



**GEAR UP Grant Procedures – 2009-10 School Year and Summer 2010**

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 SIS**

- ✓ Name
- ✓ Social Security Number (if known)
- ✓ GEAR UP ID number

If there are questions, please contact Vicki Graves at the Nevada Department of Education Office directly at (775)-687-9150 or [vgraves@doe.nv.gov](mailto:vgraves@doe.nv.gov)  
Please copy [Sharon\\_Wurm@nshe.nevada.edu](mailto:Sharon_Wurm@nshe.nevada.edu)

**3. Eligibility for GEAR UP Grant**

**Eligibility for Access Matching Funds**

<p><b>GEAR UP</b> Eligibility flag of “Y” on must appear (GUID) screen in SIS. Student must be enrolled in 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.</p>	<p>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.</p>
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- ✓ Students do not need to have a declared major or certificate at this time. This is subject to change in future years of the scholarship.
- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ All credits must be taken at the same college or university.

- ✓ 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 and maintaining a **2.0 GPA per semester**; 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 who have 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 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, 2010.

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, 2010 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, similar to the procedure in guideline #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.
- ✓ 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 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.

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