



ARIZONA

Parent and School Handbook

Tax Credit Scholarship Program – Income-Based Scholarship

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Parent and School Handbook - Arizona

AAA Scholarship Foundation (AAA), a private non-profit organization, is an approved Arizona School Tuition Organization (STO). AAA awards annual scholarships to eligible students entering eligible grade levels from eligible households to help them attend an eligible private school of their choice. The scholarships are for tuition only. An AAA family may NOT accept a scholarship from a state funded program and/or tax credit program for the same time period they have accepted an AAA Scholarship.

AAA scholarships ARE NOT TUITION VOUCHERS. Tuition vouchers are government-funded and the payments come from the State. AAA Scholarships are tax credit scholarships.

DO NOT enroll your student into a private school until you have actually received an AAA Scholarship Award Letter and School Commitment Form (SCF)! Funding is not guaranteed. If you enroll your student before receipt of an SCF, you will be responsible for their tuition and fees and you may not qualify for future scholarship funding.

Please remember that in applying and if accepting a scholarship you have agreed on the application to the below statements in the Certification Signature Section.

- √ I certify that the information provided on the application and all supporting documentation submitted at any time is true, correct and complete to the best of my knowledge. I understand that if I give information that is not true or if I withhold information and my student(s) receive a scholarship for which they are not eligible, I can be lawfully punished for fraud and the scholarship will be denied or revoked.
- √ I certify that no parent/guardian of a student on this application is an owner, operator, principal or person with equivalent decision making authority of an eligible private school or not at the school which my student will attend.
- √ I understand that any information I provide at any time will be verified, which may include computer file matching, public records search, IRS transcripts and that I may be required to provide other information and/or documentation.
- √ I authorize the release of personal, financial and educational information for the purpose of determining eligibility and for research.
- √ I understand that AAA Scholarship Foundation does not discriminate because of race, color, sex, age, disability, religion, nationality or political belief.
- √ I authorize AAA Scholarship Foundation and its application processing company to make this form and the information therein available to the appropriate state agencies as required by the law governing the scholarships.
- √ I authorize the application and all attachments to be returned to AAA Scholarship Foundation from the application processing company.
- √ I agree to follow the rules and responsibilities as they apply to the program as set forth in the Parent and School Handbook, available online at www.aaascholarships.org.
- √ I understand if I am deemed eligible and am awarded a scholarship, that I am not automatically entitled to a scholarship in following years.
- √ I understand that it is my responsibility to reapply and document my eligibility whenever I am required to if I accept a scholarship.
- √ I understand if I enroll my student(s) into a private school before receipt of a Scholarship Award Letter and School Commitment Form (SCF), I will be responsible for their tuition and the student(s) may not qualify for future scholarship funding. I understand funding is not guaranteed.

Scholarship Application Procedures

Households must first complete the AAA application process. Applications are available on the AAA website beginning in mid-February and remain available until funding is determined exhausted by AAA. AAA uses an independent application processing company to process applications.

Households that are determined eligible AND have received funding for the upcoming school year will receive a Scholarship Award Letter and School Commitment Form (SCF) in the mail directly from AAA.

The use of a scholarship cannot be postponed. The household must find an eligible private school for their student(s) as soon as they receive a scholarship award letter and SCF. Failure to meet the deadline stated on the SCF will result in the forfeiture of the awarded scholarship.

Families should make a copy of the blank SCF before taking it to an eligible school in case they decide to transfer to a different eligible school later in the year (see the Student Transfer Procedure on page 9).

Schools should not accept any students without an SCF unless the household: 1) is willing to self-pay their tuition until they are awarded a scholarship and 2) will self-pay if they are not funded and 3) is aware that enrolling in the private school may result in the student not being eligible in future years.

If a household receives an SCF in error or their eligibility is revoked, the school that has enrolled the student will be notified as soon as possible. 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.

Households that document eligibility but are placed on a waitlist do not have a scholarship unless they receive a Scholarship Award Letter and SCF at a later date.

Scholarship Awarding Priority

First Priority (Renewals): Renewal students are those who received an AAA scholarship for the previous year, meet the current eligibility criteria (Page 4) and meet all deadlines for renewal priority. Funding is not guaranteed.

Second Priority (Add-Ons): Add-On siblings of renewal students who received an AAA scholarship for the previous year, meet the current eligibility criteria (Page 4) and meet all deadlines for renewal priority. Funding is not guaranteed.

Third Priority (Waitlist): Students who meet current eligibility criteria and are currently approved but on a waiting list due to lack of funding who meet the current eligibility criteria and meet all deadlines for waitlist priority. Funding is not guaranteed.

Fourth Priority (New, Transfers and Late Applicants): New and transferring household applicants who meet current eligibility criteria (Page 5) and priority students who have missed the priority deadlines are awarded on a first completed, first awarded basis. Funding is not guaranteed.

Renewal K- 12 Scholarship Eligibility (NOT Add-On, New or Transfer Students)

Scholarships may be renewed every year through 12th grade as long as the household and student(s) continue to meet the conditions of eligibility. In year 2 & 3 after the household's initial determination of eligibility to participate in the AAA Scholarship program, the household will be required to complete a school commitment form (SCF) each year they wish to continue participating. The household must fully re-qualify (see the "fully re-qualifying" process below) after the 3rd year of the scholarship is completed. If a household's financial situation changes, the household may choose to fully re-qualify during the annual renewal application time to increase their award percentage.

To be eligible for a **fully re-qualifying** renewal scholarship, all of the following requirements must be met:

1. The household must complete the renewal application and send it along with **ALL** required supporting documentation listed on the application to the designated processing company **BY THE STATED DEADLINE**. Failure to meet all renewal deadline requirements will result in the household losing their renewal priority and may result in the household not receiving a scholarship even if they eventually complete the required process.
2. The household must meet the income guidelines on page 6.
3. The household must have been actively using their AAA scholarship the prior school year.
4. The student(s) must continue to age qualify by state guideline on September 1st, by law.
5. The student must have been included in the household members' clarification section of the application which qualified for the scholarship.
6. The household must be free of debt to the private school(s) attended during the prior school year.
7. The household must not have been disqualified/revoked from the program for any reason, including internal audit process.

Add-On Siblings Scholarship Eligibility (NOT Renewals, New or Transfers)

To be eligible for an add-on scholarship (sibling to a renewal, or a transfer student), all of the following requirements must be met:

1. The household must complete the scholarship application and send it along with **ALL** required supporting documentation listed on the application to the designated processing company.
2. The student must have been included in the household members' clarification section of the application which qualified for the scholarship.
3. The household must meet the income guidelines on page 6.
4. The student(s) must age qualify by state guideline on September 1st, by law.

5. The student(s) must be:
 - Entering Kindergarten, public school attendance is not required.
 - OR**
 - Entering 1st –12th grade and have attended 90 days at an Arizona public school, by law.
 - OR**
 - Dependent of military household stationed in Arizona
6. The household must not have been disqualified from the program for any reason, including internal audit process.

Transfer Scholarship Eligibility (NOT Renewals, New or Add-on Students)

To be eligible to transfer your current tax-credit scholarship to AAA (within Arizona only), all of the following requirements must be met:

1. The household must complete the renewal application and send it along with **ALL** required supporting documentation listed on the application to the designated processing company **BY THE STATED DEADLINE**. Failure to meet all renewal deadline requirements will result in the household losing their transfer priority and may result in the household not receiving a scholarship even if they eventually complete the required process.
2. The household must have been a previous recipient of a tax credit scholarship at any time and maintained continuous attendance at a private school since that time.
3. The household must meet the income guidelines on page 6.
4. The student(s) must continue to age qualify by state guideline on September 1st, by law.
5. The student must have been included in the household members' clarification section of the application which qualified for the scholarship.
6. The household must be free of debt to the private school(s) attended during the prior school year.
7. The household must not have been disqualified/revoked from the program for any reason, including internal audit process.

New Scholarship Eligibility (NOT Renewals, Add-on or Transfer Students)

To be eligible for a new scholarship, all six (6) of the following requirements must be met:

1. The household must complete the scholarship application and send it along with **ALL** required supporting documentation listed on the application to the designated processing company.
2. The student(s) must be:
 - Entering Kindergarten, public school attendance is not required.
 - OR**
 - Entering 1st –12th grade and have attended 90 days at an Arizona public school, by law.
 - OR**
 - Dependent of military household stationed in Arizona
3. Students must meet the age eligibility for Arizona. Student(s) must be between 5-22 years old on September 1st, by law.
4. The household must document that the household financial situation qualifies for:
 - The Federal Free and Reduced Lunch Program (185% of Federal Poverty Level) to receive a 100% scholarship. The household does not have to be participating in the Federal Free and Reduced Lunch Program, but their income must qualify for it.
 - OR**
 - Between 186% and 225% of Federal Poverty Level to receive a 75% scholarship.
 - OR**
 - Between 226% and 250% of Federal Poverty Level to receive a 50% scholarship.
5. The household must not have been disqualified/revoked from the program for any reason, including internal audit process.

6. The Household must meet the income guidelines on page 6.
7. The household must be residents of Arizona to apply for a scholarship.
8. The student must be included in the family members' clarification section of the application.

An eligible household may not accept a tax credit scholarship for their student from more than one Scholarship Organization and/or from any other state-funded program for the same time period they have accepted an AAA scholarship.

Household Income Levels for Scholarship Eligibility

The financial eligibility guidelines change each year and are based on household size and income. The household size includes but is not limited to the total of ALL the people living in the household. Household income includes but is not limited to ALL the income added together for everyone who lives in the household.

Income includes but is not limited to: Gross Income from Federal Income Taxes (if filed), Social Security Income/Disability for every household member (including all children), Child Support, any other non-taxable income, along with various other categories including other money that may be available.

2016-2017 Income Eligibility Guidelines				
Household Size	185% of Poverty	200% of Poverty	225% of Poverty	250% of Poverty
2	29,637	32,040	36,045	40,050
3	37,296	40,320	45,360	50,400
4	44,955	48,600	54,675	60,750
5	52,614	56,880	63,990	71,100
6	60,273	65,160	73,305	81,450
7	67,951	73,460	82,643	91,825
8	75,647	81,780	92,003	102,225
For each additional person, add	7,659	8,280	9,315	10,350

AAA will verify the household's eligibility through the application/renewal process. Applications are processed by an independent application processing company. Completing the application/renewal process is the responsibility of the parent/guardian, not the school.

Scholarship Funding Amounts

Households qualifying for the maximum scholarship (100%) are awarded up to the amounts listed below or the cost of tuition; whichever is less, per student, per full school year to attend the eligible private school of their choice (see examples on Page 7).

Arizona	100% award	75% award	50% award
New Households Income	Up to 185% of poverty	186% to 225% of poverty	226% to 250% of poverty
Renewal Households Income	Up to 200% of poverty	201% to 225% of poverty	226% to 250% of poverty
K- 8th grade Scholarship award per student, per year	Up to \$5,200 or tuition, whichever is less	Up to \$3,900 or tuition, whichever is less	Up to \$2,600 or tuition, whichever is less
9 – 12th grade Scholarship award per student, per year	Up to \$6,500 or tuition, whichever is less	Up to \$4,875 or tuition, whichever is less	Up to \$3,250 or tuition, whichever is less

AAA's scholarship funding calculation is based on a 36-week school year beginning on the first day of school as listed on the SCF. School breaks of one week for Thanksgiving, two weeks for winter and one week for spring are factored into the calculation as well. Every school has different calendars and different breaks. AAA does not try to match its scholarship funding calculation to any specific school calendar.

If a student remains in the school for the entire school year, the scholarship is paid in four equal installments throughout the 36-week school year. If a student attends an eligible private school for a period of less than a full

school year, the scholarship funding value will be prorated. For example, if a student's maximum scholarship award is \$5,200 but begins attending 21 weeks after the beginning of the school year, the calculated value of those 21 weeks (\$3,033.24) will be subtracted from the maximum scholarship award to determine the prorated scholarship funding value (\$5,200 – 3,033.24 = \$2,166.76).

Scholarship Funding Examples

Here are some examples of how we determine the maximum scholarship funding values for an **Arizona** student:

	Example #1	Example #2	Example #3	Example #4
	Tuition to attend the school is Less than 100% award (\$5,200)	Tuition to attend the school is Equal to 100% award (\$5,200)	Tuition to attend the school is Greater than 50% award (\$2,600)	Tuition to attend the school is Greater than 100% award (\$5,200)
Tuition	\$2,800	\$5,200	\$4,000	\$8,000
= Total Tuition	\$2,800	\$5,200	\$4,000	\$8,000
Maximum Scholarship Value	\$5,200	\$5,200	\$2,600	\$5,200
Parent Responsibility	\$0	\$0	\$1,400	\$2,800

If the student transfers during the school year AAA will determine the prorated amount owed to/from the school for tuition. The remaining balance of the student's scholarship will then be available for use at a new eligible private school, if the student remains on the scholarship.

Schools may not charge a different rate for scholarship students. The same tuition schedule must apply to all students enrolled whether they are on AAA scholarships or if their parents are paying for their tuition. Scholarship students are allowed to receive private scholarships to assist with paying their portion of the financial responsibility to the school.

Scholarship Acceptance

Scholarships are not awarded to schools. Scholarships are awarded to eligible households for eligible students. The household decides which eligible private school to send their student(s). Failure to enroll the student in an eligible private school will result in the loss of the scholarship.

It is the responsibility of the household to determine if the chosen school is meeting their student(s) needs. If the school is not meeting their needs the household should transfer their student at any time during the school year or for the next school year if deemed eligible to renew. The scholarship follows the student(s) to any eligible school as long as the household is eligible. For information on changing schools during the school year see the "Student Transfer Procedure" on page 9.

Scholarship payments will be sent by check to the eligible school selected by the household. The check will be made payable to the name of parent/guardian A on the application and will require that specified parent/guardian's endorsement before the school can deposit the payment.

Eligible Private Schools

Arizona Eligible schools are private schools (grades K-12) that meet the following criteria:

- Physically located in Arizona;
- *Adheres to the provisions of the federal Civil Rights Act of 1964; and
- Satisfies the private school requirements prescribed in Arizona state law.
- Requires all teaching staff and any personnel that have unsupervised contact with students to be fingerprinted.
- Is not a Charter School or Program operated by a charter school.

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

An eligible household may not accept a tax credit scholarship for their student from more than one Scholarship Organization and/or from any state-funded program for the same time period they have accepted an AAA scholarship.

Parental Tuition Payments

Parental tuition payments are necessary when an eligible private school's tuition and fees total *more* than the awarded scholarship. The household is responsible for the additional charges that exceed the awarded scholarship.

At times, the school may award a supplemental scholarship to the household, but if this does not occur, the difference is the sole responsibility of the household. NO EXCEPTIONS.

All households must remain current with their payments to the school for any fees owed by the household, not including the scholarship payments. Failure to pay, or make arrangements to pay, a balance owed may result in the school suspending or expelling your student. If the student is expelled they will no longer be eligible for the scholarship.

AAA Scholarship Foundation will not renew or transfer scholarships while money is owed to a school unless a current payment plan is in place.

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 generally paid in four installments throughout the 36-week school year (see Scholarship Funding Amounts on page 6 for exceptions). The payment calendar can be found at <http://aaascholarships.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, 2) indicate each student's absences to date and 3) state whether the household is current with any monies privately owed to the school. The school must sign and date the verification report and return it to AAA by the stated deadline. Schools must explain any "no" answers, in writing, on this report and/or attach documentation.

A separate check is issued for each scholarship student attending a school, even if multiple students are from the same household.

Student withdrawal may result in the school being required to reimburse the scholarship 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 9 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 to 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. The school may not deposit the check. If pro-rated monies are owed to the school a check will be issued following receipt of the Student Withdrawal Form (SWF).

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 should 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.

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.

Student Transfer Procedures

One of the benefits of private education is that if the parent/guardian is not satisfied with a school they may choose another one.

A student's scholarship may be transferred to another eligible in-state private school at any time during the year. However, AAA will not renew or transfer scholarships while money is owed to a previous school unless a current payment plan is in place.

If the parent/guardian plans to withdraw a student during the school year, the parent/guardian should notify the school two weeks prior to withdrawal.

How to transfer a scholarship during the school year:

1. The school the student is leaving must complete a Student Withdrawal Form (SWF) and return it to AAA within 5 business days of being notified that the student is leaving. AAA will not transfer a scholarship until the school confirms that the household has no outstanding balance owed or a payment schedule is in place.
2. The new school must fill out a School Commitment Form (SCF) for each student and send it to AAA.

AAA will complete the transfer process when both documents have been received. This process may include a final payment to the school that is being exited, which must be signed by the appropriate individual following the check cashing policy, or a request for refund of over payment for the student transferring.

How to transfer a scholarship for the following school year during the renewal process:

1. The household must complete the renewal process.
2. Upon receipt of the SCF the household must take it to the eligible private school of their choice; be it the same as the previous year or another eligible school.
3. The school must complete and sign the form then send it to AAA.

If at any time while utilizing the scholarship a student returns to public school the student will lose their scholarship. The household will be required to reapply and document eligibility to qualify in future years.

Student Behavior

Scholarship students must follow all academic and discipline policies of the individual private school; schools are free to expel or suspend students if their policies are not followed.

If a student is expelled from school, he or she will lose the scholarship, with no option to renew. This will not affect the scholarships of any siblings.

Students expelled from public school are not eligible for a scholarship.

Scholarship students assigned by the courts to the juvenile justice system will immediately lose their scholarship and will be required to reapply and document eligibility to qualify in future years.

Attendance

AAA Scholarship students may not be absent more than 18 days during the 36-week school year ("90 percent attendance"). Failure to be present for this minimum amount of time will result in the loss of the scholarship. If you plan to withdraw your student during the school year, please notify the school two weeks prior to withdrawal.

Loss of A Scholarship

A household will lose their scholarship for any of the following:

1. Providing fraudulent information or withholding information on the application or at any time (pg. 3)
2. Enrolling the student in a school that is not eligible (pg. 7) or a public school.
3. Student is receiving multiple scholarships - An AAA family may NOT accept a scholarship from more than one state approved scholarship organization and/or state-funded program for the same time period they accept an AAA scholarship. (pg. 7)
4. The student being expelled from school (pg. 10)
5. The student not maintaining 90 percent attendance for the entire school year (pg. 10)
6. Not endorsing scholarship payments within 5 business days of being notified by the school or within the time specified by school policy, whichever is less (pg. 9)
7. The household owing a school money or not maintaining an agreed upon payment schedule (pg. 8)
8. Not completing the renewal process by the deadline (pg. 4)
9. Exceeding the household financial eligibility guidelines (pg. 6)
10. Failing to complete the internal audit process, if required
11. Parent/Guardian is the owner, operator, principal or person with equivalent decision making authority of an eligible private school, regardless of where the student attends (pg. 3)
12. Otherwise violating the conditions of the scholarship program

Scholarship "Hold" Status

A scholarship may be put on hold for a maximum of 30 days if the student has a valid reason to temporarily be unable to attend school as determined by AAA on a case-by-case basis. The parent must notify AAA within 5 business days that they wish to have their scholarship placed on "hold" including detailed documentation as to why the student is unable to attend. During the "hold" period the student may not be attending a public school or the public school disqualification will take effect.

While the scholarship is on hold, the student's scholarship payments will not be made. When the student returns to the eligible private school (when the situation is resolved) the scholarship payments will resume. The parent must notify AAA of the student's return to school.

In a penalty situation, such as a suspension, the parent may be responsible for payment to the school during the "Hold" period.

The "Hold" status may not exceed 30 days. After that, the scholarship will be terminated and a final payment will be made to the school for services rendered.

Change of Contact Information

If there is a change of address, telephone, cell phone or E-mail address, the parent/guardian must immediately notify AAA. AAA must be notified if the household is moving regardless of whether it is within the area or outside the area the household currently reside in. A scholarship can be transferred to any eligible private school in the state the scholarship was awarded as long as eligibility is maintained. Failure to inform AAA of the household's current address may result in the household not receiving important, time-sensitive communication from AAA and may result in the loss of the scholarship. It is very important that AAA be able to reach you! Reach us at Arizona@aaascholarships.org