



Alabama Commission on Higher Education

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Commission on Higher Education (Commission)

RULE NO. & TITLE: 300 – 4 – 7 - .01, Goal.  
300 – 4 – 7 - .04, Definition of Terms.  
300 – 4 – 7 - .06, Application Processing Procedures.

INTENDED ACTION: Amendment

SUBSTANCE OF PROPOSED ACTION:

Addition of Rescue Squad Members - During the 2016 Session of the Alabama Legislature, Act 2016-385 was passed. This act added rescue squad workers (as defined) who are either killed or permanently disabled in the line of duty to the program.

Addition of Volunteer Firefighters - There is also additional language recommended for inclusion that was included in 2009 legislation, but which currently is not reflected in the Administrative Code, related to the volunteer firefighters (as defined).

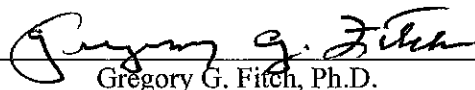
The proposed amendments described above are related to the rescue squad members and voluntary firefighters are related to language that is in statute. They are not policies, rules or procedures being promulgated by the Commission under its rule-making authority.

Definitions of Full-time and Half-time Students – these definitions are being added for the sake of clarity. These are standard definitions for both. These two definitions are being promulgated by the Commission under its rule-making authority.

TIME, PLACE, MANNER OF PRESENTING VIEWS: Persons wishing to present views on these amended rules may contact Tim Vick, Director of Operations and Fiscal Services, Alabama Commission on Higher Education, P.O. Box 302000, Montgomery, Alabama 36130-2000, Telephone 334-353-9153 between 8 a.m. and 5 p.m. each day up to and including August 18, 2016.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: August 18, 2016

CONTACT PERSON AT AGENCY: Tim Vick



Gregory G. Fitch, Ph.D.  
Executive Director

**300-4-7-.06 Application Processing Procedures.**

The following procedures shall be the method used by the Alabama Commission on Higher Education for making available Police Officer's and Firefighter's Survivor's Educational Assistance Program awards to eligible students at eligible institutions:

(a) Applications may be obtained from ~~eligible institutions~~ and from the Alabama Commission on Higher Education.

b) The applicant shall be required to complete the application form and attach documentation to substantiate eligibility. Such documentation must include a copy of a natural child's birth certificate, adoption papers for an adopted child, or marriage certification by a spouse, and a death certificate for the police officer, or firefighter, as defined, or rescue squad member, as defined, killed in the line of duty, or the certification by a qualified physician of the police officer's, or firefighter's, as defined, or rescue squad member's, as defined, total and permanent disability as a result of service in the line of duty.

(c) The applicant shall forward the completed application form, with attached documentation, to the Alabama Commission on Higher Education.

(d) Each application shall have a preliminary review by the Alabama Commission on Higher Education staff to determine if the application is complete and contains all required documentation. Each student applicant shall be notified by the Alabama Commission on Higher Education when an application is incomplete and additional information is needed. The Alabama Commission on Higher Education shall notify any student who does not meet student eligibility criteria and is, therefore, ineligible for a Police Officer's and Firefighter's Survivor's Educational Assistance Program award.

(e) Complete applications of applicants who appear to meet the eligibility criteria for participation in the Police Officer's and Firefighter's Survivor's Educational Assistance Program shall be forwarded by the Commission on Higher Education to the Chairman of the Tuition Eligibility Board.

(f) The Chairman of the Tuition Eligibility Board shall review the application, in consultation with other members of the Board, as directed by Board policy, and determine if the applicant meets the eligibility requirements for participation in the program. Upon signature of the Board Chairman, the application shall be returned to the Alabama Commission on Higher Education for processing.

(g) Upon receipt of the approved application, the Alabama Commission on Higher Education shall request the eligible institution to submit an invoice for reimbursement of tuition, fees, books, and supplies for each term the applicant is eligible to receive benefits through the Police Officer's and Firefighter's Survivor's Educational Assistance Program. Original receipts must accompany institutional invoices submitted to the Commission.

(h) Payments for eligible students shall be forwarded to the financial aid office of the eligible institution.

**Author:** Dr. William H. Wall

**Statutory Authority:** Code of Ala. 1975, Alabama Act 87-609, as amended by Alabama Acts 99-448, and 2000-808, 2009-631 and 2016-385.

**History:** Filed April 6, 1988. **Amended:** Filed December 20, 1999; effective January 24, 2000. **Amended (updated Statutory Authority only):** Filed January 12, 2001; effective February 16, 2001. **Amended:** Filed June 14, 2016; effective