible postsecondary institution outside the seven-county metropolitan area;

D. renewal applicant not residing in a designated rural area attending an eligible postsecondary institution within the seven-county metropolitan area;

E. initial applicant residing in a designated rural area attending an eligible postsecondary institution outside the seven-county metropolitan area, and has not previously been enrolled in any nursing program or coursework;

F. initial applicant residing in a designated rural area attending an eligible postsecondary institution within the seven-county metropolitan area, and has not previously been enrolled in any nursing program or coursework;

G. initial applicant not residing in a designated rural area attending an eligible postsecondary institution outside the seven-county metropolitan area, and has not previously been enrolled in any nursing program or coursework;

H. initial applicant not residing in a designated rural area attending an eligible postsecondary institution within the seven-county metropolitan area, and has not previously been enrolled in any nursing program or coursework;

I. initial applicant residing in a designated rural area attending an eligible postsecondary institution outside the seven-county metropolitan area, and has been previously enrolled in a nursing program or completed some nursing coursework;

J. initial applicant residing in a designated rural area attending an eligible postsecondary institution within the seven-county metropolitan area, and has been previously enrolled in a nursing program or completed some nursing coursework;

K. initial applicant not residing in a designated rural area attending an eligible postsecondary institution outside the seven-county metropolitan area, and has been previously enrolled in a nursing program or completed some nursing coursework; and

L. initial applicant not residing in a designated rural area attending an eligible postsecondary institution within the seven-county metropolitan area, and has been previously enrolled in a nursing program or completed some nursing coursework.

Applicants will be awarded in the order of the classifications listed above.

Subp. 2. Ranking of applicants. Within each of the classifications specified in subpart 1, grant applicants are ranked according to parental contribution. Applicants with the least parental contribution are awarded first.

Subp. 3. Insufficient funds. If insufficient funds are available to meet the needs of all eligible applicants, the executive director shall make award to applicants in the order specified in subparts 1 and 2.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 2266*

4830.8550 AWARDS.

The amount of the grant award is a percentage of the sum of the student's Pell grant and state grant for which the student is currently eligible. The percentage must be determined annually by the executive director based upon the money available to the program from state appropriations and the estimated financial need of the student. The minimum award amount is \$100.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 2266; 16 SR 1822*

4830.8560 METHOD OF PAYMENT.

Subpart 1. Payments to schools. After a grant award is determined, the award must be sent to the eligible school chosen by the recipient. A recipient's total pre-

nursing grant award must be divided by the number of terms in the academic year and disbursed accordingly. The school shall apply each disbursement to the recipient's educational costs in the following order: tuition, fees, books, supplies, and other expenses. The costs must be prorated for each term of the academic year. The school shall notify the recipient when each term payment arrives at the school.

Subp. 2. Refunds. A grant is awarded for full-time attendance at a specified school for the academic year of nine months within a state fiscal year. If a recipient fails to enroll or reduces enrollment, the school must refund the unused portion of the award. Refunds to the prenursing grant program are determined as provided in items A and B:

A. calculate the percentage that the prenursing grant award represents of the student's total financial aid package for the applicable term; and

B. multiply that percentage by the amount determined to be refunded to the student under the school's refund policy.

The result yields the amount to be refunded to the executive director. Refunded money is available for reassignment to other qualified applicants.

Subp. 3. School accounting requirements. Schools shall maintain separate accounts for prenursing grant funds. Refunds to the prenursing grant program must be sent to the executive director with a list stating the social security number, name, award type, amount of refund, term, and refund code for each student included in the refund. The refund must be made within 30 days from the end of the academic term, or 30 days from the date the school is notified of a student's withdrawal, whichever is less. Schools must provide evidence, prepared according to generally accepted accounting principles, that all grant payments have either been disbursed or refunded to the prenursing grant program.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 2266*

4830.8570 RECIPIENT RESPONSIBILITIES.

Subpart 1. Change of address. From the time a grant recipient first receives a grant until five years after the nursing license is received, the recipient must notify the executive director in writing of a change of address within 30 days of the change.

Subp. 2. Service status verification. Each year for up to five years after the nursing license is received, on request of the executive director, a grant recipient must complete and return to the executive director a service status verification form provided by the executive director.

Statutory Authority: *MS s 136A.04; 136A.16; 136A.234*

History: *15 SR 2266*

4830.8580 INFORMATION; FORMS; TERMS.

Subpart 1. Additional information. The executive director or an agent may require additional information not inconsistent with parts 4830.8510 to 4830.8570 to administer the program. The additional information may be required from grant applicants or recipients or eligible institutions.

Subp. 2. Additional requirements. The executive director may impose on a grant recipient under the program terms in an agreement required to be signed by the grant recipient in addition to those set out in parts 4830.8510 to 4830.8570 as a condition of receiving the grant.

An additional term must not be inconsistent with the terms required by parts 4830.8510 to 4830.8570. An additional term must be helpful, in the judgment of the director, to administer or enforce the program.

Subp. 3. Forms. The executive director may provide to grant applicants and

recipients and eligible institutions and require the use of uniform forms in the administration of the program.

Statutory Authority: *MS s 136A.04, 136A.16, 136A.234*

History: *15 SR 2266*