

CHAPTER 4830
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4830.0100 DEFINITIONS FOR HIGHER EDUCATION PROGRAMS.

Subpart 1. **Scope.** For the purposes of chapters 4800, 4810, and this chapter, the terms defined in this part have the meanings given them unless specifically provided otherwise.

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

Subp. 2. **Office.** "Office" means the Minnesota Office of Higher Education.

Subp. 2a. **Certificate program.** "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.

Subp. 3. **Dependent student.** "Dependent student" means a student who is not an independent student.

Subp. 3a. [Repealed, 23 SR 594]

Subp. 4. **Educational costs.** "Educational costs" means tuition, required fees, room and board, books, and miscellaneous expenses.

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

- A. has not earned a baccalaureate degree and has not entered a graduate school program as a full-time graduate student;
- B. is a resident of Minnesota;
- C. is not receiving tuition reciprocity benefits while attending a Minnesota postsecondary institution;
- D. is enrolled or is intending to enroll as at least a half-time student in an eligible school;
- E. is in good standing and making satisfactory academic progress, as defined in Minnesota Statutes, section 136A.101, subdivision 10;
- F. [Repealed, L 2013 c 99 art 4 s 4]
- 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. **Commissioner.** "Commissioner" means the commissioner of the office, or office staff who perform duties as assigned by the commissioner.

Subp. 7. **Financial need.** "Financial need" means the amount of monetary assistance necessary for a student to meet educational costs after parental and student contributions, determined by the financial need analysis, are subtracted from the student's educational costs.

Subp. 8. **Financial need analysis.** "Financial need analysis" means a system for analyzing a family's financial strength to determine the expected parental and student contributions to educational costs. The system is a federally approved system or an equivalent need analysis system adopted each year by the office for the appropriate processing year.

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.

Subp. 9. **Independent student.** "Independent student" has the meaning given it in the Higher Education Act of 1965, United States Code, title 20, section 1070a-6, and applicable regulations.

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. a student who has resided in Minnesota for other than educational purposes for at least 12 consecutive months without being enrolled at a postsecondary institution for more than five credits in any term prior to the date of application;
- C. a student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school;
- D. a student who, after residing in the state for a minimum of one year, earned a high school equivalency certificate in Minnesota; or

E. an independent student who was initially a Minnesota resident as defined in item A and who has continued to reside 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.

Subp. 11. **Audit requirements.** Audit requirements means that the school must make available to the office and its authorized representatives all pertinent books, documents, papers, and records for audit and examination for three years after the last day of a fiscal year or until audit exceptions for the period are resolved.

Subp. 12. [Repealed, 20 SR 2284]

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.111; 136A.134; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 10 SR 2319; 13 SR 128; 15 SR 1780; 16 SR 2732; 19 SR 1491; L 1995 c 212 art 3 s 59; 20 SR 2284; 21 SR 1821; 23 SR 594; 28 SR 889; L 2005 c 107 art 2 s 60; L 2013 c 99 art 2 s 29; art 4 s 4*

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4830.0110 DEFINITIONS FOR SATISFACTORY ACADEMIC PROGRESS.

Subpart 1. **Scope.** For the purposes of parts 4830.0200 to 4830.0700 and 4830.7000 to 4830.7900, the definitions in this part apply to satisfactory academic progress as defined in Minnesota Statutes, section 136A.101, subdivision 10.

Subp. 2. **Academic standing consistent with the institution's graduation requirements.** "Academic standing consistent with the institution's graduation requirements" means the student's cumulative grade point average must meet the cumulative grade point average required by the institution for graduation. The institution's graduation requirement may be a fixed cumulative grade point average which is the same for all grade levels or a graduated cumulative grade point average which progresses towards the grade point average required for graduation.

Subp. 3. **Academic year.** "Academic year" means the grade level as defined by the school.

Subp. 4. [Repealed, 23 SR 594]

Subp. 5. [Repealed, 23 SR 594]

Subp. 6. [Repealed, 23 SR 594]

Subp. 7. [Repealed, 23 SR 594]

Subp. 8. [Repealed, 23 SR 594]

Subp. 9. [Repealed, 23 SR 594]

Statutory Authority: *MS s 136A.01*

History: *20 SR 2284; 23 SR 594*

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TERMINATION OF INSTITUTION'S ELIGIBILITY

4830.0120 SCOPE.

For the purposes of this chapter and chapter 4850, the procedure in parts 4830.0130 to 4830.0195 applies to the termination of an institution's eligibility to participate in a student financial aid program administered by the Minnesota Office of Higher Education.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389; L 2005 c 107 art 2 s 60*

Published Electronically: *June 11, 2008*

4830.0130 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4830.0120 to 4830.0195, the terms defined in this part have the meanings given them.

Subp. 2. **Commissioner.** "Commissioner" means the commissioner of the office, or office staff who perform duties as assigned by the commissioner.

Subp. 3. **Fiscal year.** "Fiscal year" means the period from July 1 to the following June 30.

Subp. 4. **Funds.** "Funds" means money disbursed or the commitment to disburse money under any program to an institution or to an institution on behalf of students enrolled and attending the institution.

Subp. 5. **Institution.** "Institution" means a post-secondary institution that participates in a student financial aid program or student loan program administered by the office.

Subp. 6. **Office.** "Office" means the Minnesota Office of Higher Education.

Subp. 7. **Program.** "Program" means a financial aid and loan program administered by the Minnesota Office of Higher Education.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389; L 2005 c 107 art 2 s 60; L 2013 c 99 art 2 s 29*

Published Electronically: *July 1, 2013*

4830.0140 TERMINATION.

The office shall terminate an institution's eligibility to participate in a program if the institution:

A. violates a provision of Minnesota statutes or rules governing the program, and fails to correct the violation within 90 days from the date on the written notification of the termination;

B. refuses to allow inspection of or provide information relating to financial aid records, after written request by the office;

C. is no longer eligible to participate in a program under part 4830.0300, subparts 1 and 2; 4830.7200; or 4850.0011, subpart 14; or

D. is not complying with chapter 4850.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389*

Published Electronically: *June 11, 2008*

4830.0150 TERMINATION PROCEDURE.

Subpart 1. **Termination.** The office shall provide written notice of its intent to terminate an institution's eligibility to participate in a program or programs if there is evidence that the institution has been in noncompliance based on the criteria under part 4830.0140. At the time the office provides notice of its intent to terminate, it shall also provide an institution an opportunity for a hearing pursuant to Minnesota Statutes, chapter 14.

Subp. 2. **Notification.** The office shall send the institution written notification of the termination of the institution's eligibility to participate in a program. Termination shall be effective 90 days from the date of the written notification.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389*

Published Electronically: *June 11, 2008*

4830.0160 REQUEST FOR HEARING.

An institution may request a hearing pursuant to Minnesota Statutes, chapter 14, regarding its termination of eligibility to participate in a program. The request must be in writing and must be received by the commissioner within 30 days of the date on the written notification of termination sent by the office. Within ten days of receipt of the request for hearing, the office shall contact the Office of Administrative Hearings to arrange a hearing date.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389; L 2013 c 99 art 2 s 29*

Published Electronically: *July 1, 2013*

4830.0170 FINAL DECISION, ORDERS.

The commissioner shall render a decision and order in writing following receipt of the report issued by the administrative law judge after the hearing. The final decision of the commissioner shall take into consideration the hearing record and the report of the administrative law judge. The order of the commissioner is the final decision in the termination of the institution's eligibility to participate in a program administered by the office.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389; L 2013 c 99 art 2 s 29*

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4830.0180 REIMBURSEMENTS AND REFUNDS.

A. The office's director of student financial aid services or the commissioner of the office shall require an institution to remedy a violation of applicable program statutes and rules.

B. If an institution is required to reimburse or make other payments to the office, the commissioner shall offset these claims against benefits or claims due to the institution.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389; L 2013 c 99 art 2 s 29*

Published Electronically: *July 1, 2013*

4830.0190 STUDENT AWARDS AFTER TERMINATION.

Subpart 1. **Payment of awards.** If an institution is terminated from participating in a program during a payment period, a student at the institution who was eligible for an award before the effective date of the termination shall receive a payment for that payment period.

Subp. 2. **Notice.** For the purposes of subpart 1, "notice" occurs:

A. under the Student Educational Loan Fund (SELF) Program when the commissioner or servicer advises the student, in writing, that the loan is approved; and

B. under the state grant and campus-based programs when the commissioner or institution has notified the student, in writing, of the award.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389; L 2013 c 99 art 2 s 29*

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4830.0195 REINSTATEMENT.

Subpart 1. **Application.** An institution terminated from participation in a program by the office under part 4830.0140, may request reinstatement to participate in the program. The institution must wait at least 12 consecutive months from the effective date of the termination to submit a request for reinstatement. A request for reinstatement must be in writing and submitted to the commissioner. If the institution is initially denied reinstatement, the institution must wait at least 90 days from the date of denial of reinstatement, as specified in subpart 3, to resubmit a request for reinstatement. If an institution's eligibility is reinstated after the start of the academic term, eligible students shall receive payment retroactively to the beginning of the term when the institution was reinstated.

Subp. 2. **Reinstatement requirements.** An institution's reinstatement request must include:

A. written documentation of the process used to correct a violation, and how the violation will be prevented in the future;

B. evidence of full repayment to the office of program funds the institution improperly received, withheld, disbursed, or caused to be disbursed; and

C. new participation agreements with the office for all programs the institution wishes to participate in.

Subp. 3. **Response to reinstatement request.** Within 60 days of receiving the institution's reinstatement request, the office shall:

- A. grant the request; or
- B. deny the request based on evidence of noncompliance with the requirements in subpart 2.

Statutory Authority: *MS s 136A.01*

History: *24 SR 389; L 2013 c 99 art 2 s 29*

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STATE SCHOLARSHIPS AND GRANTS-IN-AID

4830.0200 SCOPE.

Parts 4830.0200 to 4830.0700 govern state grants.

Statutory Authority: *MS s 136A.04; 136A.111; 136A.121; 136A.132; 136A.141; 136A.16; 136A.233; 136A.234; 136A.70*

History: *8 SR 196; 8 SR 2335; 9 SR 991; 15 SR 1780*

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4830.0300 ELIGIBLE SCHOOLS.

Subpart 1. **Annual list.** Annually the commissioner shall approve a list of schools at which a state grant may be used. Schools may be added to the list by the commissioner 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 eight 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 Minnesota Statutes, section 136A.65; or
 - (3) licensed by an appropriate state agency;
- D. sign an institutional agreement with the commissioner; and
- E. have the necessary administrative computing capability to administer the program on campus and electronically report student data records to the office.

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.111; 136A.121; 136A.132; 136A.141; 136A.16; 136A.233; 136A.234; 136A.70*

History: *8 SR 196; 8 SR 2335; 9 SR 991; 9 SR 2341; 15 SR 1780; 18 SR 1141; 20 SR 2284; 24 SR 518; 34 SR 903; L 2013 c 99 art 2 s 29*

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4830.0400 APPLICATION DATES AND STUDENT ELIGIBILITY.

Subpart 1. **Date.** Annually the office shall adopt by resolution a date after February 14, by which all applications must be filed to receive an award.

Subp. 2. [Repealed, 15 SR 1780]

Subp. 2a. **Out-of-state housing.** A student's Minnesota residence is not lost if the student or parent must live outside of Minnesota for purposes of postsecondary education, military service, or missionary work, provided the student or parent continues to claim Minnesota as the state of legal residence for income tax purposes.

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, except item D, 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, taking into account the exclusions specified in Minnesota Statutes, section 136A.121, subdivision 9.

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. [Repealed, 18 SR 1141]

Subp. 7. **Minnesota correctional institution.** "Minnesota correctional institution" means a federal or state penal institution located in Minnesota in which students are eligible for grants under this rule pursuant to Minnesota Statutes, section 136A.121, subdivision 6.

Statutory Authority: *MS s 136A.01; 136A.04; 136A.111; 136A.134; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 8 SR 2335; 9 SR 991; 10 SR 2319; 13 SR 128; 15 SR 1780; 16 SR 1822; 18 SR 1141; L 1995 c 212 art 3 s 59; 20 SR 2284*

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4830.0500 [Repealed, 18 SR 1141]

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4830.0600 AWARDS.

Subpart 1. [Repealed, 23 SR 594]

Subp. 1a. [Repealed, 23 SR 594]

Subp. 1b. [Repealed, 13 SR 128]

Subp. 1c. [Repealed, 13 SR 128]

Subp. 1d. [Repealed, 13 SR 128]

Subp. 1e. **Awards for fourth quarter or third semester.** In calculating a state grant for the fourth quarter or third semester within a fiscal year, the award shall be calculated as specified in Minnesota Statutes, section 136A.121, subdivisions 5 and 9a.

Subp. 2. [Repealed, 28 SR 889]

Subp. 3. [Repealed, 10 SR 2319]

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.111; 136A.134; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 8 SR 2335; 9 SR 991; 10 SR 2319; 13 SR 128; 15 SR 1780; 20 SR 2284; 23 SR 594; 28 SR 889*

Published Electronically: *June 11, 2008*

4830.0700 METHOD OF PAYMENT.

Subpart 1. **Payments to schools.** After a grant award is determined, the award amount shall be sent by the commissioner to the school chosen by the recipient or the school shall withdraw the award amount from its state grant account. 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 is ready for disbursement.

Subp. 2. **Refunds.** A grant is awarded for full-time attendance at a specified school for up to four quarters or three semesters 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 commissioner determines that a school has

fraudulently handled grant money, the refund of the unused portion of the award is immediately due, and the office may institute a civil action for recovery if necessary. Refunds to the office are determined as follows:

A. calculate the percentage the state grant award represents of the student's total financial aid package for the applicable term, excluding funds received from federal Title IV programs, United States Code, title 20, sections 1070-1099;

B. calculate the total tuition refund amount using the refund calculation required of schools participating in federal Title IV programs;

C. subtract the federal aid programs' refund amount from item B to determine the remaining tuition refund amount; and

D. multiply the percentage in item A by the amount calculated in item C to determine the amount to be refunded to the state grant program.

Refunded money to the state grant program is available for awards to eligible students.

Subp. 3. **School accounting requirements.** Schools shall maintain separate accounts for grant funds. Refunds to the state grant program 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 program 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 program.

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 state grant program 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 office in collecting the debt, including reasonable attorney fees. The reimbursement is recoverable from the recipient or the recipient's estate. The office 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.01; 136A.04; 136A.111; 136A.134; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 9 SR 991; 10 SR 2319; 13 SR 128; 15 SR 1780; 18 SR 2482; L 1995 c 212 art 3 s 59; 20 SR 2284; L 2013 c 99 art 2 s 29*

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4830.1565 [Repealed, 18 SR 1141]

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WORK-STUDY GRANTS

4830.2000 SCOPE.

Parts 4830.2000 to 4830.2600 govern state work-study grants.

Statutory Authority: *MS s 136A.111; 136A.121; 136A.132; 136A.141; 136A.233; 136A.70*

History: *8 SR 196*

Published Electronically: *June 11, 2008*

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.111; 136A.121; 136A.132; 136A.141; 136A.16; 136A.233; 136A.234; 136A.70*

History: *8 SR 196; 15 SR 1780*

Published Electronically: *June 11, 2008*

4830.2200 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

Subpart 1. **Application by schools.** A school desiring funds for work-study grants must request funds by June 30 each year. The school must submit its estimate of the amount needed to meet eligible student needs for the following school year.

Subp. 2. **Allocation formula.** Funds shall be allocated to each school according to the following formula:

A. resident full-time equivalent enrollment of each school, divided by the total resident full-time equivalent enrollment of all participating eligible schools;

B. multiplied by the current fiscal year's appropriation for work-study grants; and

C. multiplied by the percent of funds for work-study grants actually used by that school during the prior school year.

"Resident full-time equivalent enrollment" means the Minnesota resident full-year enrollment for the year prior to the academic year for which work-study funds are allocated.

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

Subp. 4. **Accountability.** Each participating school shall be accountable for any funds disbursed to students for work-study grants. Funds may be used only during the fiscal year of disbursement. The school must document its efforts to place students with off-campus employers. The percent of the school's allocation provided to graduate students shall not exceed the percent of graduate students in the total enrollment at the participating school.

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 commissioner. The commissioner shall reallocate the funds to other participating schools requesting additional funds.

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

Statutory Authority: *MS s 136A.01; 136A.04; 136A.111; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 10 SR 2319; 15 SR 1780; 18 SR 1849; 20 SR 2572; L 2013 c 99 art 2 s 29*

Published Electronically: *July 1, 2013*

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, D (as defined in Minnesota Statutes, section 136A.101, subdivision 7b), and E. Priority must be given to students enrolled for at least 12 credits. A student employed during periods of nonenrollment must sign a statement of intent to enroll at least half-time for the next term or provide proof of registration for the next term.

Statutory Authority: *MS s 136A.01; 136A.04; 136A.111; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 10 SR 2319; 15 SR 1780; 16 SR 1822; 18 SR 1849; 20 SR 2572*

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4830.2400 EMPLOYMENT TERMS; AMOUNT OF GRANTS.

Subpart 1. **Eligible employers.** A work-study grant recipient may be employed on-campus by the school or off-campus by any of the following:

- A. a nonprofit, nonsectarian agency located in Minnesota;
- B. a private, for-profit employer employing a student as an intern in a position directly related to the student's field of study that will enhance the student's knowledge and skills in that field;
- C. a person who has a physical or mental impairment which substantially limits at least one life activity and who could benefit from student assistance in or about the home; or
- D. a person over 65 years old who could benefit from student assistance in or about the home.

Subp. 2. **Amount.** The maximum a student may earn through a work-study grant is the amount of the student's financial need.

Subp. 3. **Hourly wages.** Beginning July 1, 1993, not less than 25 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.

Subp. 4. **Replacement of permanent employee.** A public employer other than the institution may not terminate, lay off, or reduce the working hours of a permanent employee to hire a work-study student, or replace a permanent employee who is laid off from the same or substantially the same job by hiring a work-study student.

Statutory Authority: *MSs 136A.01; 136A.04; 136A.111; 136A.16; 136A.121; 136A.132; 136A.141; 136A.233; 136A.70*

History: *8 SR 196; 16 SR 1822; 18 SR 1849; 23 SR 594*

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4830.2500 CONTRACTS WITH EMPLOYERS.

Subpart 1. **Off-campus employer contract.** Before a student begins work, the school and off-campus employer shall sign a contract affirming the eligibility of the employer and agreeing to abide by applicable law and rules.

Subp. 2. **Contents of work contract.** The student, school, and employer shall sign a contract setting forth the nature of the work, number of hours of employment, hourly rate of pay, percentage of earnings to be paid by the employer, maximum payment by the employer, pay and time records, payroll, and workers' compensation. Time records must be signed by the student and the employment supervisor.

Subp. 3. **Review and comment.** All contracts signed by the school and employers are subject to review and comment by the commissioner.

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 commissioner for review and comment.

Subp. 5. **Reasonable effort.** An institution must make a reasonable effort to place a student in eligible off-campus employment. The institution must document its efforts with documents such as:

- A. copies of correspondence with eligible employers; and
- B. notes of telephone contact with eligible employers. This shall include name of person contacted and date.

Statutory Authority: *MS s 136A.01; 136A.04; 136A.111; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 10 SR 2319; 15 SR 1780; 20 SR 2572; L 2013 c 99 art 2 s 29*

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4830.2600 REPORTS BY SCHOOL.

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

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

Statutory Authority: *MS s 136A.01; 136A.04; 136A.111; 136A.134; 136A.16; 136A.234; 136A.70; 147.30*

History: *8 SR 196; 10 SR 2319; 13 SR 128; 15 SR 1780; 20 SR 2572; L 2013 c 99 art 2 s 29*

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4830.3300 [Repealed, 15 SR 1780]

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4830.3400 [Repealed, 15 SR 1780]

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ASSISTANCE FOR STUDENT DEPENDENTS OF POW'S AND MIA'S**4830.4000 SCOPE.**

Parts 4830.4000 to 4830.4200 govern state financial assistance for students in postsecondary school who are dependents of prisoners of war and persons missing in action.

Statutory Authority: *MS s 136A.111; 136A.121; 136A.132; 136A.141; 136A.233; 136A.70*

History: *8 SR 196*

Published Electronically: *June 11, 2008*

4830.4100 ELIGIBLE STUDENTS AND VERIFICATION.

Subpart 1. **Eligibility.** To be eligible for financial assistance for dependents of prisoners of war and persons missing in action, all of the following requirements must be met:

A. The student must be registered for an undergraduate program leading to a bachelor's degree or certificate of completion.

B. The student must attend a school located in Minnesota. The school may be a state university, community college, public technical college, or the University of Minnesota. If the school is a private school it must be eligible to participate in the state student loan program according to part 4830.5100.

C. The student must be one of the following:

- (1) the spouse of a prisoner of war or person missing in action;
- (2) a child born before or during the time the parent served as a prisoner of war or was declared a person missing in action; or
- (3) a child legally adopted or in the legal custody of the parent before and during the time the parent served as a prisoner of war or was declared a person missing in action.

Subp. 2. **Verification of status.** In cooperation with the commissioner of veterans' affairs, a school must verify, on behalf of a student applying for assistance, that the student meets the requirements in subpart 1, item C. A prisoner of war or person missing in action means a person who was a Minnesota resident at the time of entering service of the United States Armed Forces, or whose official residence is within Minnesota, and who, while serving in the United States Armed Forces, has been declared to be a prisoner of war or a person missing in action as established by the secretary of defense after August 1, 1958. Verification must include the determination of residency. A discharge form, notarized statement from the student's parent, or other documentation may be required to show residency. In addition, a student may be required to provide a copy of a birth record, marriage certificate, or other document showing the student meets the requirement of subpart 1, item C. No situation, including return or reported death of the parent or spouse, can remove a person who qualifies as a dependent from the provisions or benefits provided by law.

Statutory Authority: *MS s 136A.111; 136A.121; 136A.132; 136A.141; 136A.233; 136A.70*

History: *8 SR 196; L 1987 c 258 s 12; L 1989 c 246 s 2; L 2001 1Sp9 art 15 s 32*

Published Electronically: *June 11, 2008*

4830.4200 AMOUNT OF ASSISTANCE.

Subpart 1. **State-supported school.** A state-supported school shall waive full tuition and fees for an eligible student.

Subp. 2. **Private school.** A private school shall request payment from the office for each eligible student. The payment to the private school for each student shall not exceed \$250 per 12 months.

Statutory Authority: *MS s 136A.111; 136A.121; 136A.132; 136A.141; 136A.233; 136A.70*

History: *8 SR 196; L 1995 c 212 art 3 s 59*

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4830.5000 [Repealed, L 2014 c 149 s 75]

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4830.5100 [Repealed, L 2014 c 149 s 75]

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4830.5200 Subpart 1. [Repealed, L 2014 c 149 s 75]

Subp. 2. [Repealed, 10 SR 2319]

Subp. 3. [Repealed, L 2014 c 149 s 75]

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4830.5400 [Repealed, L 2014 c 149 s 75]

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4830.6000 [Repealed, L 2003 c 2 art 1 s 45]

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4830.6300 [Repealed, L 2003 c 2 art 1 s 45]

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4830.6400 [Repealed, L 2003 c 2 art 1 s 45]

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4830.6500 [Repealed, L 1996 c 395 s 17]

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4830.6620 [Repealed, L 1996 c 395 s 17]

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CHILD CARE GRANTS

4830.7000 SCOPE.

Parts 4830.7000 to 4830.7900 govern state assistance to institutions to reduce the cost of child care for eligible students attending eligible postsecondary institutions.

Statutory Authority: *MS s 136A.04; 136A.125*

History: *14 SR 2789*

Published Electronically: *June 11, 2008*

4830.7100 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply for the purposes of parts 4830.7000 to 4830.7900.

Subp. 2. **Continuing enrollment.** "Continuing enrollment" means that a student has not had an interruption in enrollment at the institution in which the student is currently enrolled for more than one academic term or 60 days of the immediately preceding academic year, whichever is longer. A student may miss one academic term and summer school and not lose continuing enrollment status.

Subp. 2a. **Eligible child.** "Eligible child" means a child who is 12 years of age or younger, or 14 years of age or younger who is disabled as defined in Minnesota Statutes, section 125A.02, and who is receiving or will receive care on a regular basis from a provider of child care services as those terms are defined in Minnesota Statutes, section 119B.011, subdivisions 5 and 19.

Subp. 3. [Repealed, 19 SR 1636]

Subp. 4. [Repealed, 19 SR 1636]

Subp. 5. **Eligible student.** "Eligible student" means a student who:

A. has a child 12 years of age or younger, or 14 years of age or younger with a disability as defined in Minnesota Statutes, section 125A.02, and who is receiving or will receive care on a regular basis from a provider of child care services as those terms are defined in Minnesota Statutes, section 119B.011, subdivisions 5 and 19, after the grant is received;

B. is a resident of Minnesota as defined in part 4830.0100, subpart 10;

- C. is not receiving tuition reciprocity;
- D. is not a recipient of the Minnesota family investment program (MFIP);
- E. has not earned a baccalaureate degree or has not been enrolled full time in any postsecondary institution more than eight semesters, 12 quarters, or the equivalent;
- F. is pursuing a nonsectarian program or course of study that applies to an undergraduate degree, diploma, or certificate;
- G. is enrolled at least half time in an eligible institution for the term for which an award is received;
- H. is in good academic standing and making satisfactory academic progress, as defined by the institution according to federal requirements;
- I. reports any changes to data reported on the child care application within ten days of the change; and
- J. 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 with the holder of the note.

Subp. 5a. **Family income and family size.** "Family income and family size" means the income and family size used to determine an award from the state grant program under parts 4830.0200 to 4830.0700.

Subp. 6. **Nonsectarian program.** "Nonsectarian program" means a program of study that is not specifically designed to prepare students to become ministers of religion, to enter some other religious vocation, or to prepare them to teach theological subjects. A nonsectarian program may provide for the scholarly study of religion as a discipline of knowledge in a manner similar to that provided for any other field of study, but must not require its students to take courses that are based on a particular set of religious beliefs, to receive instruction intended to propagate or promote any religious beliefs, to participate in religious activities, to maintain affiliation with a particular church or religious organization, or to attest to any particular religious beliefs.

Subp. 7. **Institution's share.** "Institution's share" means the number of students in an eligible institution who have applied for the state grant program under parts 4830.0200 to 4830.0700 for the most recent academic year available and who have reported dependent children.

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; 22 SR 1295; L 2001 1Sp9 art 10 s 66; 28 SR 889; L 2005 c 56 s 2; L 2006 c 212 art 1 s 25*

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4830.7200 ELIGIBLE INSTITUTIONS.

Institutions eligible for child care grants are Minnesota public postsecondary institutions and Minnesota private baccalaureate degree granting colleges or universities or Minnesota nonprofit two-year vocational technical schools granting associate degrees that have signed a child care grant program agreement with the office.

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 28 SR 889*

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4830.7300 STUDENT PRIORITY.

A student who has received a grant from the program in the immediately preceding academic year and who has had continuing enrollment at that institution since the time that the child care grant was given must be given a child care grant for the next academic year if the student remains eligible and funds are available. A student shall apply for a continuation of funds by the deadline date established by the school or lose priority ranking for the funds over students who did not apply for a continuation of funds by the established deadline and eligible students applying for a child care grant for the first time.

Statutory Authority: *MS s 14.388; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; 28 SR 889*

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4830.7400 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

Subpart 1. **Initial allocation formula.** Funds shall be allocated to each eligible institution according to the following formula:

- A. the institution's share divided by the sum of participating institutions' shares; and
- B. multiplied by the current fiscal year's appropriation for child care grants.

Subp. 2. **Yearly allocation to institutions.** Funds shall be allocated to each eligible institution according to the following formula:

- A. the institution's share divided by the sum of participating institutions' shares;
- B. multiplied by the current fiscal year's appropriation for child care grants;
- C. multiplied by the percent of funds for child care grants actually used by the institution during the prior academic year.

Subp. 3. **Reallocation.** The office shall reallocate available funds at least twice during the academic year to institutions requesting additional child care grant funds according to the following formula:

- A. the institution's share divided by the sum of the shares of institutions requesting additional funds; and
- B. multiplied by the amount of child care grant funds available for reallocation.

Subp. 4. **Administrative expense.** By July 1 of each year, the office shall set the percentage of awarded child care grant funds that may be used for administration of the child care grant program by the office and the institution. The percent of funds taken for the administration of the child care grant program shall be based on the net amount spent on child care grant awards for that fiscal year.

Subp. 5. **Notification.** The office shall notify each participating institution in writing of allocation and reallocation amounts.

Subp. 6. **Accountability.** Each participating institution shall be accountable for any funds disbursed to students for child care grants. 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 the institution, the institution may use the funds for other eligible students or return them to the office.

Subp. 7. **Unused funds.** An institution shall return funds that the institution determines will not be used within 30 days from the date of a request by the office. The office shall reallocate unused funds to other participating institutions requesting additional funds.

Subp. 8. [Repealed, 19 SR 1636]

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.125; 136A.16; 136A.234*

History: *14 SR 2789; 15 SR 1925; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 28 SR 889*

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4830.7500 AMOUNT AND TERM OF GRANTS.

Subpart 1. [Repealed, 19 SR 1636]

Subp. 2. **Amount.** The amount of a grant must be based on:

- A. the cost of child care for each child 12 years old or younger, or 14 years old or younger if the child is disabled as defined in Minnesota Statutes, section 120.03;
- B. the provider's charge up to a maximum rate established each year by the office;
- C. the student's enrollment status; and
- D. the award chart prepared by the office.

The institution shall estimate the amount of child care needed for the academic year and summer terms, and may add an amount up to that estimated cost to the institution's normal student budget used to calculate the student's financial need. The child care grant and other forms of financial aid may be used to pay for the child care if the expense is not covered by other funds.

Subp. 2a. **Academic year grant.** Beginning with the 2001-2002 academic year, the maximum grant per eligible child for the academic year is the amount specified in Minnesota Statutes, section 136A.125, subdivision 4, minus a student expectation based on family income.

The formula used to calculate the child care grant is as follows: the statutory maximum child care grant amount minus ((family income minus 130 percent of the federal poverty level for the student's family size) multiplied by ten percent) equals the child care grant. If the formulaic result is less than zero, the grant is set to zero. If the formulaic result is greater than the maximum statutory grant, the grant amount is the statutory maximum grant.

Subp. 2b. **Award disbursements.** The academic year award amount must be disbursed by academic term using the following formula:

- A. the academic year amount described in subpart 2a;
- B. divided by the number of terms in the academic year;
- C. divided by 15; and
- D. multiplied by the number of credits for which the student is enrolled that academic term, up to 15 credits.

Payments shall be made each academic term to the student or to the child care provider, as determined by the institution. Institutions may make payments more than once within the academic term.

Subp. 2c. **Summer term grant.** Students attending summer school may receive an additional grant per eligible child up to one-third of the academic year grant described in subpart 2a for quarter-based schools and up to one-half the academic year grant described in subpart 2a for semester-based schools.

Subp. 3. [Repealed, 19 SR 1636]

Subp. 3a. **Annual grant amount.** The annual maximum grant per eligible child must not exceed the calculated amount in subpart 2a plus the amount in subpart 2c, or the student's estimated annual child care cost for not more than 40 hours per week per eligible child, whichever is less.

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 22 SR 1295; 26 SR 700; 28 SR 889; L 2005 c 56 s 2*

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4830.7600 [Repealed, 19 SR 1636]

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4830.7700 [Repealed, 19 SR 1636]

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4830.7710 PROCEDURES FOR DENIAL OR TERMINATION OF A CHILD CARE GRANT.

Subpart 1. **Applicability.** Students meeting the eligibility requirements in part 4830.7100, subpart 5, but denied a child care grant due to an institution's lack of program funds, shall be placed at the student's request on the institution's waiting list pending the availability of program funds. Subpart 2 and part 4830.7720 are not applicable to students who are denied child care grants due to lack of program funds.

Subp. 2. **Termination.** When terminating a student's child care grant, a school must follow its normal procedures used to terminate other financial aid awarded. If the child care grant is made by vendor payment, the school shall inform the child care provider of the notice of termination.

Statutory Authority: *MS s 14.388; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; 28 SR 889*

Published Electronically: *June 11, 2008*

4830.7720 APPEAL PROCESS.

Subpart 1. **Appeal request.** An applicant or recipient of a child care grant adversely affected by a school's action may file a written request for an appeal with the school.

Subp. 2. [Repealed, 19 SR 1636]

Subp. 3. **Appeal process.** Students must follow the normal appeal process established by the school to handle complaints about financial aid program decisions. If the student is not satisfied with the result of the appeal, the student may ask the school to forward the results to the commissioner of the Minnesota

Office of Higher Education for review. The commissioner shall review the decision and accompanying documentation, and shall make a decision according to Minnesota Statutes, section 136A.125, and parts 4830.7000 to 4830.7900. The student and school shall be advised in writing of the commissioner's decision. The commissioner's decision is final.

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 28 SR 889; L 2005 c 107 art 2 s 60; L 2013 c 99 art 2 s 29*

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4830.7800 REFUNDS.

If a recipient fails to enroll or reduces enrollment, the school must refund the unused portion of the grant to the child care grant program. If the commissioner determines that a school has fraudulently handled grant money, the refund of the unused portion of the grant is immediately due to the office, and the office may institute a civil action for recovery if necessary. Refunds to the child care grant program are determined as follows:

A. calculate the percentage that the child care grant represents of the student's total financial aid package for the applicable term; excluding funds received from federal Title IV programs, United States Code, title 20, chapter 28, sections 1070 to 1099c-1;

B. calculate the total tuition refund amount using the refund calculation required of schools participating in federal Title IV programs, United States Code, title 20, chapter 28, sections 1070 to 1099C-1;

C. subtract the federal aid programs' refund amount from item B to determine the remaining tuition refund amount; and

D. multiply the percentage in item A by the amount calculated in item C to determine the amount to be refunded to the child care grant program.

Refunded money to the child care grant program is available for grants to eligible students.

Statutory Authority: *MS s 14.388; 136A.01; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284; 22 SR 1295; 28 SR 889; L 2013 c 99 art 2 s 29*

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4830.7900 REPORTS OF DATA.

Institutions must:

A. collect demographic, educational, and financial data specified by the office from eligible students requesting child care grants;

B. provide the office with individual student data upon request;

C. upon the request of the office, report information about students who receive awards, students who are on the waiting list, and students who were denied awards, including the institution's methods of prioritizing applicants if insufficient funds are available; and

D. submit fiscal year program activity reports and student data reports to the office.

Fiscal year program activity reports and student data reports are required by the office. Institutions shall correctly complete and submit all required reports and any applicable refunds to the office by the first working day after August 9. The office shall withhold an institution's subsequent year's allocation if the deadline date is not met.

Statutory Authority: *MS s 136A.01; 136A.04; 136A.125*

History: *14 SR 2789; 19 SR 1636; L 1995 c 212 art 3 s 59; 20 SR 2284*

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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*

Published Electronically: *June 11, 2008*

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*

Published Electronically: *June 11, 2008*

4830.8020 ELIGIBLE RECIPIENT.

To be eligible for a grant, the person must:

A. be enrolled in an undergraduate degree or certificate program after June 30, 1990, at 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;

C. be a dependent child less than 23 years of age or the surviving spouse of a public safety officer killed in the line of duty on or after January 1, 1973; and

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

Statutory Authority: *MS s 136A.01; 136A.04; 136A.16; 136A.234*

History: *15 SR 2266; 23 SR 594*

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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 commissioner 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 commissioner 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 is made for a student's attendance at a specific institution for the state fiscal year. If a recipient fails to enroll or reduces enrollment, the institution must refund the unused portion of the grant to the commissioner. Refunded money is available for awards to other eligible students.

Statutory Authority: *MS s 14.388; 136A.04; 136A.16; 136A.234*

History: *15 SR 2266; 28 SR 889; L 2013 c 99 art 2 s 29*

Published Electronically: *July 1, 2013*

4830.8040 PAYMENTS TO INSTITUTIONS.

Subpart 1. **Time of payment.** The commissioner 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 commissioner 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; L 2013 c 99 art 2 s 29*

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4830.8120 [Repealed, L 2005 c 107 art 2 s 61]

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4830.8130 [Repealed, L 2005 c 107 art 2 s 61]

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4830.8140 [Repealed, L 2005 c 107 art 2 s 61]

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4830.8150 [Repealed, L 2005 c 107 art 2 s 61]

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4830.8510 [Repealed, L 1996 c 395 s 17]

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4830.8520 [Repealed, L 1996 c 395 s 17]

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4830.8540 [Repealed, L 1996 c 395 s 17]

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4830.8550 [Repealed, L 1996 c 395 s 17]

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4830.8560 [Repealed, 17 SR 712]

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4830.8570 [Repealed, L 1996 c 395 s 17]

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4830.8575 [Repealed, L 1996 c 395 s 17]

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4830.9010 [Repealed, L 2000 c 489 art 11 s 8]

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4830.9015 Subpart 1. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 2. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 3. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 4. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 5. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 6. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 7. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 7a. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 8. [Repealed, L 2000 c 489 art 11 s 8]

Subp. 9. [Repealed, 20 SR 2214]

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4830.9030 [Repealed, L 2000 c 489 art 11 s 8]

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MINNESOTA NATIONAL SERVICE SCHOLARS MATCHING GRANT

4830.9050 SCOPE.

Parts 4830.9050 to 4830.9090 govern state grants used as a match to the National Service Scholars Program of the Corporation for National Service.

Statutory Authority: *MS s 136A.01*

History: *23 SR 2224*

Published Electronically: *June 11, 2008*

4830.9060 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4830.9050 to 4830.9090, the terms defined in this part have the meanings given them.

Subp. 2. **Certificate of eligibility.** "Certificate of eligibility" means the certificate issued by the Minnesota Office of Higher Education to a student for proof of eligibility for a Minnesota National Service Scholars Matching Grant after the office receives written notification from the National Service Scholars Program that the student has been awarded a National Service Scholarship.

Subp. 3. **Commissioner.** "Commissioner" means the commissioner of the Minnesota Office of Higher Education.

Subp. 4. **Eligible institution.** "Eligible institution" means a postsecondary institution that is an eligible institution as defined in part 4830.0300, subparts 1 and 2, and Minnesota Statutes, section 136A.101, subdivision 4.

Subp. 5. **Minnesota National Service Scholars Matching Grant.** "Minnesota National Service Scholars Matching Grant" means the award amount under Laws 1997, chapter 183, article 2, section 19.

Statutory Authority: *MS s 136A.01*

History: *23 SR 2224; L 2005 c 107 art 2 s 60; L 2013 c 99 art 2 s 29*

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4830.9070 ELIGIBLE RECIPIENT.

To be eligible for a Minnesota National Service Scholars Matching Grant, a student must:

- A. be enrolled in an eligible institution;
- B. receive a national service scholarship from the Corporation for National Service; and
- C. provide a copy of the certificate of eligibility to the eligible institution.

Statutory Authority: *MS s 136A.01*

History: *23 SR 2224*

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4830.9080 INSTITUTIONAL REQUEST AND DISBURSEMENT OF FUNDS FOR GRANTS.

Subpart 1. **Institutional request.** After verifying a student's eligibility, the eligible institution must submit a written request to the commissioner for payment of the Minnesota National Service Scholars Matching Grant for the student. A copy of the student's certificate of eligibility must accompany the institution's request for payment. The request for payment must verify that the student has received a national service scholarship, indicate the name and address of the postsecondary institution enrolled in by the student, and the academic term for which the award will be used.

Subp. 2. **Deadline.** The request for grant money must be received by the commissioner no later than the last day of classes for the fiscal year for which grant money is requested.

Subp. 3. **Disbursement of funds.** An institution must not disburse matching grant money unless the student is attending or has completed an academic term during the fiscal year for which the student received a national service scholarship.

Subp. 4. **Refunds.** A matching grant award is made for a student's attendance at a specific institution for a term or terms within the state fiscal year. If a recipient fails to attend, the institution must refund the entire award to the commissioner. If a recipient withdraws before completing the term, the institution must determine if a refund is due to the commissioner. Refunds to the office are determined by:

A. calculating the percentage that the matching grant represents of the student's total financial aid package for the applicable term, excluding funds received from federal Title IV programs, United States Code, title 20, sections 1070-1099;

B. calculating the total tuition refund amount using the refund calculation required of schools participating in federal Title IV programs;

C. subtracting the federal aid programs' refund amount from item B to determine the remaining tuition refund amount; and

D. multiplying the percentage in item A by the amount calculated in item C to determine the amount to be refunded to the matching grant program.

Refunded money is available to the commissioner for awards to other eligible students.

Statutory Authority: *MS s 136A.01*

History: *23 SR 2224; L 2013 c 99 art 2 s 29*

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4830.9090 PAYMENTS TO INSTITUTIONS.

Subpart 1. **Time of payment.** The commissioner shall send a Minnesota National Service Scholars Matching Grant for an eligible student to the eligible institution within 30 days of receipt of a request for payment.

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

Statutory Authority: *MS s 136A.01*

History: *23 SR 2224; L 2013 c 99 art 2 s 29*

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