The following questions and answers are issued by the Authority as interpretive guidance in accordance with Section .0400 of the Rules Governing the North Carolina Legislative Tuition Grant (NCLTG Rules). Capitalized terms used in these questions and answers, which are not otherwise defined herein, shall have the respective meanings assigned to them in the NCLTG Rules.

Audit Compliance:

1. Q. What are the audit requirements for institutions participating in the NCLTG and SCSF programs?

   A. There are four audit components instituted in 2001 by the Authority:

   1) Institutional audits completed by an independent auditor must be received by March 30 of the calendar year following the end of the state fiscal year. This will allow time for the Authority to reconcile any issues that may occur as reported by the audit. The Authority will not release any funds for the next year until the institutions audit has been satisfactorily reconciled.

   2) NCLTG and SCSF Authorized School Officials must participate in exit interviews with the independent auditors. This will allow the officials the opportunity to become familiar with the audited information, and prior to mailing the audit results to the Authority, to identify and resolve all discrepancies to include amount of received from the Authority, amount of funds disbursed to students, and any refunds.

   3) The Authority will augment the system of independent audits by conducting periodic reviews for both programs. Reviews will take place approximately every third year at each institution. Program records must be retained by the institution until such review by the Authority has been completed and the authorized officials have been advised in writing by the Authority that records can be destroyed.

   4) The Institutions should inform the independent auditors of the requirements of the NCLTG/SCSF Audit Compliance Supplement in the engagement letters with the auditing firms.

Cross Enrollment:

2. Q. Is a student who is attending another domestic public or private institution under written agreement with the Approved Institution eligible for a North Carolina Legislative Tuition Grant?

   A. A student meeting all of the NCLTG eligibility requirements who is enrolled at an Approved Institution, but who is by agreement between the Approved Institution and a state-supported or nonprofit educational institution, attending and receiving instruction at another educational institution for which academic credit will be provided at the Approved Institution, may receive an NCLTG. The following specific conditions apply: (1) the student must be
certified by the Approved Institution to the Authority as enrolled only at the Approved Institution; (2) credit taken under such agreement must be fully acceptable for degree credit at the Approved Institution; (3) the Approved Institution must bill the Authority for the NCLTG; (4) the Authority pays the Approved Institution; and (5) the Approved Institution pays the “receiving school” and reflects the NCLTG payment on its ledger. Such students are not considered enrolled in an Off-Campus Degree Program for reporting purposes.

3. Q. May students who are enrolled in study abroad programs sponsored by their institution receive an NCLTG?

A. Eligible Students enrolled in study abroad programs sponsored by an Approved Institution or sanctioned by written agreements between the Approved Institution and another institution may qualify for the NCLTG provided they meet the requirements of Section .0200 of the NCLTG Rules.

Incarcerated Students:

4. Q. May an Eligible Student who is incarcerated in a State or federal correctional facility located in North Carolina receive an NCLTG?

A. An Eligible Student who is incarcerated in a State or federal correctional facility located in North Carolina may qualify for the NCLTG provided that: (1) such student was a legal resident of North Carolina at the time of his or her conviction; (2) he or she meets the eligibility requirements of the NCLTG Rules; (3) such student is not incarcerated in a State or federal correctional facility for committing a Class A, B, B1, or B2 felony under North Carolina law; and (4) such student is not incarcerated in a State or federal facility for any other felony for which he or she is ineligible for release within ten years of the date of such incarceration.

Mini-Term Reporting:

5. Q. Are Eligible Students and Licensure Students enrolled in mini-terms, carousels, and other nonstandard term programs eligible for a Grant?

A. Eligible Students and Licensure Students enrolled in nonstandard terms are eligible for a Grant after the Approved Institution certifies that the student is enrolled in the number of credit hours that corresponds to the amount of Grant claimed. A student will not receive a Grant prospectively, but instead only becomes eligible for a Grant once they enroll in the last qualifying class of the nonstandard term.

In order to preserve a student’s eligibility for a Grant, the Approved Institution must report the nonstandard term student on the certified roster and indicate (1) how many credit hours the student will be enrolled in over the course of the nonstandard term and (2) the date the student is expected to enroll in the last qualifying class of the nonstandard term. The Authority needs to collect this information to predict whether Grant funds will be available for all students. No student is eligible for a Grant that exceeds the number of credit hours reported on the initial certified roster, even if the student should subsequently increase their hours for that term. Once the Student enrolls in the last qualifying class of the nonstandard term, the Approved Institution will certify that the student is eligible to receive the Grant. The Authority will then disburse money to the Approved Institution’s clearing account. These funds must be posted to the Student’s account within ten (10) business days after receipt. Grants not disbursed to the Student’s account must be returned to the Authority within thirty
(30) days after receipt by the Approved Institution. This procedure will be the same for all disbursement periods. No funds may be disbursed to a student’s account after June 30.

**Non-Resident Military Stationed in North Carolina:**

6. Q. How should an Institution treat enrolled military students who are called up for active duty during a period of enrollment after those students have been certified for Tuition Grants?

   A. Military personnel (both resident and non-resident) will remain eligible for the NCLTG provided that: (1) they do not withdraw from the Approved Institution or the Institution does not remove the student from enrollment status on or before the Certification Date; or (2) if the Institution removes the student from enrolled status, the Institution elects to restore the student to an enrolled status under a period of suspended instruction. If an Institution determines that the student does not intend to resume instruction, a refund of any NCLTG payments made on behalf of the student shall be due the Authority. It is the intent of the Authority that military personnel enrolled in an eligible program at an Approved Institution should not suffer monetary loss of the NCLTG due to a call to active duty by the military.

7. Q. May non-resident military students use their Tuition Grants to cover related educational expenses if their tuition charges are covered by another source?

   A. No. Tuition Grants for members of the armed services who gain eligibility pursuant to G.S. § 116-143.3 (a) are limited only to tuition charges that are not paid by the Military Personnel Tuition Assistance (MPTA) program. See Section .0202 of the NCLTG Rules for the conditions attached to this special eligibility classification.

8. Q. Are dependents of non-resident military stationed in North Carolina eligible for the NCLTG?

   A. Yes, if they meet the definition of Eligible Student and otherwise qualify for NCLTG awards under the Rules. Dependents of military personnel are entitled to the NCLTG as long as they permanently reside in the abode of an armed services person stationed in North Carolina incident to active military duty. (See the Residence Manual for a definition of military dependents.) However, should the spouse of such service personnel legally separate or divorce from the military person stationed in North Carolina, then the spouse must establish his or her North Carolina residency independently of the military person.

9. Q. Can a non-resident military member assigned in NC or their dependent continue to receive the NCLTG once the member is reassigned out of NC?

   A. Yes, as long as either the member or the dependent is continuously enrolled in the degree granting program before and after the reassignment. Once either fails to continue enrollment as determined by the Approved Institution, this privilege is revoked.

**Off-Campus Reporting:**

10. Q. If a student is enrolled both on the main campus of the Approved Institution and in an Off-Campus Degree Program, how should the student be treated for reporting purposes?

   A. A student should be considered enrolled in an Off-Campus Degree Program if the
instruction is (1) based at an off-campus site in North Carolina away from the main, permanent campus and (2) comprised, in the case of joint enrollment circumstances, of fifty-one percent or more of the total program of instruction for which the student is enrolled. If a student is enrolled in an evening program of instruction offered on the main, permanent campus of an Approved Institution, this student is not considered to be enrolled in an Off-Campus Degree Program of instruction.

**Omission of Eligible Students from Roster:**

11. Q. If at the time of certification of their NCLTG roster, an Approved Institution omits one or more students from their roster, can these students be added at a later time for retroactive payment?

   A. See Section .0306 d. of the NCLTG Rules. The Authority does not make retroactive payments to Approved Institutions. However, if an institution, after having submitted its certified roster and invoice(s), discovers that an Eligible Student was omitted from the roster, the institution may substitute the name of such Eligible Student on the roster for a student for whom payment had been made and who, for whatever reason, has become ineligible for the Grant. The substitution must be made for the same academic term, in the same amount, and on the same roster as the student who was ineligible for the award.

**Satisfactory Academic Progress:**

12. Q. May an institution deny a student the NCLTG because he or she does not meet the satisfactory academic progress guidelines of the Institution?

   A. There is nothing in the Act or the NCLTG Rules requiring a student who receives the NCLTG to make satisfactory academic progress. However, if the Approved Institution has a policy stating that all recipients of financial aid must meet the satisfactory academic guidelines of the Institution, then that Institution may choose to deny the student an NCLTG. This is an institutional policy and must be consistently applied to all students attending the Approved Institution.

**Selective Service Eligibility**

13. Q. By what method should an institution obtain proof of the Military Selective Service registration of it male students for the NCLTG program?

   A. An institution has the option of meeting this requirement through the federal system of Military Selective Service verification or by obtaining documentation from the current NCLTG application.

14. Q. Does a student who possesses an Alien Registration Card have to register with the Selective Service System?

   A. This answer is quoted from the Selective Service website http://www.sss.gov.

   **ATTENTION, UNDOCUMENTED MALES & IMMIGRANT SERVICING GROUPS!**

   If you are a man ages 18 through 25 and living in the U.S., then you must register with Selective Service. It’s the law. You can register at any U.S. Post Office and do not need a social security number. When you do obtain a social security number, let Selective Service know. Provide a copy of your new social security number card; being sure to include your complete name, date of birth, Selective Service registration number, and current mailing
address; and mail to the Selective Service System, P.O. Box 94636, Palatine, IL 60094-4636. Be sure to register before your 26th birthday. After that, it's too late! Selective Service does not collect any information which would indicate whether or not you are undocumented. You want to protect yourself for future U.S. citizenship and other government benefits and programs by registering with Selective Service.

**Student Eligibility:**

15. Q. Are "Unclassified" or "Special" Students eligible for the NCLTG?

   A. “Unclassified Students” may be eligible for the NCLTG only if they are in Matriculated status as defined in .0102 (9) of the NCLTG Rules. An example of such a student would be a student who has been accepted into an undergraduate degree program by an Approved Institution and the institution has not yet determined which academic credits are acceptable from the student’s previous institution. “Unclassified Students” should be treated as “Freshmen” for NCLTG reporting purposes. “Special,” “Audit,” and “Transient” Students are not in Matriculated Status and are, therefore, ineligible for the NCLTG.

16. Q. May an Eligible Student with at least one associate degree work toward another associate degree and still receive the NCLTG?

   A. NO. An Eligible Student with one associate degree may not receive the NCLTG while working on an additional associate degree. A Licensure Student with an associate degree may not receive the NCLTG while working on an additional associate degree that leads to licensure (only a prior bachelor degree qualifies). A student who has received an associate degree may, however, receive the NCLTG while working toward a baccalaureate degree, if otherwise eligible for the Grant. That student may not receive an NCLTG for lower division coursework (e.g., freshman or sophomore) unless the coursework is normally fully acceptable to the senior institution as part of a transfer agreement to pursue a baccalaureate degree.

17. Q. If an Eligible Student has received an unaccredited baccalaureate degree, may that student also receive an NCLTG?

   A. Yes. An unaccredited baccalaureate degree is not a recognized degree. Therefore, an Eligible Student who has an unaccredited baccalaureate degree would be treated as if he or she had not received a baccalaureate degree.

18. Q. May a student who is majoring in religion receive an NCLTG?

   A. Yes, provided that the academic discipline is not designed by the Institution primarily for the purpose of career preparation in a religious vocation and the student otherwise meets the requirements of the NCLTG Rules. The answer to this question focuses on the intent of the program, not the intent of the student.

19. Q. Is an Eligible Student who is enrolled in a certificate program eligible for an NCLTG?

   A. No. In order to receive an NCLTG, a student must be enrolled in a program of study that leads to an academic degree.
20. Q. Are high school students who are enrolled in an Approved Institution on a joint enrollment basis or early admission students eligible for the NCLTG?

A. Such students are eligible for the NCLTG, provided that they meet the eligibility requirements of the NCLTG program, including the “Minimum Academic Load” and “Matriculated Status” provisions.

21. Q. May a student who is enrolled simultaneously in a bachelor’s and master’s degree program receive the NCLTG?

A. Yes, if the student is still classified by the Approved Institution as an Undergraduate Student and he or she enrolled for a minimum of 12 semester hours of undergraduate credit during the School Term for which an NCLTG is sought.

**Training Requirements**

22. Q. Does the Authority require training of new personnel at the private institutions?

A. Yes, the Authority requires that every new NCLTG and SCSF Authorized School Official receive training by Authority staff to ensure full understanding of the intent of the programs and the institution’s administrative responsibility. In addition, training can be requested by an institution as the need arises.

**Other**

23. Q. May NCLTG funds be used for educational expenses other than direct educational costs?

A. Yes, except for non-resident military students. While termed a “tuition” grant, NCLTG funds may generally be used for other recognized costs of education (under current rules for Title IV federal student aid), provided that the amount of the NCLTG is credited to the student’s account. See the answer to Question 7 above, for how non-resident military students should be treated.

24. Q. If the student is the beneficiary of a tuition remission program, may that student also receive an NCLTG?

A. Yes. A student may receive both a tuition remission and an NCLTG as long as he or she meets the requirements in Section .0200 of the NCLTG Rules. The student’s record must reflect both payments. If the tuition remission covers the tuition and fees at the institution, then the NCLTG may be applied toward other educational expenses such as room and board, books, and supplies. An Institution may factor in the NCLTG as a student resource, thereby making the student’s financial need for other assistance less. However, the student may not be denied the NCLTG because he or she does not qualify for federal or institutional aid on the basis of need.

25. Q. If a student has successfully completed the required hours and courses necessary to earn an associate’s or bachelor’s degree, but that degree has not been conferred, can the student continue to take courses at the institution and receive NCLTG or SCSF funds?

A. No, once the Undergraduate Student has met the requirements for an associate’s or bachelor’s degree, the student is no longer eligible to receive an NCLTG or SCSF award.

26. Q. What is the award amount for Part-time Status Eligible and Licensure Students?
A. To calculate the award amount for Part-time Status Eligible and Licensure Students use the following formula:

• Students enrolled for 9-11 hours are considered ¾ time and the award is .75 X the fulltime award amount. For the first semester round up and round down for the second semester. Keep in mind that the 140 (110%) Credit Hours reduction applies to Eligible Students in Full-time and Part-time status only (Licensure Students are exempt).

27. Q. If a student has received additional financial aid that meets the student’s cost of attendance at the Approved Institution, can that student also receive the NCLTG award?

A. Yes, the student could receive the NCLTG as it is not a need-based grant and providing that the awarding of the grant does not conflict with the packaging policy of the Approved Institution.

28. Q. Can a student fax in a completed NCLTG application?

A. Yes, a student can fax in the completed NCLTG application provided that it is legible and the application signed, dated and arrives on or before the Certification Date.