



Dr. George W. Brumley, Jr. - Project GRAD Atlanta Scholarship Program

Brumley-GRAD Scholar Policies and Procedures

The policies and procedures for the Dr. George W. Brumley, Jr.– Project GRAD Atlanta Scholarship will cover the overall guidelines under which the scholarship will be administered. These guidelines include details on the requirements to qualify for the scholarship, requirements to retain the scholarship, transfer guidelines, academic and disciplinary requirements, and the scholarship appeals process. In addition, this policy document will cover scholarship disbursements and general deadlines for Brumley-GRAD Scholars.

This document, including specified forms, can be located and downloaded from the Project GRAD Atlanta website at www.projectgradatlanta.org.

PURPOSE AND SCOPE

The Dr. George W. Brumley, Jr.-Project GRAD Atlanta Scholarship Program provides up to \$4,000 in scholarship dollars toward a college education for Brumley-GRAD Scholars who graduate from one of the Project GRAD Atlanta High Schools (The New Schools at Carver, The South Atlanta Educational Complex, and Booker T. Washington High School) in Atlanta, Georgia. Each qualifying Brumley-GRAD Scholar is awarded up to \$1,000 annually, for a period not to exceed four years. The scholarship must initially be used within one year of the Brumley-GRAD Scholar's graduation from high school, except in cases of military enlistment (see #8 and #9 under General Requirements to Maintain Scholarship) when a Brumley-GRAD Scholar may defer his/her use of the scholarship for no more than one academic year (August to July). **The scholarship may only be used to cover educational expenses associated with the Brumley-GRAD Scholar's study at a HOPE-eligible college, university or technical school in Georgia, or an out-of-state college (all are hereafter referred to as "institution") accredited by an appropriate regional accrediting body (Please see Appendix A for a list of HOPE-eligible institutions in Georgia and Appendix B for a list of appropriate regional accrediting bodies).** The Brumley-GRAD Scholarship cannot be used at business or proprietary schools, even though they may offer a two-year associate's degree. A proprietary school is a for-profit business that provides education and training. Proprietary schools may be privately-owned, a partnership, or a corporation.

The Brumley-GRAD Scholarship is administered by Project GRAD Atlanta, Inc. which is located at:

**260 Peachtree Street, Suite 402
Atlanta, GA 30303
Telephone Number 404.880.3500
www.projectgradatlanta.org**

I. POLICY GUIDELINES

The guidelines used to administer the Brumley-GRAD Scholarship include, but are not limited to, policies outlined in this document. Project GRAD Atlanta reserves the right to modify these policies, as necessary, without prior notice. All Brumley-GRAD Scholars are required to adhere to all scholarship guidelines.

II. REQUIREMENTS TO QUALIFY

In order to qualify for the Dr. George W. Brumley, Jr. – Project GRAD Atlanta Scholarship, Brumley-GRAD Scholars at Project GRAD Atlanta high schools must:

- Enroll in the scholarship program at a Project GRAD Atlanta High School no later than December of the fall semester of the Brumley-GRAD Scholar's sophomore year, by countersigning the Scholarship Covenant along with his or her parent or legal guardian.
- Participate in either two (2) Project GRAD Atlanta Summer Institutes, two (2) approved alternative programs, or a combination of these, by the end of the summer after the Brumley-GRAD Scholar's junior year. Alternate programs must have been pre-approved by both the Project GRAD Atlanta College Readiness Team Leader and the Project GRAD APS Program Administrator.
- Successfully complete the Atlanta Public Schools' College Prep, Tech Prep, or Dual Degree High School Curriculum.
- Earn a 78 overall numerical grade average (equivalent to an overall grade-point average of 2.5) at the time of graduation from a Project GRAD Atlanta high school.
- Graduate from a Project GRAD Atlanta high school within four years or less.
- Take the ACT or SAT Exam no later than June of their junior year at one of the Project GRAD Atlanta high schools. (Effective Project GRAD Atlanta High School Class of 2007.)

III. GENERAL REQUIREMENTS FOR ACCEPTING AND MAINTAINING THE SCHOLARSHIP

Prior to high school graduation, Project GRAD Atlanta will notify qualifying Brumley-GRAD Scholars that they have earned the Brumley-GRAD Scholarship, and provide each Brumley-GRAD Scholar with a copy of these guidelines. To officially accept and maintain the scholarship, Brumley-GRAD Scholars must adhere to the following requirements:

- 1) The prospective Brumley-GRAD Scholar (hereafter GRAD Scholar) must complete, sign and return a **Scholarship Profile Form** to their Project GRAD Atlanta Scholarship Coordinator by the first Friday in May of his or her senior year. GRAD Scholars whose forms are not received by the first Friday in May, and who have not been certified as Brumley-GRAD Scholars by the Project GRAD Atlanta College Readiness Department, will not be allowed to participate in the official Brumley-GRAD Scholars ceremonies and will not receive the commemorative gifts.
- 2) Brumley-GRAD Scholars must enroll at a HOPE-eligible college, university, or technical school in Georgia, or an out-of-state college, university, or technical school accredited by an appropriate regional accrediting body (see Appendices A and B for the lists of approved institutions and accrediting bodies). Brumley-GRAD Scholars must successfully complete at least twelve (12) credit hours each semester or a total of twenty-four (24) credit hours each academic year (August to July) with a passing grade (D) or higher per course. **If the Brumley-GRAD Scholar is prevented from enrolling in at least 12 credit hours during their initial semester, they must notify Project GRAD Atlanta immediately, and provide supporting documentation for an appeal.** The Project GRAD Atlanta Appeals Committee will review each appeal request and make a decision (see page 7 of this document for details on the Scholarship appeals process).
- 3) New Brumley-GRAD Scholars must provide Project GRAD Atlanta with a copy of their college's acceptance letter and class schedule at a HOPE-eligible college, university, or technical school in Georgia, or an out-of-state college, university, or technical school accredited by an appropriate regional accrediting body no later than June 15th after their senior year in high school, for a Fall semester/quarter start date, November 15th for a Spring semester and Winter quarter start date, March 15th for a Spring quarter start date, and May 15th for a Summer semester/quarter. **If all documents have not been received at the Project GRAD Atlanta office by June 15th for the Fall semester/quarter, November 15th for the Spring semester/Winter quarter, March 15th for Spring quarter, and May 15th for the Summer semester/quarter, Project GRAD Atlanta cannot guarantee that the scholarship funds will be received by the Brumley-GRAD Scholar's academic institution in time for the start of the subsequent semester.** New Brumley-GRAD Scholars enrolling in college for the first time must submit proof of registration (in accordance with the guidelines above), by the start of their initial semester/quarter of study. Scholarship checks will not be mailed to the institution on the student's behalf without this information on file. All documents should be mailed to the Project GRAD Atlanta main office, currently at 260 Peachtree Street, Suite 402, Atlanta, GA 30303.

- 4) Returning Brumley-GRAD Scholars must successfully complete at least twelve (12) credit hours each semester or a total of twenty-four (24) credit hours, with a passing grade of (D) or higher per course, each academic year (August to July) in order to receive their scholarship the following semester. The Brumley-GRAD Scholar must complete all developmental or remedial coursework (Reading, Writing, and Math) within two consecutive semesters.
- 5) Returning Brumley-GRAD Scholars must submit a pre-registration form or class schedule, along with a grade report (transcript) documenting that they are eligible for continued enrollment at their college or university. At the end of each school term, Brumley-GRAD Scholars must submit their grade report (unofficial copies are acceptable) documenting the number of credit hours completed, as well as their grade point average (GPA). Returning Brumley-GRAD Scholars must also submit a completed and signed **Returning Brumley-GRAD Scholar Profile Form** at the beginning of each academic year. All of this documentation is due by June 15th prior to the start of the Fall semester/quarter, November 15th prior to the start of the Spring semester/Winter quarter, March 15th prior to the start of the Spring quarter, and May 15th prior to the start of Summer semester/quarter. In the event that these dates fall on a weekend or holiday, the documents will be due on the next business day.
- 6) If the Brumley-GRAD Scholar must take remedial or developmental coursework and/or cannot complete 24 credit hours, then the Brumley-GRAD Scholar must submit a letter, typed in business format, along with documentation from their institution to this effect, as an appeal to be reviewed by the Project GRAD Atlanta Scholarship Appeals Committee. This appeal must be received by October 15th Fall Semester/quarter, February 15th Spring Semester/Winter quarter, April 15th for Spring quarter, and July 15th for Summer semester/quarter. The Scholarship Appeals Committee will determine whether the Brumley-GRAD Scholar remains eligible to receive the Brumley-GRAD Scholarship for the subsequent academic semester (See the "Scholarship Termination & Appeals Process" section for more information).
- 7) Brumley-GRAD Scholars must remain eligible for enrollment at their academic institution, and make normal year-to-year progress toward completion of degree or diploma requirements. Academic or disciplinary violations resulting in a Brumley-GRAD Scholar's suspension or expulsion from their college, university or technical school may cause Project GRAD Atlanta to temporarily suspend or permanently revoke the scholarship.
- 8) The Brumley-GRAD Scholar must enroll at a HOPE-eligible college, university or technical school in Georgia, or out-of-state institution accredited by an appropriate regional accrediting body, within one year of graduation from high school or the scholarship will be considered **forfeited** by the Brumley-GRAD Scholar (except during a period of approved scholarship deferment, or in the case of military enlistment—see item #10 of this section). The Brumley-GRAD Scholar must not let enrollment lapse for more than two consecutive semesters. **Brumley-GRAD Scholars have a total of six (6) years from the time of graduation from a Project GRAD Atlanta High School to completely utilize their Brumley-GRAD scholarship.** If a student does not enroll for two or more consecutive terms, without an approved scholarship deferment on file, he or she effectively **forfeits** his or her Brumley-GRAD Scholarship. Brumley-GRAD Scholars who intend to interrupt their enrollment for any amount of time, must provide written notification, typed in business format, to Project GRAD Atlanta, immediately, and submit an Administrative Scholarship Deferment Form. Scholars must also proactively notify GRAD of an intention to return to school following the requested period of non-enrollment. If a Brumley-

GRAD Scholar interrupts enrollment for more than two (2) consecutive semesters, he/she must submit a written letter of appeal to the Scholarship Appeals Committee requesting reinstatement of their scholarship to the Scholarship Appeals Committee (See Scholarship Termination & Appeal Process, p. 7). After six (6) years from the time of graduation, the Brumley-GRAD Scholar is no longer entitled to the Brumley-GRAD scholarship (regardless of the reason), and thus **forfeits** any claim to the scholarship.

- 9) New and returning Brumley-GRAD Scholars may be eligible to request previously-unclaimed scholarship dollars during a future semester (within the six-year eligibility period) provided that they have submitted an Administrative Deferment Form to the Project GRAD Scholar Support staff in advance of each semester or academic year that they were unable to utilize the Brumley-GRAD Scholarship. Deferring Scholars are still required to submit their grade report or transcript to the GRAD office for eligibility review and documentation during their deferment period. If the GRAD Scholar Support Department determines that the student was eligible to receive the Brumley-GRAD Scholarship during the periods for which the unused scholarship dollars were requested, then the unused funds will be applied to the student's tuition balance at the time of the request, and the student's Scholarship balance will be reduced by the same amount.
- 10) In the event that a Brumley-GRAD Scholar enlists for active duty in any branch of the United States Armed Forces and begins serving in such branch within twelve (12) months of graduating from a Project GRAD Atlanta High School, the Brumley-GRAD Scholar's eligibility for the Dr. George W. Brumley, Jr.-Project GRAD Atlanta Scholarship will be extended for the period of their service. The Brumley-GRAD Scholar must submit official documentation of their enlistment to Project GRAD Atlanta, Dr. George W. Brumley, Jr.-Project GRAD Atlanta Scholarship Program, 260 Peachtree Street, Suite 402, Atlanta, GA 30303 within twelve (12) months of graduation from a Project GRAD Atlanta high school. In addition, when the Brumley-GRAD Scholar wishes to initiate his or her scholarship after completing military service, they must formally notify Project GRAD Atlanta of their intent (in writing), provide evidence of their discharge date, provide a copy of the acceptance letter or proof of registration from a HOPE-eligible college, university or technical school in Georgia, or out-of-state college accredited by an appropriate regional accrediting body, by June 15th for a Fall semester/quarter start date, November 15th for a Spring semester/Winter quarter start date, March 15th for a Spring quarter start date, and May 15th for a Summer semester/quarter start date. Brumley-GRAD Scholars who defer college enrollment for participation in approved military service, have up to six (6) years following their initial college enrollment to utilize the Brumley-GRAD Scholarship, provided they meet all other eligibility requirements. For those Brumley-GRAD Scholars who begin their college matriculation prior to military enlistment, the period of eligibility will take into consideration their initial college enrollment date. The Brumley-GRAD Scholar must also comply with all other program requirements described in these policies.
- 11) The Brumley-GRAD Scholar must maintain a valid mailing address, email address, and telephone number with Project GRAD Atlanta to remain eligible for the Brumley-GRAD Scholarship. The Brumley-GRAD Scholar is responsible for informing Project GRAD Atlanta of address, email, name or phone number changes.

- 12) The Brumley-GRAD Scholar must adhere to all of the above guidelines. Failure to follow these guidelines may result in the Brumley-GRAD Scholar becoming ineligible for additional scholarship funds under the Brumley-GRAD Scholarship program.

In addition to the general requirements of the Scholarship program, Brumley-GRAD Scholars must meet all academic and disciplinary requirements as outlined in the following sections.

IV. TRANSFER GUIDELINES

Brumley-GRAD Scholars may transfer from one school to another, but must give prior written notification, typed in business format, to Project GRAD Atlanta, the administrator of the Brumley-GRAD Scholarship program. Any Brumley-GRAD Scholar making a mid-year transfer, is responsible for arranging for unused scholarship funds at their present school being returned to Project GRAD Atlanta for transfer to the new school. ***Any unused funds must be returned to Project GRAD Atlanta prior to any future awards being made.*** The Brumley-GRAD Scholar should contact his or her academic institution's financial aid office for assistance in these situations. Brumley-GRAD Scholars must provide a transfer request, along with proof of acceptance, enrollment, and pre-registration at the new college/university. Brumley-GRAD Scholars requesting a mid- or end-of-year transfer must also provide Project GRAD Atlanta with a copy of their grade reports from their previous college, university, or technical school. If all documents listed in this section have not been received at the Project GRAD Atlanta office by June 15th for the Fall semester/quarter, November 15th for the Spring semester/Winter quarter, March 15th for the Spring quarter, and May 15th for the Summer semester/quarter, Project GRAD Atlanta cannot guarantee that the scholarship funds will be received by the new institution in time for the start of the subsequent semester. **Any Brumley-GRAD Scholar not returning to school and wishes to postpone the use of his/her scholarship must submit an Administrative Deferment Form to Project GRAD Atlanta.**

V. SCHOLARSHIP REQUEST DOCUMENT SUBMISSION PROCEDURES

In an effort to ensure "Quality Scholar Service" and to make certain that all intended scholarship request material submitted by Brumley-GRAD Scholars are received by the Project GRAD Atlanta Office, the following Scholarship Request Forms must be submitted with all documentation, respective to the manner the materials are delivered. It is imperative that the instructions on each form are followed completely. Brumley-GRAD Scholars will receive an email confirmation within one week of the material reaching the Project GRAD Atlanta Office.

- 1) *In-Person Submission Form*: Form to be completed and enclosed with material when Brumley-GRAD Scholars or their representatives submit scholarship-related material personally to the Project GRAD Atlanta Office
- 2) *Mail-In Submission Form*: Form to be completed and enclosed with material when Brumley-GRAD Scholars or their representatives send scholarship related material via postal mail delivery to the Project GRAD Atlanta Office
- 3) *Fax Transmittal Submission Cover Form*: Form to be completed and attached as the cover sheet of all scholarship-related material faxed to the Project GRAD Atlanta Office

Brumley-GRAD Scholars, or persons submitting information on their behalf, must follow instructions on each form completely. These forms only acknowledge submission of attached documentation and do not assume that all material has been submitted for a scholarship disbursement. Further, it is the responsibility of Brumley-GRAD Scholars to follow-up with a member of the Scholar Support Division to ensure that all required materials have been submitted and received prior to the designated scholarship-request deadlines. Along the same lines, Brumley-GRAD Scholars must understand that the aforementioned confirmation correspondence from a member of the Scholar Support Division does not excuse them from making certain all scholarship-request material is received by the designated deadlines.

VI. ACADEMIC REQUIREMENTS FOR MAINTAINING SCHOLARSHIP

In order to maintain eligibility for the Brumley-GRAD Scholarship, a Brumley-GRAD Scholar must be eligible to continue enrollment at his/her academic institution for subsequent semesters. Additionally, to maintain eligibility for the Scholarship, the student must not be placed on academic probation.

While honor grades are not required, Project GRAD Atlanta strongly encourages Brumley-GRAD Scholars to utilize talents fully. If a Brumley-GRAD Scholar becomes ineligible to enroll at his/her institution, or is dismissed for academic or other reasons, the Brumley-GRAD Scholarship will be suspended or revoked. Brumley-GRAD Scholars are required to complete a minimum of 12 credit hours per semester or 24 credit hours per academic year (August to July). However, Project GRAD Atlanta encourages Brumley-GRAD Scholars to review their institution's course catalogue and meet with their academic advisor to obtain an accurate description of the hours required for completion of their individual program within four (4) years.

VII. DISCIPLINARY REQUIREMENTS TO MAINTAIN SCHOLARSHIP

If a Brumley-GRAD Scholar violates any campus or institutional disciplinary policy that results in his/her suspension or expulsion from school, Project GRAD Atlanta will suspend or terminate his/her scholarship. Suspension and expulsion are defined by Project GRAD Atlanta as:

- **Suspension:** Forced withdrawal by the institution for a specified period of time after which readmission will be allowed. Suspension may extend for the remainder of a current semester or more semesters until a specified condition is met.
- **Expulsion:** The dismissal of a Brumley-GRAD Scholar from an institution without the ability to apply for re-enrollment. A Brumley-GRAD Scholar who has been expelled is deemed "not eligible to return" to the institution.

Each Brumley-GRAD Scholar must read and follow the student regulations at their institution as outlined in the institution's student handbook. Project GRAD Atlanta will abide by disciplinary guidelines set forth in each Scholar's institution's student handbook.

VIII. SCHOLARSHIP SUSPENSION AND APPEAL PROCESS

If a student is suspended or expelled from their academic institution for academic or disciplinary reasons, as outlined above, the student's Brumley-GRAD Scholarship eligibility will not be subject to appeal. The scholarship will be reinstated if and only if the school lifts the Brumley-GRAD Scholar's suspension and formally (in writing) declares that the student is once again able to enroll at the institution. Reinstatement of the Scholarship will also be applicable if the student gains admittance to another qualifying institution, in which case the student's admission to such institution will be treated as a transfer (see Section IV on student transfer guidelines).

IX. SCHOLARSHIP TERMINATION AND APPEAL PROCESS

If a Brumley-GRAD Scholar fails to meet any of the scholarship requirements listed in these policies, he/she will forfeit the Brumley-GRAD Scholarship. Brumley-GRAD Scholars who forfeit their scholarship may submit a written appeal to be reviewed by the Scholarship Appeals Committee. Letters of appeal must be typed in business format, and should include the Brumley-GRAD Scholar's name, high school class year, postsecondary institution, mailing address, email address, and telephone number. The Brumley-GRAD Scholar should include a substantial explanation of his/her circumstances and why he/she believes the decision to revoke their scholarship should be reconsidered, along with documentation that supports their claim. This information should be sent to Project GRAD Atlanta, Scholarship Appeals Committee, 260 Peachtree Street, Suite 402, Atlanta, GA 30303. The Scholarship Appeals Committee will meet as necessary to consider appeals requests. Brumley-GRAD Scholars will be notified in writing of the committee's decision within seven business days of the meeting. All decisions made by the committee are final.

X. SCHOLARSHIP DISBURSEMENTS

Scholarship disbursements will be made directly to the Brumley-GRAD Scholar's academic institution upon receipt of required documentation from the Scholar prior to the start of each academic term (See Section III for general requirements). Each year's scholarship is disbursed in two installments of \$500, and is intended to pay for educational expenses including, but not limited to tuition, fees, books and course supplies. In the event that a credit remains on a Brumley-GRAD Scholar's account, the decision for refunding this balance to the student will be left to the discretion of his/her college, university, or technical school's financial aid policy. The scholarship is primarily intended to cover the cost of educational expenses for the Fall and Spring semesters or quarters, but may also be used for winter quarter or summer semester/quarter classes **only if** the allotted \$1,000 scholarship for that school year (August to July) was not fully utilized. Brumley-GRAD Scholars must maintain all scholarship requirements described in this document, regardless of the term for which they are enrolled. If all required renewal documents have not been received at the Project GRAD Atlanta office by June 15th for the Fall semester/quarter, November 15th for the Spring semester/Winter quarter, March 15th for the Spring quarter, and May 15th for the Summer semester/quarter, Project GRAD Atlanta cannot guarantee that scholarship funds will be received by the Brumley-GRAD Scholar's institution in time for the start of the subsequent semester. In the event that either of the aforementioned dates occurs on a weekend or holiday, the documents will be due on the next business day.

In instances where a student's full financial need has been met, Brumley-GRAD Scholars will be allowed to utilize the Brumley-GRAD Scholarship (via either pre-payment or reimbursement) to cover

or offset their education-related expenses which shall be limited to the following; computers, flash drives, books for academic study from the collegiate bookstore, calculators, lab supplies/materials.

Exceptions to the policies and procedures outlined within this document may be made by the Project GRAD Executive Director, in the spirit and intent of the Brumley–GRAD Scholarship Program. The Scholar Support Program Manager’s decisions and guidelines for administering the scholarship will include but not be limited to the policies set forth in this document.

The Brumley-GRAD Scholarship Policies and Procedures do not constitute an implied or express contract between Project GRAD Atlanta and the Scholar. As such, Project GRAD Atlanta reserves the right to discontinue its scholarship program at any time, for any reason. In the event that discontinuation of the scholarship program is necessary, Project GRAD Atlanta will attempt to notify all Brumley-GRAD Scholars currently receiving scholarship funds. Project GRAD Atlanta bears no responsibility for students who are unable to be reached due to phone, email, fax, or address errors. Thus, all students must maintain valid and current contact information on file with the Project GRAD Atlanta office as outlined in Section III, Number 11 of this policy.

Appendix A

HOPE-ELIGIBLE INSTITUTIONS IN GEORGIA

(See Georgia Student Finance Commission Website for updates:

http://www.gsfc.org/main/publishing/pdf/common/HOPE_Eligible_Institutions.pdf)

Public	Private	Technical
Abraham Baldwin Agricultural College	Agnes Scott College	Albany Technical College
Albany State University	American Intercontinental College	Altamaha Technical College
Armstrong Atlantic State University	Andrew College	Appalachian Technical College
Atlanta Metropolitan College	Argosy University	Athens Technical College
Augusta State University	Art Institute of Atlanta	Atlanta Technical College
Bainbridge College	Atlanta Christian College	Augusta Technical College
Clayton College & State University	Bauder College	Central Georgia Technical College
Coastal Georgia Community College	Berry College	Chattahoochee Technical College
Columbus State University	Brenau University	Columbus Technical College
Dalton State College	Brewton-Parker College	Coosa Valley Technical College
Darton College	Clark Atlanta University	DeKalb Technical College
East Georgia College	Covenant College	East Central Technical College
Floyd College	DeVry University of Technology	Flint River Technical College
Fort Valley State University	Embry-Riddle Aeronautical University	Georgia Aviation & Technical College
Gainesville College	Emmanuel College	Griffin Technical College
Georgia College & State University	Emory University	Gwinnett Technical College
Georgia Highlands College	Georgia Military College	Heart of Georgia Technical College
Georgia Institute of Technology	Herzing College	Lanier Technical College
Georgia Perimeter College	LaGrange College	Middle Georgia Technical College
Georgia Southern University	Life University	Moultrie Technical College
Georgia Southwestern State University	Mercer University	North Georgia Technical College
Georgia State University	Morehouse College	North Metro Technical College
Gordon College	Morris Brown College	Northwestern Technical College
Kennesaw State University	Oglethorpe University	Ogeechee Technical College
Macon State College	Oxford College of Emory University	Okefenokee Technical College
Medical College of Georgia	Paine College	Sandersville Technical College
Middle Georgia College	Piedmont College	Savannah Technical College
North Georgia College & State University	Reinhardt College	South Georgia Technical College
Savannah State University	Saint Leo University	Southeastern Technical College
South Georgia College	Savannah College of Art & Design	Southwest Georgia Technical College
Southern Polytechnic State University	Shorter College	Swainsboro Technical College
University of Georgia	South University	Valdosta Technical College
University of West Georgia	Spelman College	West Central Technical College
Valdosta State University	Thomas University	West Georgia Technical College
Waycross College	Toccoa Falls College	
	Truett-McConnell College	
	Wesleyan College	
	Young Harris College	
	Oglethorpe University	
	Oxford College of Emory University	

This list is accurate as of Summer 2008 and may be revised without prior notice.

Appendix B

Accrediting Agencies Recognized for their Pre-accreditation Categories

Under the terms of the Higher Education Act and other Federal legislation providing funding assistance to postsecondary education, an institution or program is eligible to apply for participation in certain Federal programs if, in addition to meeting other statutory requirements, it is accredited by a nationally recognized accrediting agency or if it is an institution or program with respect to which the U.S. Secretary of Education has determined that there is satisfactory assurance the institution or program will meet the accreditation standards of such an agency or association within a reasonable time. An institution of program may establish satisfactory assurance of accreditation by acquiring pre-accreditation status with a nationally recognized agency that has been recognized by the U.S. Secretary of Education for the award of such status. According to the Criteria for Nationally Recognized Accrediting Agencies, if an accrediting agency has developed a pre-accreditation status, it must demonstrate that it applies criteria and follows procedures that are appropriately related to those used to award accreditation status.

The following is a list of accrediting agencies recognized for their preaccreditation categories and the categories that are recognized:

Regional Institutional Accrediting Agencies

MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS:

Commission on Institutions of Higher Education

Commission on Schools

(Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands)

Website: <http://www.msche.org>

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES:

Commission on Institutions of Higher Education

Commission on Technical and Career Institutions

(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Website: <http://www.neasc.org>

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS:

Commission on Institutions of Higher Education

Commission on Schools

(Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming)

Website: <http://www.ncahigherlearningcommission.org>

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES:

Commission on Colleges

(Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington)

Website: <http://www.nwccu.org>

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS:

Commission on Colleges

(Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia)

Website: <http://www.sacs.org>

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES:

Accrediting Commission for Community and Junior Colleges, Accrediting Commission for Schools

Accrediting Commission for Senior Colleges and Universities

(California, Hawaii, American Samoa, Guam, the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands, the Commonwealth of the Northern Marianas)

Website: <http://www.wascweb.org>

*** Brumley GRAD Scholar Period of Eligibility Chart**

GRADUATION YEAR	END OF ELIGIBILITY (6 yr period)
2004	2010
2005	2011
2006	2012
2007	2013
2008	2014
2009	2015
2010	2016
2011	2017
2012	2018
2013	2019
2014	2020
2015	2021

* Please note: The above eligibility periods assume that students enroll in college directly after high school. Exceptions are only made in instances where an approved Administrative Deferment Form is on file at the Project GRAD Atlanta Office or periods of military service.

Brumley-GRAD Scholarship Academic Calendar

Dates are subject to change. All material is to be submitted by 5pm (EST) on the date of the deadline. If any date falls on a holiday or weekend, the deadline would be the next business day.

If you plan to enroll in college during the following terms, the deadline dates are:

The Brumley GRAD Scholarship Process	Fall Semester	Fall Quarter	Spring Semester	Winter Quarter	Spring Quarter	Summer Semester	Summer Quarter
Submission of documents (Transcripts; Acceptance Letters; Current Class Schedule)	Jun 15	Jun 15	Nov 15	Nov 15	Mar 15	May 15	May 15
Final request for funds. <i>Scholars forfeit their dollars for that semester. If no deferral is on file, Scholars may not request funding for subsequent semester.</i>	Sept 15	Sept 15	Jan 15	Jan 15	Apr 01	June 15	June 15
Project GRAD Atlanta staff notifies Brumley-GRAD Scholars who need to appeal.	Sept 30	Sept 30	Jan 30	Jan 30	Apr 15	June 30	June 30
Deadline for Brumley-GRAD Scholar to submit appeal.	Oct 15	Oct 15	Feb 15	Feb 15	Apr 30	July 15	July 15
Project GRAD Atlanta staff informs Brumley GRAD Scholars of appeal status.	Nov 01	Nov 01	Mar 01	Mar 01	May 15	Aug 01	Aug 01

Submit all material to:

Project GRAD Atlanta
Subject: Scholarship Information
 260 Peachtree Street NW
 Suite 402
 Atlanta, GA 30303
 Phone: (404) 880-3500 * Fax: (404) 523-9603



ACKNOWLEDGEMENT OF RECEIPT OF SCHOLARSHIP POLICIES

I, _____, member of the _____ High School graduating Class of _____, have received the complete Project GRAD Atlanta Scholarship Policies for the Dr. George W. Brumley, Jr.– Project GRAD Atlanta Scholarship. The policies have been explained to me in detail. I have been given the opportunity to ask questions regarding these policies and my signature on this form indicates that I clearly understand that I am responsible for adhering to all of the policies outlined in this document. I also understand Project GRAD Atlanta reserves the right to modify these policies as necessary without prior notice.

I understand that I, along with my parent or guardian, must complete, sign, and return this form to Project GRAD Atlanta to authorize the initial processing of my Brumley–GRAD Scholarship. I also understand that failure to submit this form will delay the processing of my scholarship. By signing this **Acknowledgement of Receipt of Scholarship Policies**, I, along with my parent or guardian, release Project GRAD Atlanta from any and all claims and liabilities that may arise from my failure to adhere to the polices outlined within this document.

Brumley-GRAD Scholar Name: _____

Brumley-GRAD Scholar Signature: _____

Brumley-GRAD Scholar Social Security Number: _____

Date: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

FOR OFFICIAL USE ONLY

Received by	
Position/Title	
Date	
Date of Scholarship Information Session	
Signature	