

- ✓ Students that have previously lost their GEAR UP eligibility can regain eligibility by attending a fall or spring term without GEAR UP funding, earning 12 credits and maintaining a **2.0 semester GPA**, or earning six (6) credits in the summer with a 2.0 GPA.
- ✓ Students attending college/university part time must pay their own fees. They may still be eligible for GEAR UP funding when they return to school full time (12 credits). If there are questions, contact the GEAR UP grant/scholarship office.
- ✓ A student with less than a **2.0 semester GPA** but has never received GEAR UP funding may receive the GEAR UP grant, however, they should be advised that they will need to attain a 2.0 semester GPA (and complete 12 credits) by the end of the term in which they receive funding.

4. Summer School

Requirements are the same as listed above, except that students:

- ✓ Only need to be enrolled in six (6) credits with a valid SAR
- ✓ May receive a GEAR UP grant above and beyond any Fall/Spring funding; \$375 for community colleges and \$625 for universities and state college. Summer fees will be deducted from their \$10,000 grant or remaining balance
- ✓ There is no ACCESS match requirement for the summer GEAR UP grant. Requests for summer GEAR UP funding must be completed prior to June 30, 2009.

Students that have previously lost their GEAR UP eligibility can regain eligibility by attending summer school without GEAR UP funding, paying their own fees, earning six (6) credits and a 2.0 GPA.

Note: Students who enroll in summer classes after June 30, 2009 will not be able to receive a summer GEAR UP grant.

5. Determine the full amount of financial aid the student will be eligible to receive

If the student financial aid package exceeds the cost of attendance, the GEAR UP award will need to be reduced before reducing other scholarships. The federal regulations list the priority order for aid: 1) Pell Grant, 2) other public/private grants and scholarships, and 3) GEAR UP grant. The financial aid package may equal, but not exceed the cost of attendance.

6. Estimated number of GEAR UP students is needed two (2) weeks prior to beginning of semester

Send the estimated GEAR UP eligible students via electronic list using the designated GEAR UP Reporting Tool to the NSHE Sponsored Projects Office. NSHE Sponsored Projects will draw an estimated amount from the Nevada Department of Education per your institution's initial request. An account transfer will be made from NSHE to your institution in an amount equal to the estimated number of GEAR UP students.

7. Reconcile students last month of each semester

- ✓ Reconcile the GEAR UP accounts to include the actual number of GEAR UP grants disbursed, similar to procedure in item #6 above.
- ✓ NSHE will need to be reimbursed if the estimate was over the actual number of students who attended or invoiced if the estimate was too low.
- ✓ At this time also report student enrollment level.

8. At the end of each semester GEAR UP student information will be electronically transferred by SCS to the GEAR UP office. The file will include the following information:

✓ Name of Institution	✓ Student Information
✓ Term Units Earned	✓ Cumulative Units Earned
✓ Term GPA	✓ Remedial Term Units Earned
✓ Cumulative GPA	✓ SSN from FAFSA
✓ Term GEAR UP Disbursed Amount	✓ Grad Year For Degree
✓ Type of Degree/Certificate Earned	
✓ Deceased Flag	

The GEAR UP office will process and return electronically a file containing updated remaining balance and eligibility status with ineligibility reason, if applicable, within one week in order to facilitate payments for the next term.

To maintain eligibility students must complete 12 credits with a **2.0 semester GPA** for fall and/or spring, and 6 credits with a **2.0 semester GPA** for summer.

9. Resources for mentors will be transferred to NSHE two weeks prior to each semester

Mentors will need to be hired and trained using the funds allocated to your institution. They will need to provide technical assistance and provide direction to students regarding tutoring and other appropriate campus services. If students can be served by an existing mentor program then resources may be used for other Nevada State GEAR UP expenses that may be incurred on your campus such as financial aid administration. In order to receive further funding, institutions must complete the GEAR UP Mentor Reporting documents each Fall and Spring semester by the date specified.

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