NEVADA STATE GEAR UP PROGRAM FY 2014

Scholarship Information

Nevada Department of Education
700 East Fifth Street, Suite 110
Carson City, Nevada 89701

NEVADA STATE GEAR UP PROGRAM

Scholarship Information

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Nevada State GEAR UP Program
Master Calendar – 2013-2014

If a date falls on a non-working day, the effective date will be the first working day subsequent to the scheduled date.

Date	*Task/Deadline to be Accomplished*
AUGUST 2013	
14	NSHE sends **Summer 2013 term file** to GEAR UP
19	GEAR UP returns Summer 2013 term file to NSHE
SEPTEMBER	
9	GEAR UP sends Fall 2012, Spring 2013 and Summer 2013 reconciliation reports to institutions. Reconciliation must be completed by September 24.
27	Fall 2013 funding request from institutions sent to NSHE Director of Financial Aid.
OCTOBER	
NOVEMBER	
6	NSHE sends **Final Summer 2013 term file** to GEAR UP
8	GEAR UP returns final Summer 2013 term file to NSHE
DECEMBER	
17	Institutions send Fall 2013 GEAR UP mentor reports to NSHE Director of Financial Aid, who forwards them on to GEAR UP.
30	NSHE sends **Fall 2013 term file** to GEAR UP
JANUARY 2014	
3	GEAR UP returns Fall 2013 term file to NSHE
6	Final Fall 2013 funding request from institutions sent to NSHE Director of Aid.
FEBRUARY	
28	Spring 2014 funding request from institutions sent to NSHE Director of Financial Aid.
MARCH	

Date	*Task/Deadline to be Accomplished*
APRIL	
MAY	
14	NSHE sends **Final Fall 2013 term file** to GEAR UP
16	Final Spring 2014 funding request from institutions sent to NSHE Director of Financial Aid.
19	GEAR UP returns Final Fall 2013 term file to NSHE
23	Institutions send Spring 2014 GEAR UP mentor reports to NSHE Director of Financial Aid, who forwards them on to GEAR UP.
28	NSHE sends **Spring 2014 term file** to GEAR UP
JUNE	
2	GEAR UP returns Spring 2014 term file to NSHE- institutions may begin to disburse Summer 2014 GEAR UP funds.
30	Final day to pay Summer 2014 GEAR UP funds
JULY	
7	Summer 2014 funding request from institutions sent to NSHE Director of Financial Aid.
AUGUST	
6	NSHE sends **Final Spring 2014 term file** to GEAR UP
11	GEAR UP returns Final Spring 2014 term file to NSHE

GEAR UP Grant Procedures – 2013-14 School Year

Each college/university will need to establish procedures for GEAR UP students to receive financial aid. The guidelines below should be followed:

1. **The Nevada System of Higher Education (NSHE) Sponsored Projects will work with each college/university**
   NSHE - Sponsored Projects will serve as the liaison between NDE and institutions for the issue/reimbursement of funds for GEAR UP grant for eligible students.

2. **Identify eligible students through PeopleSoft Campus Solutions**
   - ✓ Name
   - ✓ Date of Birth
   - ✓ Social Security Number (if known)
   - ✓ GEAR UP ID Number

   If there are questions, please contact Stephanie Swanson at the Nevada Department of Education Office directly at (775)-687-9150 or **sswanson@doe.nv.gov**

   Please copy **renee_davis@nshe.nevada.edu**

3. **Eligibility for GEAR UP Grant** **Eligibility for Access Matching Funds**

GEAR UP Eligibility flag of "Y" must appear on (GUID) screen in SIS. Student must be enrolled in and maintain 12 credits Fall/Spring or 6 credits Summer; have filed the (FAFSA); and have received a valid (not rejected) Student Aid Report (SAR). A completed financial aid file is not required. The award is $750 for community colleges per semester, and $1,250 for universities and state colleges per semester. The Summer grant is $375 for community colleges, and $625 for universities and state colleges.	Student must have received a GEAR UP grant for the same term, be enrolled in 12 credits, and have a completed financial aid file, including completion of the verification process if necessary. Student financial need is required; if there is no remaining need the award may be reduced or not awarded at all. The award is $750 for community colleges per semester or $1,250 for universities and state colleges per semester (unless the remaining need is less than this amount or zero). The match should supplement and <u>not</u> supplant other forms of need-based aid.

- ✓ Students must enroll in a degree seeking program at their institution of choice in order to meet GEAR UP Grant and Access Matching Funds requirements.
- ✓ Remedial courses may be included in the 12-credit enrollment requirement.
- ✓ Students with documented disabilities that have a special program advised by the Disabilities Office may register for six (6) or more credits, and each term must submit the GEAR UP Students with Documented Disabilities form to the Disability Resource Center and Financial Aid. The amount of the award will be prorated according to the number of credits in which the student is enrolled.
- ✓ Students that are serving on Active Duty in a branch of the U.S. Military Services may apply for an extension to the six (6) year grant limitation by completing the GEAR UP Military Duty Application for Extension form and submitting to the GEAR UP office.(2012 students can have an extension for 1 year)
- ✓ Total scholarship funding amount will be reduced after each semester and institutions will be notified by the GEAR UP office as to the grant amount for each term.

- ✓ Students may receive a GEAR UP Grant and Access Matching Grant at one college or university per semester. Credits counting toward eligibility for each grants must be taken at a single institution.
- ✓ Students who have previously lost their GEAR UP eligibility can regain eligibility by attending a fall or spring term without GEAR UP funding, earning 12 credits *at a single institution* and maintaining a 2.0 GPA per semester; or earning six (6) credits in the summer with a 2.0 GPA.(1.95 and higher GPA will be rounded to a 2.0)
- ✓ 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 who *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. <u>Summer School</u>

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

- ✓ Need to be enrolled in and maintain in six (6) credits.
- ✓ May receive a GEAR UP grant above and beyond any Fall/Spring funding; $375 for community colleges and $625 for universities and state colleges. 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, 2014.

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

Note: Students who enroll in summer classes after June 30, 2014 will not be able to receive a summer GEAR UP grant.

5. <u>Determine the full amount of financial aid the student will be eligible to receive</u>

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. The match should supplement and <u>not</u> supplant other forms of need-based aid.

6. <u>Reconcile students the last month of each semester</u>

- ✓ Reconcile the GEAR UP accounts to include the actual number of GEAR UP grants disbursed.
- ✓ 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.
- ✓ The student enrollment level should also be reported at this time.

7. <u>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</u>:

✓ 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 Degree
✓ Type of Degree/Certificate Earned	
✓ Deceased Flag	

The GEAR UP office will process and return an electronic 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 and maintain 12 credits with a 2.0 semester GPA for fall and/or spring, and 6 credits with a 2.0 semester GPA for summer.

8. **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.

Contacts:

Stephanie Swanson
Scholarship Coordinator
Nevada Department of Education
700 E. Fifth Street, Suite 110
Carson City, NV 89701
sswanson@doe.nv.gov

Phone (775)687-9150
Fax (775)687-9250

Lori Botelho
Nevada State GEAR UP Coordinator
Nevada Department of Education
700 E. Fifth Street, Suite 110
Carson City, NV 89701
lbotelho@doe.nv.gov

Phone (775)687-9222
Fax (775)687-9250

OR

Renee Davis
Director of Student Affairs
Nevada System of Higher Education
2601 Enterprise Road
Reno, NV 89512
renee_davis@nshe.nevada.edu

Phone (775) 784-3447

GEAR UP SCHOLARSHIP ACKNOWLEDGEMENT FORM

I acknowledge that I may be eligible for GEAR UP Financial Aid if I enroll at a Nevada System of Higher Education college/university, complete the FAFSA, confirm "degree seeking" intent, and enroll in and maintain 12 credits per semester or 6 semester credits during the summer. I understand that I must maintain a 2.0 GPA per semester and 12 semester credits or 6 semester credits for the summer term in order to continue eligibility in future semesters.

Please complete the information below and return to the GEAR UP office:

PLEASE PRINT CLEARLY

First Name **MI** **Last Name** **If Name Changed, Previous Name**
Is this a name change? ___ *Yes* ___ *No*

Mailing Address **City** **State** **Zip Code**
Is this a change of address? ___ *Yes* ___ *No*

Date of Birth **Contact Phone** **Email (required print neatly)**
Change? ___ *Yes* ___ *No* *Change?* ___ *Yes* ___ *No*

College Attending **FAFSA Complete** ___ **Degree Seeking** ___ *Yes* ___ *No*

Signed **Date**

Fax or Mail to:

Nevada State GEAR UP Office

Stephanie Swanson, Scholarship Coordinator
Nevada Department of Education
700 E. Fifth Street Ste 110
Carson City, NV 89701
Phone: (775) 687-9150
Fax: (775) 687-9250
Email: sswanson@doe.nv.gov

GEAR UP MENTORING PROJECT FALL 2013

To assist the colleges/universities with the reporting on the GEAR UP mentoring process, each college/university GEAR UP representative should respond to these questions.

Please send the following two documents to Renee Davis, Director of Student Affairs at **renee_davis@nshe.nevada.edu by December 17, 2013.**

1. Attach the completed GEAR UP Mentoring Report Excel Form listing student names and contact dates.

2. Respond to the following questions:

   a. Please describe the GEAR UP mentoring process on your campus in one paragraph.

   b. Have you hired additional staff as GEAR UP mentor(s), or did you use the resources to supplement existing staff? Please describe.

   c. Who is the administrator of the GEAR UP mentor program and their contact information? Who is the point of contact on your campus and their contact information?

   d. Has every GEAR UP student on your campus been contacted and are they aware that there is a main point of contact for GEAR UP on your campus?

   e. Are referrals to appropriate student services, such as tutoring, TRIO, etc., being made for each student as needed?

   f. If the GEAR UP mentor resources have not been utilized, please provide an explanation.

For more information please contact:

Lori Botelho
Nevada State GEAR UP Coordinator
Nevada Department of Education
GEAR UP Program
700 E. Fifth Street, Suite 110
Carson City, NV 89701
Phone: (775) 687-9222
Fax: (775) 687-9250
Email: lbotelho@doe.nv.gov

GEAR UP MENTORING PROJECT SPRING 2014

To assist the colleges/universities with the reporting on the GEAR UP mentoring process, each college/university GEAR UP representative should respond to these questions.

Please send the following two documents to Renee Davis, Director of Student Affairs at **renee_davis@nshe.nevada.edu by May 23, 2014.**

1. Attach the completed GEAR UP Mentoring Report Excel Form listing student names and contact dates.

2. Respond to the following questions:

   a. Please describe the GEAR UP mentoring process on your campus in one paragraph.

   b. Have you hired additional staff as GEAR UP mentor(s), or did you use the resources to supplement existing staff? Please describe.

   c. Who is the administrator of the GEAR UP mentor program and their contact information? Who is the point of contact on your campus and their contact information?

   d. Has every GEAR UP student on your campus been contacted and are they aware that there is a main point of contact for GEAR UP on your campus?

   e. Are referrals to appropriate student services, such as tutoring, TRIO, etc., being made for each student as needed?

   f. If the GEAR UP mentor resources have not been utilized, please provide an explanation.

For more information please contact:

Lori Botelho
Nevada State GEAR UP Coordinator
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700 E. Fifth Street, Suite 110
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Phone: (775) 687-9222
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NEVADA SYSTEM OF HIGHER EDUCATION
2013-2014 GEAR UP PROGRAM
Nevada GEAR UP Student Mentoring Report Form

Student ID #	Name	Phone #	Email	Dates of Contacts	Current Status	Referral Services

NEVADA GEAR UP GRANT SCHOLARSHIP PROGRAM
Students With Documented Disabilities Form

This form may be used by GEAR UP Grant/Scholarship students with a documented disability at an eligible institution who are requesting to enroll with less than the minimum semester credit hours. The amount of the award will be prorated according to the number of credits in which the student is enrolled.

STUDENT SECTION:

Instructions
Step 1: Complete this form with the Student Disabilities Officer of your institution. You **must recertify** with the Student Disabilities Office each semester.
Step 2: Submit this form to the Financial Aid Office of your institution.
Step 3: The Financial Aid Office at the institution will submit this form and required documentation to the GEAR UP Office. Once approved, the Financial Aid Office of your institution will make payment from your scholarship for the coursework at that institution.

Name of Institution _____

Name _____ Telephone _____

Permanent Address _____

Semester and Year of Request _____

If approved, I understand that I will be paid my GEAR UP Scholarship for the number of approved credits at this campus at the appropriate per credit amount.

- I must satisfactorily earn credit for all course work funded and approved on the "Documented Disabilities Form".
- I must maintain a cumulative 2.0 GPA for each semester.
- Failure to meet the requirements of this agreement will result in my ineligibility for the scholarship. I must then follow the procedure for reinstatement.

Student Signature _____ Date _____

DISABLITY RESOURCE CENTER SECTION:

Semester and Year Approved _____ Number of Approved Credits _____

Disability Resource Official Signature _____ Date _____

Print Name _____ Title _____ Telephone _____

For Financial Aid Office Use ONLY:

Approved: Yes _____ No _____ If not, state reason _____

Approved by: _____ Title _____

Date Sent to GEAR UP Office: _____

Please email or fax form to Stephanie Swanson at 775-687-9250 or sswanson@doe.nv.gov

GEAR UP GRANT/SCHOLARSHIP PROGRAM
Military Duty Application for Extension Form

This form may be used by GEAR UP Grant/Scholarship students who are requesting an extension to their GEAR UP Grant/Scholarship due to active duty in a branch of the United States Military Services.

Student Name: _____ Social Security Number: _____

Mailing Address: _____

Phone Number: _____ High School: _____

Graduation Date: _____

Please Check:

_____ An extension to the academic year limit to receive the GEAR UP Grant/Scholarship because of military duty in _____.

_____ Attach supporting documentation. Examples of supporting documentation include: DD-214 Discharge Orders, a copy of Activation Orders or Temporary Assignment Duty (TDY) orders.

____ Submit this form and appropriate documentation supporting your request to:

GEAR UP Grant/Scholarship Office
Department of Education
700 E. Fifth Street, Suite 110
Carson City, NV 89701

For questions, please call
Stephanie Swanson, Scholarship Coordinator
Phone: (775) 687-9150
FAX: (775) 687-9250
Email: sswanson@doe.nv.gov

You should have a reply and further instructions within 30 days of receipt of this form regarding the status of your application. If you do not receive a reply, please contact the office at the above information.

GEAR UP GRANT/SCHOLARSHIP PROGRAM
AUTHORIZATION TO CORRECT STUDENT RECORD

If an exception occurs during the semester in which the student is currently enrolled or before the subsequent semester ends, this form is NOT needed and the financial aid office at the institution can make the appropriate adjustment to the student's account through normal procedures. This form is to be used by eligible institutions to document funds disbursed to students who have obtained approval to receive GEAR UP funds after the time period mentioned above. The student may be required to submit an Appeal Letter with this form indicating reason(s) for exception.

Procedures for Exceptions:

Step 1: Institution determines that a student is eligible for reimbursement of GEAR UP grant funds.
Step 2: The financial aid office completes this form and faxes it to the GEAR UP Office at (775)-687-9250
Step 3: The GEAR UP staff reviews the request and documents their determination.
Step 4: The GEAR UP staff indicates approval or denial on the form, and signs and returns the form via fax to the eligible institution.
Step 5: Upon GEAR UP office approval, the eligible institution provides the student with a reimbursement.
Step 6: Reconciliations for past terms are provided at the regularly scheduled, "Term and Annual Reconciliations" meeting.

College Financial Aid Office:

Eligible Institution: _____

Student Name: _____ SID #: _____

Disbursement Amount: _____

Semester Requested for Reimbursement (Fall, Spring, Summer and Year): _____

Semester Units: _____ Semester GPA: _____

Please explain extenuating circumstances: _____

_____

_____

College Official Signature: _____ Date: _____
Financial Aid Officer

Phone Number: _____ Fax Number: _____

GEAR UP Office:

Approval: Yes No If no, reason: _____

Official Signature: _____ _____
Vacant, GEAR UP State Coordinator Date

FOR MORE INFORMATION CONTACT:
Stephanie Swanson, Scholarship Coordinator
700 E. Fifth Street, Ste 110
Carson City, NV 89701
Phone: (775)-687-9150
Fax: (775)-687-9250
sswanson@doe.nv.gov

NEVADA SYSTEM OF HIGHER EDUCATION
2013-14 GEAR UP Funding Request
Please e-mail to renee_davis@nshe.nevada.edu
Due Date:

Term:

Institution Name:

Completed By:

Campus GEAR UP Account Number:

GEAR UP ID#	Cohort	Student Name	GEAR UP Original Award	GEARUP Withdrawals & Reversals	Access Award	Source of Access Funds (state-funded or tuition-generated)	If not eligible for Access award please give reason
			$ -	$ -	$ -		

FREQUENTLY ASKED QUESTIONS

1. A student was enrolled during the fall and met the GEAR UP requirements of 12 credits and a 2.0 semester GPA. The student wants to enroll for summer school, but is only taking 3 credits (not the required 6 credits). Can I fund the student for the class that he is taking?

   No. The student is not meeting the 6 credit requirement.

2. A student is eligible for GEAR UP funding and is not attending this semester. Do I leave the student's name on the transfer list so that you will know he/she is still around?

   No. Only students that actually attend are to be reported.

3. The student withdrew before the withdrawal date, after we asked for funding.

   This funding can be reported & reversed on the next draw request. Show the funds in the "Withdrawal" portion of the funding request.

4. Can a student who is attending two different schools be funded?

   No. The student must meet the GEAR UP requirements at one school. You cannot count credits from two different schools.

5. May a student take 6 credits at a university and 6 credits at a community college during the same semester and receive GEAR UP funding?

   No. The student must meet the GEAR UP requirements at one school. You cannot count credits from two different schools.

6. How often do the Acknowledgement Forms come in the mail? How can I obtain an Acknowledgement Form?

   The Acknowledgement Forms are issued upon graduation from high school. However, if you need to update your records or have changed your name, you can access a form on the Department of Education GEAR UP website at http://www.doe.nv.gov/GearUp_Forms.html , through your mentor or by contacting the GEAR UP office.

7. Do GEAR UP scholarship students need to declare that they are degree seeking on the Acknowledgement Form in order to qualify for the scholarship?

   Yes. GEAR UP scholarship students need to be working towards achieving a certificate or degree in order to qualify for the scholarship. They do not have to declare a major in the early years of their college journey at this time.

8. Sometimes I have questions and I'm not sure of the answer or how to handle it.

   Contact the GEAR UP office by email or phone (below), if no one is available, leave a voice mail with your question and a telephone number where you can be reached. Someone will get back to you with the answer.

9. When does the GEAR UP Scholarship expire?

   If you graduated high school in 2007 your scholarship expires 12/31/2013. If you graduated in 2012 your scholarship will expire 12/31/2018.

For questions, please call
Stephanie Swanson, Scholarship Coordinator
Phone: (775) 687-9150
Email: sswanson@doe.nv.gov