

**NEVADA STATE
GEAR UP PROGRAM
FY 2017
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 – 2016-2017

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

<i>Date</i>	<i>Task/Deadline to be Accomplished</i>
AUGUST 2016	
17	NSHE sends Summer 2016 term file to GEAR UP
19	GEAR UP returns Summer 2016 term file to NSHE
24	NSHE sends Second Summer 2016 term file to GEAR UP
26	GEAR UP returns Second Summer 2016 term file to NSHE
SEPTEMBER	
23	<u>Fall 2016 funding request</u> from institutions sent to NSHE Director of Student Affairs.
NOVEMBER	
10	NSHE sends Final Summer 2016 term file to GEAR UP
14	GEAR UP returns final Summer 2016 term file to NSHE
DECEMBER	
16	Institutions send Fall 2016 GEAR UP mentor reports to NSHE Director of Student Affairs, who forwards them on to GEAR UP.
28	NSHE sends Fall 2016 term file to GEAR UP
JANUARY 2017	
2	GEAR UP returns Fall 2016 term file to NSHE
6	<u>Final Fall 2016 funding request</u> from institutions sent to NSHE Director of Aid.
FEBRUARY	
24	<u>Spring 2017 funding request</u> from institutions sent to NSHE Director of Student Affairs.
MARCH	
30	NSHE sends Final Fall 2016 term file to GEAR UP
APRIL	

<i>Date</i>	<i>Task/Deadline to be Accomplished</i>
3	GEAR UP returns Final Fall 2016 term file to NSHE
MAY	
12	<u>Final Spring 2017 funding request</u> from institutions sent to NSHE Director of Student Affairs.
22	Institutions send Spring 2017 GEAR UP mentor reports to NSHE Director of Student Affairs, who forwards them on to GEAR UP.
24	NSHE sends Spring 2017 term file to GEAR UP
29	GEAR UP returns Spring 2017 term file to NSHE- institutions may begin to disburse Summer 2017 GEAR UP funds.
JUNE	
19	NSHE sends Final Spring 2017 term file to GEAR UP
22	GEAR UP returns Final Spring 2017 term file to NSHE
30	Final day to pay Summer 2017 GEAR UP funds
JULY	
7	<u>Summer 2017 funding request</u> from institutions sent to NSHE Director of Student Affairs.

- ✓ 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.
- ✓ A credit requirement exception can be made if the student is in the last semester of obtaining a degree. The student is not required to meet the 12 credit requirement if a lesser amount is required for their last semester before obtaining a degree. In this case the scholarship will be prorated according to the number of credits in which the student is enrolled. The Credit Requirement Exception form must be submitted for approval.

4. Summer School

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, 2017.

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 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. The match should supplement and not supplant other forms of need-based aid.

6. Reconcile students the last month of each semester

- ✓ 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. 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 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
Administrative Assistant
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

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

Phone (775) 687-9243
Fax (775) 687-9250

OR

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

Phone (775) 784-3447

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



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 <i>Is this a name change?</i> ___ Yes ___ No	MI ___ Yes ___ No	Last Name	If Name Changed, Previous Name
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Mailing Address <i>Is this a change of address?</i> ___ Yes ___ No	City	State	Zip Code
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Date of Birth	Contact Phone <i>Change?</i> ___ Yes ___ No	Email (required print neatly) <i>Change?</i> ___ Yes ___ No
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College Attending	FAFSA Complete ___	Degree Seeking ___ Yes ___ No
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Signed	Date
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Fax or Mail to:

Nevada State GEAR UP Office
Stephanie Swanson, Administrative Assistant
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 2016

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 upload completed report to NSHE OwnCloud by December 16, 2016.

Please contact Renee Davis, NSHE Director of Student Affairs at renee_davis@nshe.nevada.edu to set up your account.

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:

Tammy Bolen
Nevada State GEAR UP Coordinator
Nevada Department of Education
GEAR UP Program
700 E. Fifth Street, Suite 110
Carson City, NV 89701
Phone: (775) 687-9243
Fax: (775) 687-9250
Email: tbolen@doe.nv.gov



GEAR UP MENTORING PROJECT SPRING 2017

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 upload completed report to NSHE OwnCloud by **May 22, 2017**.

Please contact Renee Davis, NSHE Director of Student Affairs at renee_davis@nshe.nevada.edu to set up your account.

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:

Tammy Bolen
Nevada State GEAR UP Coordinator
Nevada Department of Education
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Phone: (775) 687-9243
Fax: (775) 687-9250
Email: tbolen@doe.nv.gov



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 _____

DISABILITY 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, Administrative Assistant
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: _____ Date: _____

Tammy Bolen, GEAR UP State Coordinator

Date

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



NEVADA GEAR UP GRANT SCHOLARSHIP PROGRAM CREDIT REQUIREMENT EXCEPTION

This form may be used by a GEAR UP Grant/Scholarship student who is enrolled in their final semester of obtaining a degree and who is not required to be enrolled in 12 credits to complete the semester. The student will be provided a prorated scholarship amount based on the amount of credits required.

STUDENT SECTION:

Instructions

Step 1: Complete this form with an academic advisor at your institution.

Step 2: Your academic advisor must submit this form directly to the financial aid office at your institution.

Step 3: The financial aid office will fax this form to the GEAR UP Office at (775) 687-9250. Once approved by the GEAR UP office, the financial aid office 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.

- To be eligible for this exception, I must be enrolled in the last semester of college before obtaining a degree.
- The Credit Requirement Exception can only be used once.
- 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 _____

ACADEMIC ADVISOR SECTION:

Semester and Year Approved _____ Number of Remaining Required Credits _____

Academic Advisor 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: _____

GEAR UP Office:

Approval: Yes No If no, reason: _____

Official Signature: _____ Date _____

Tammy Bolen, GEAR UP State Coordinator

Date

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



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. 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.

8. When does the GEAR UP Scholarship expire?

If the student graduated high school in 2007 their scholarship expired 12/31/2013. If they graduated in 2012 their scholarship will expire 12/31/2018.

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