

# Student Affairs Updates

## RACRA

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# 2019 USG Lawful Presence Audit



# 2019 Lawful Presence Audit Summary

## Institutional Lawful Presence Audits Summary Report (Nov 2019):

- **1,368** students from **26** institutions were in the sample.
- The lawful presence of **30** students in the sample (2.192%) was not verified:
  - **1** student (0.073%) who received the in-state tuition rate was not lawfully present (DACA).
  - **2** students (0.146%) who received the in-state tuition rate were not verified as lawfully present -
    - 1 was no longer enrolled
    - 1 was changed to out-of-state
  - **27** students (1.973%) were not previously verified as lawfully present; however, subsequent documentation obtained during the audit satisfied the requirement.



# 2019 Lawful Presence Audit Summary (cont.)

- **16** institutions did not have a sufficient/complete procedures manual.
- **5** institutions had applications that did not contain the required false swearing statement.
- **2** institutions did not include the required “Are you applying for in-state tuition” question on all applications.
- **20** institutions did not conduct recommended self-audits to identify missing lawful presence verifications and documentation.
- The report noted **7** observations...



# 2019 LP Audit - Observation 1

**Observation 1** - Lack of internal controls to detect students granted in-state tuition or an out-of-state tuition waiver without lawful presence verification.

- The USO should require that each institution have a process for indicating in Banner when lawful presence verification has been completed for any student requesting an out-of-state tuition waiver or to be classified as in-state.
- The USO should require that institutions utilize a quality-control method to ensure that only those students with the indicator are eligible for an out-of-state tuition waiver or to be classified as in-state.
- The USO should require that the processes for each of the above be included in each institution's procedure manual.
- USO should continue to provide trainings.



# 2019 LP Audit – Observations 2-3

**Observation 2** – Two institutions did not correctly verify the lawful presence of international students using SEVIS.

- The USO should provide more detailed guidance on how and when to verify lawful presence using SEVIS.

**Observation 3** – Two institutions accepted out-of-state licenses to verify lawful presence. Although institutions may accept out-of-state licenses, institutions must confirm that a state verifies lawful presence, obtain the date verification began, and ensure procedures are established so that only licenses issued after that date are utilized. Furthermore, institutions must ensure that no licenses equivalent to Georgia’s limited term license are utilized.

- The USO should create a list of other states from which licenses/state-issued IDs may be accepted for the purpose of verifying lawful presence with any parameters around accepting those licenses.



# 2019 LP Audit – Observations 4-5

**Observation 4** – Two institutions had a Military ID copy stored in a student’s record. The institutions were not aware that a review worksheet should be used in lieu of maintaining a copy when a military ID is presented.

- The USO should continue to provide training to institutions regarding the proper method of reviewing Military IDs.

**Observation 5** –Sixteen institutions did not have a sufficient/complete procedures manual as required. Institutions were not aware of the requirement to supplement the USG Tuition Classification Manual with their own procedure manual.

- The USO should collect and review manuals for all institutions to ensure that they properly document the lawful presence verification process of their institution.



# 2019 LP Audit – Observations 6-7

**Observation 6** – Five institutions had admissions applications without the required “False Swearing” language. Two institutions did not include the required “Are you applying for in-state tuition” question on all applications.

- The USO should continue to provide training to institutions to ensure all applications contain the required language.

**Observation 7** – Twenty institutions did not conduct self-audits. The Tuition Classification Manual includes a recommendation for institutions to conduct self-audits and identify missing documentation.

- The USO should *require* institutions to conduct self-audits.



# LP Audit – Next Steps (Observation 1)

## Observation 1 -

- The *USG Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers* will be updated to reflect that institutions are required to:
  - Have a process for indicating in Banner when lawful presence verification has been completed for any student requesting an out-of-state tuition waiver or to be classified as in-state;
  - Utilize a quality-control method to ensure that only students with the indicator in Banner are eligible for an out-of-state tuition waiver or to be classified as in-state; and,
  - Document the procedures and quality-control methods in their institution procedure manual.
- This information will be included in the *USG Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers* and shared in future tuition classification workshops.



# LP Audit – Next Steps (Observations 2-4)

- **Observation 2** - The Office of Student Affairs will collaborate with the Office of Legal Affairs and the Office of International Education to provide more detailed guidance on the approved methods for verifying U.S. lawful presence, including instructions on how and when to conduct a review in SEVIS.
- **Observation 3** - The Offices of Student Affairs and Legal Affairs will work together to compile a list of other states from which licenses/state-issued IDs may be accepted and will define any parameters around accepting an out-of-state license/state-issued ID from each state. The initial focus will be on the surrounding states from which institutions receive the most students.
- **Observation 4** - The USO will continue to provide training to institutions regarding the proper method for documenting the review of Military IDs. This information will also continue to be provided in the *USG Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers*.



# Military ID Cards



Institutions must:

- Not accept copies or make copies of military ID cards;
- Must have a documented process for destroying any copies received by mail (this should be included in the institution's procedure manual);
- May use the *Confirmation of Review of Military ID Worksheet* to document review of a military ID presented in-person; and,
- May accept letters from the Commanding Officer and/or other alternate documentation listed in the *USG Tuition Classification Manual*.

# LP Audit – Next Steps (Observation 5)

## Observation 5

- The Office of Student Affairs will require each institution to submit a copy of their institution tuition classification and waiver procedure manual.
- Each manual will be reviewed to ensure each has sufficient/complete procedures and the Office of Student Affairs will work with any institution needing additional/revised information in their manual.
- Information regarding the institution procedure manual requirements will continue to be provided in workshops and in the *USG Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers*.



# Institution TC Manual

## What should it include?

### The offices & positions responsible for:

- Making initial tuition classification determinations (undergrad, grad, reentry, etc)
- Entering applicant tuition classifications in Banner
- Reviewing petitions and updating Banner when approved
- Determining out-of-state tuition waiver eligibility
- Entering out-of-state waivers in Banner when approved
- Verifying lawful presence, including those authorized to use the SAVE system

### The institution-specific policies & procedures for:

- Making initial tuition classification determinations
- Allowing applicants to correct an application error
- Accepting and reviewing tuition classification petitions
- Notifying applicants/students of the result of their petition
- Accepting and reviewing tuition classification appeals
- Notifying applicants/students of the result of their appeal
- Awarding out-of-state tuition waivers
- Verifying lawful presence
- Monitoring out-of-state tuition waiver caps
- Completing self audits

See the USG Manual for Determining Tuition Classification & Awarding Waivers for a complete List.



# LP Audit – Next Steps (Observation 6)

## Observation 6

- The Office of Student Affairs will continue to provide training to ensure applications contain the required “False Swearing” language as well as the “Are you applying for in-state tuition” question.
- Information will continue to be provided in the *Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers*.

VLP Application Requirements

All admission forms must also require applicants to declare if they are applying for in-state tuition:

ARE YOU APPLYING FOR IN-STATE TUITION?



**Check all of your admission applications!  
(Auditors will check this too!)**

Tuition Classification Workshop  
ASU – November 20, 2019

VLP Application Requirements

All admission forms must include the BOR-approved oath and affirmation (“false swearing”) statement:

After reading and confirming, type your name in the certification field below as you would sign an official document.

I understand that any false statement made knowingly and willingly by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.

Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

Signature:

**Check all of your admission and residency forms!!!  
(Auditors will check this!)**

Tuition Classification Workshop  
ASU – November 20, 2019

# LP Audit – Next Steps (Observation 7)

## Observation 7

- The Office of Student Affairs will collaborate with the Office of Internal Audit to ensure the self-audit guidance provided in the *USG Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers* reflects audit best practices.
- The Office of Student Affairs will update the *USG Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers* to reflect that institution self-audits are required rather than recommended.
- The Office of Student Affairs will include information on this requirement in future workshops.



# Dual Enrollment – HB 444



# Dual Enrollment – HB 444

- HB 444 passed the House last session and was tabled in the Senate.
- It was taken from the table early in this legislative session and passed by the Senate.
- The Senate passed it by substitute on January 28th.
- If the House chooses to take action, they will either agree to the current version or insist and send the bill to a conference committee to work out the differences.
- There could be some additional back and forth if the House wants to make changes.
- Once approved by both the House and Senate, the legislation will go to the Governor for his signature.
- The bill was put forward by the Governor's office and carried by one of his floor leaders.



# Dual Enrollment - HB 444 (as of 1/28/2020)

- Provides a Dual Enrollment program purpose:  
*“The purpose of the Dual Enrollment program is to promote and increase access to postsecondary educational opportunities for Georgia high school students while increasing high school graduation rates, preparing a skilled workforce, and decreasing time and cost to postsecondary credential completion.”*
- Eliminates 9<sup>th</sup> grade participation
- Eliminates most 10<sup>th</sup> grade participation (USG - only students with SAT/ACT scores that would meet the test requirements for the Zell Miller Scholarship may be eligible) – provision for students enrolled as a 9<sup>th</sup> grader in one or more dual credit courses for which payment was made on or before June 30, 2020.
- Revises the approved course list to include only eligible core courses (English, math, science, social studies, foreign language) and eligible CTAE courses (removes Fine Arts, Health/PE, and a few other areas)



# Dual Enrollment - HB 444 (as of 1/28/2020)

- Adds a 30 semester hour funding cap (with parameters for some students currently in the program):
  - Eligible high school students with 18 or fewer semester hours of dual credit courses funded on or before June 30, 2020 shall be limited to a total of 30 semester hours of eligible dual credit courses.
  - Eligible high school students with 19 or more semester hours of dual credit courses funded on or before June 30, 2020 shall be limited to 12 additional semester hours of eligible dual credit courses.
  - “SB2” (High School Graduation Option B) students funded on or before June 30, 2020 – “shall not be subject to any maximum credit hour caps as set forth in this Code section. Such students may continue participation in the program until the student completes his or her high school diploma.”
- Eliminates retakes except under extenuating circumstances (determined by GSFC).
- Except under extenuating circumstances, students are ineligible for after 2<sup>nd</sup> course withdrawal.



HB ▾ 444

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## Intern Program

## Open RFPs

## Special Councils

## Welcome to the Georgia General Assembly!

A form of representative government has existed in Georgia since January 1751. Its modern embodiment, known as the Georgia General Assembly, is one of the largest state legislatures in the nation. The General Assembly consists of two chambers, the House of Representatives and the Senate.

The General Assembly has operated continuously since 1777, when Georgia became one of the thirteen original states and revoked its status as a colony of Great Britain. Since the General Assembly is the legislative body for the state, the location of its meetings has moved along with each move of the state capitol. In its earliest days the legislature met first in Savannah, and subsequently in Augusta, Louisville, and Milledgeville. In 1868 the capitol—and the assembly—settled permanently in Atlanta. Today the General Assembly meets in the state capitol, an impressive limestone and marble building with a distinctive gold dome and granite foundation. Each chamber is housed in a separate wing.

Every two years, Georgia voters elect members of the legislature. These elections occur in even-numbered years (e.g., 2008, 2010, 2012). The qualifications for holding office in both houses, as well as the size of both chambers, are established in the Georgia state constitution. [The New Georgia Encyclopedia](#)



### Notes From The House

The House will reconvene at 10:00am Tuesday, February 25, 2020.

[2020 House Committees.](#)

See [SR 712](#) for the legislative session schedule.

### Notes From The Senate

The Senate will reconvene at 10:00am Tuesday, February 18, 2020.

[2020 Senate Committees](#)

See [SR 712](#) for current legislative session schedule.



- Information for Schools
- Compliance
- ▼ Dear Colleague Letters and Updates
  - Dear Colleague Letters and Updates - FY 2020
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  - Dear Colleague Letters and Updates - FY 2018

# Dear Colleague Letters and Updates - FY 2020

*DCL - Dear Colleague Letters*

*SU - School Updates*

*FY - Fiscal Year Information*

2/5/2020 - [DCL 2020-07 Dual Enrollment Program Update and Anticipated Regulatory Revisions](#) and [Dual Enrollment FAQs Possible Changes Only](#)

1/31/2020 - [DCL 2020-06 HOPE Scholarship and Grant Award Rates and Anticipated](#)

## Possible Changes to the Dual Enrollment funding Program

Changes to the state-funded Dual Enrollment Program are expected in House Bill 444, with an effective implementation of Summer term 2020. Please be advised actual program requirements for the new year have not been finalized. Final program rules are subject to the final passage and adoption of a bill and approval of regulations by the GSFC Board of Commissioners. Final rules are expected in May 2020, but updates on anticipated changes will be posted on GAFutures as they are available.

### Who is eligible to participate in Dual Enrollment?

- 11<sup>th</sup>/12<sup>th</sup> graders: Students in the 11<sup>th</sup> or 12<sup>th</sup> grade may take any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG, TCSG or private).
- 10<sup>th</sup> graders: Students in the 10<sup>th</sup> grade may enroll in Career, Technical and Agricultural Education (CTAE) courses at a participating TCSG institution only.
- High Achieving 10<sup>th</sup> graders: Students in the 10<sup>th</sup> grade with a SAT score of 1200 or an ACT score of 26 prior to the term may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution.
- SB2/Option B students: Students designated by their high school pursuing High School Graduation Option B (SB2) for high school graduation as of Spring term 2020, may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution.
- Students in the 9<sup>th</sup> grade are not eligible to participate in Dual Enrollment funding Program.

### What are the limits on state-funded Dual Enrollment?

- Participation and funding is capped at 30 semester or 45 quarter hours\* for all first-time students effective Summer term 2020 and beyond.
- If a student has received Dual Enrollment funding for 18 semester hours or less through Spring term 2020, the 30 semester hour funding cap applies.
- If a student has received Dual Enrollment funding for 19 or more semester hours through Spring term 2020, the student may receive an additional 12 semester hours.
- If the student is designated by their high school as a High School Graduation Option B (SB2) student effective Spring term 2020, the student will be allotted the hours needed to complete their pathway.
- After reaching the 30 semester hour funding cap, a student may choose to continue pursuing college credit through a joint or dual enrollment arrangement at his or her own expense.

### How does a student apply to participate in Dual Enrollment?

- A new online student application is scheduled for release mid-March 2020 for Summer term 2020 and after. It will be accessible on GAFutures and may be completed by high school and home study students.
- The high school/home study and postsecondary institution must approve the student's online application prior to the term.

\*semester and quarter hour conversion applies

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## What options are available after a student reaches the state-funded Dual Enrollment funding cap of 30 semester hours?

- Students may choose to self-pay for additional courses
- Students pursuing a program of study in one of the 17 high-demand industry areas eligible for HOPE Career Grant may use HOPE funding as a "bridge". The student must meet all eligibility requirements of the HOPE Grant Program, including residency, citizenship, and all academic requirements. Students may be responsible for any charges not covered by the HOPE funding.
- Students pursuing a high school diploma through High School Graduation Option B (SB2) may use HOPE Grant funds in pursuit of the two certificates or diploma required for high school graduation. Students' program of study may qualify for HOPE Career Grant as well. This "bridge" funding requires the student to meet all eligibility requirements of HOPE Grant. Students may be responsible for any charges not covered by the HOPE funding. The course credit hours will be applied to the 63 semester Paid-Hours limit and the grades will be included in the HOPE GPA calculation.

## What courses are available?

- Approved courses will include all courses in the five core academic areas (English, math, science, social studies and world (foreign) languages), that are currently used to calculate high school HOPE GPAs, plus Career, Technical and Agricultural Education (CTAE) courses at eligible participating postsecondary institutions. Colleges and DOE work together to determine course equivalencies.
- The new approved courses will be listed in an updated *Dual Enrollment Approved Course Directory*.

## Can a student retake or withdraw from a Dual Enrollment course?

- Effective Summer term 2020 (FY2021), a student may not receive funding for the same course twice. Courses cannot be retaken and receive funding.
- Effective Summer term 2020 (FY2021), a student becomes ineligible to continue to receive funding from the program after their 2<sup>nd</sup> withdrawal.

## Is there consideration for extenuating circumstances with withdrawals or retaking a course?

- GSFC will draft standards for the types of extenuating circumstances that will be considered and will present those to the GSFC Board of Commissioners, but it is expected that such circumstances might include circumstances related to a serious illness or injury or death of an immediate family member during the term of the withdrawal or attempt of course to be retaken.
- A student may submit an Extenuating Circumstance Appeal Request with supporting documentation and approval from the high school and postsecondary institution.
- Appeals do not extend or add additional hours of funding. The 30 semester hour funding cap still applies.

\*semester and quarter hour conversion applies

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Dear Colleague:

**Registration for Spring 2020 Dual Enrollment training with the Georgia Student Finance Commission (GSFC) is now open!**

If you weren't able to attend our Fall 2019 training or would like updated information regarding Dual Enrollment, register for one of our Spring 2020 sessions:



**Mercer University - Macon Campus**

Wednesday, March 11, 2020

**Choose one:**

Morning session: 9 a.m. - 12 p.m.

Afternoon session: 1 - 4 p.m.

[Register for Macon Campus](#)



**Mercer University - Atlanta Campus**

Thursday, March 19, 2020

**Choose one:**

Morning session: 9 a.m. - 12 p.m.

Afternoon session: 1 - 4 p.m.

[Register for Atlanta Campus](#)

# 2020 XAP Application Updates



Do you or have you received benefits and/or supportive services within the past five years?

Yes



If yes, check all that apply:

- Veterans benefits (Veteran's Administration benefits for a servicemen's, widow's, or survivor's pension, service disability or the GI bill)
- Case Worker and/or Independent Living Specialist (ILS) with Department of Family and Children Services (DFCS) or awarded Foster Care Education and Training Voucher (ETV) funds
- High School Homeless Liaison through the McKinney-Vento Homeless Program
- Vocational rehabilitation

- Have you ever been in foster care or state's custody?
- Are you currently or have you ever been homeless?

- 1) Add parent email question separately from emergency contact section
- 2) Add short description of Application type in parentheses in Enrollment section
- 3) Eliminate Yes/No question from 'Are you applying for in-state tuition?' requiring all applicants to answer the residency questions. Certain applicant types (Dual Enrollment for example) will answer 'No' since they do not have to pay tuition. It is important that we collect residency questions for them even though they do not pay tuition.
- 4) Auto-populate City, State and County from zip code entry.

As of the first day of classes for the term you are applying, will Georgia have been your present and permanent home (domicile) for at least 12 consecutive months?

No  



Yes 



No additional tuition classification questions presented and applicant is classified as "out-of-state".

By selecting "No" to the above question, you will be categorized as an out-of-state (non-Georgia resident) student for tuition purposes. Is this correct?

As of the first day of classes for the term you are applying, will Georgia have been your present and permanent home (domicile) for at least 12 consecutive months?

By selecting "No" to the above question, you will be categorized as an out-of-state (non-Georgia resident) student for tuition purposes. Is this correct?

**Your submission for this screen was not accepted and cannot be saved until you correct the following errors or omissions:**

Please review and correct your responses.

**If you cannot correct the errors on this page and would like to come back to it later, you can move on using the "Skip to Another Screen" feature on the menu.**

## Current

### ***Optional Information***

Sex:

Select your sex



Preferred first name:

## Proposed

Gender Identity:

Select your gender

Pronoun:

Select your pronoun

### **AACRAO Recommendation:**

Male

Female

Transgender Female

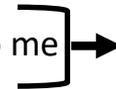
Transgender Male

Non-Binary

Agender

Genderqueer

Does not apply to me



You may use the space below if you wish to explain your response.

### **AACRAO Recommendation:**

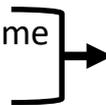
She/Her/Hers

He/Him/His

They/Them/Theirs

These pronouns do not apply to me

Prefer not to answer



You may use the space below if you wish to explain your response.



Thank you!

