



Pennsylvania School Eligibility Flyer

Private School Requirements

Pennsylvania Eligible schools are any nonpublic kindergarten, elementary or secondary schools which:

- Physically located in Pennsylvania
- Annually notify the PA Department of Education of their intent to participate in the program.
<http://www.education.pa.gov/K-12/Opportunity%20Scholarship%20Tax%20Credit%20Program/Pages/default.aspx#.V1G2pGTD-Uk>.
- Meet the applicable requirements of Title VI of the Civil Rights Act of 1964*, and
- Meet the compulsory attendance requirements of the commonwealth**, and
- Agree to follow the rules and responsibilities as they apply to the program as set forth in this Parent and School Handbook, available online at <http://www.aascholarships.org/schools/Pennsylvania/>.

* <http://www.hhs.gov/ocr/civilrights/resources/specialtopics/tanf/crrequirementsstvi.html>

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<http://www.portal.state.pa.us/portal/server.pt/community/lawsandregulations/20314/generallawsandregulations/975030>

Scholarship Payments

By accepting the scholarship student(s) and scholarship payment(s) the school agrees to repay any incorrectly made or overpayment of funds on behalf of the student(s), regardless of the reason. Failure to return the funds to AAA could lead to loss of eligibility as a participating school in the scholarship program and/or may lead to legal ramifications relating to the scholarship laws. The household is responsible for any balance of tuition/fees not covered by the scholarship.

Scholarships are paid in four installments throughout the school year. The payment calendar can be found at <http://www.aascholarships.org/schools/>

Before each installment is processed, a verification report will be sent to the school, listing the student's name and scholarship payment amount. The school must:

- 1) verify each student's information is correct
- 2) report each student's absences to date (students may not have more than 18 days "excused" or "unexcused" absences per year)
- 3) report if the household is current with any monies privately owed to the school (if not current the past due amount must be reported)
- 4) sign and date the verification report and return it to AAA by the stated deadline

Scholarship Payments (continued)

Provided the verification report is returned to AAA by the deadline stated on the form a separate check is issued for each scholarship student attending a school, even if multiple students are from the same household, and distributed via US postal mail to the private school.

Student withdrawal may result in an exit payment being owed to the school or the school being required to reimburse the AAA for the difference between actual time period attended and actual scholarship funds received to date. For information on changing schools during the year see the "Student Transfer Procedure" on page 10 of this handbook. The scholarship only pays for services rendered.

If any student receiving an AAA scholarship also receives a scholarship from another Scholarship Organization or a State Funded Scholarship the school/guardian must contact AAA and the school must return the un-cashed check to AAA immediately. Failure to report such situations to AAA may result in a school's loss of eligibility to enroll new scholarship students and/or legal ramifications with the State Attorney's Office.

If a school receives a check for a student who is not currently attending their school they must return the un-cashed check to AAA immediately, unless it is the final "exit" payment as determined by AAA. If the student has expenses over and above tuition for actual attendance at their school before the receipt of this check, it is the household's responsibility to pay the debt. If pro-rated monies are owed to the school a check will be issued following receipt of the Student Withdrawal Form (SWF). Exit Payments must be signed by Parent/Guardian A, therefore submitting the SWF prior to the student leaving, whenever possible, is critical.

Failure to return the checks to AAA in these situations could lead to loss of eligibility as a participating school in the AAA scholarship program and/or may lead to legal ramifications relating to the scholarship laws.

Depositing Scholarship Checks

Schools must process and deposit the checks for scholarship students promptly. Upon receipt of a scholarship check, the school must immediately stamp/write the first three of the following lines on each check before the Parent/Guardian signs the check. The back of the check should read:

For Deposit Only
(Name of School's Bank)
Into the account of (Name of School/Account Number)
Parent Signature

The school shall then notify the household that the scholarship check has arrived and have them come in to "restrictively endorse" the check to the school. Failure of the designated parent to sign the check within five business days of being notified by the school or within the time specified by school policy, whichever is less, may result in the loss of the scholarship. Schools should notify AAA as soon as possible if a parent does not fulfill this obligation.

The check will be made payable to the name of Parent/Guardian A listed on the application. That individual MUST be the person who endorses the scholarship check when received by the school. ONLY the individual on the check can endorse the back of the check. If a household needs the parent listed to be changed they must make a *request to AAA in writing to change the name to the other parent/guardian.*

NO POWER OF ATTORNEY OR OTHER TRANSFER OF SIGNATURE AUTHORITY IS ALLOWED.

The scholarship checks may not leave the possession of the school. Students may not bring scholarship checks home for parent endorsement (signature).

Failure by the school to follow these procedures may result in loss of eligibility as a participating school for the scholarship program, legal ramifications with the state attorney's office, and reimbursement in full of any overpaid monies due to AAA.

*****Download the Alabama Parent & School Handbook for more detailed information on our policies and procedures*****