



# GEORGIA

## Parent and School Handbook

### Georgia Private School Tax Credit

### Scholarship Program

School Year 2021-2022

AAA Scholarship Foundation – Georgia  
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# Parent and School Handbook - Georgia

AAA Scholarship Foundation (AAA), a private non-profit organization, is an approved Georgia Student Scholarship Organizations (SSO). 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 private school scholarships are for tuition and fees. An AAA family may NOT accept a scholarship from a state voucher or other Tax Credit Scholarship 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 privately funded. The payments for students receiving Georgia Private School Scholarships come from the SSO that serves their household.

If you enroll your student into a private school before you have received a Scholarship Award Letter and School Commitment Form (SCF) you will be responsible for your student's tuition/fees and may not qualify for future scholarship funding if your student is not awarded an AAA scholarship for the 2021-2022 school year. Funding is not guaranteed. Please consider this before enrolling your student in a private school.

## **Please remember that in applying for and if accepting a scholarship, you have agreed to the below statements in the Certification and Authorization Signature section of the application:**

- ✓ 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 not an owner, operator, principal, or person with equivalent decision-making authority of the eligible private 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, political belief, sexual orientation, or gender identification/expression.
- ✓ I authorize AAA Scholarship Foundation to make this form and the information therein available to the appropriate state agencies as required by the law governing the scholarships.
- ✓ 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](http://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 that it is my right and responsibility to read and understand a private school's admission and conduct policy before requesting to enroll my child(ren) into an eligible private school.
- ✓ 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 Awarding Procedure**

Households must first complete the AAA application process and be determined eligible.

Scholarships are awarded based on the Scholarship Distribution Priority listed below. Households that are determined eligible AND have been awarded funding for the upcoming school year will receive a Scholarship Award Letter and School Commitment Form (SCF) via US postal mail directly from AAA.

The SCF states the deadline for initial submission. The use of a scholarship cannot be postponed to a later time (e.g., mid-year or an upcoming year). The household must bring the SCF to the eligible private school where they have chosen to enroll their child(ren) as soon as they receive a scholarship award letter and SCF.

It is the parent/guardian's right and responsibility to read and understand a private school's admission and conduct policy before requesting to enroll their child(ren) in an eligible private school. The parent/guardian should not rely solely on the fact that a school meets the state eligibility requirements to determine whether the school is appropriate for their child(ren). Likewise, parents/guardians should be aware that private schools set their own admission and conduct policies and are not required to enroll a student solely on the basis of their eligibility for a scholarship.

The school will complete their section of the SCF, then both the household and the school administrator must sign the SCF. The school must return a copy of the completed and signed SCF, along with a copy of the school's Tuition and Fee Schedule, to AAA by the deadline stated on the SCF. Failure to meet the deadline stated on the SCF will result in the forfeiture of the awarded scholarship. Contact the AAA office as soon as possible if you have any questions about the deadline.

Households 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 8).

**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 2) will self pay if they are not funded

If a household receives an SCF in error or their eligibility is revoked, the private school that has enrolled, the student will be notified as soon as possible. By accepting the scholarship student(s) and scholarship payment(s), the private school agrees to repay any incorrectly made or overpayment of funds on behalf of the student(s), regardless of the reason.

### **WAITLIST STUDENTS**

Households that document eligibility but are placed on a waitlist DO NOT have a scholarship unless they receive an Award Letter and School Commitment Form (SCF) later during the school year.

Each year, there is a certain amount of funding available and many families that apply for the scholarship; we cannot control how many applicants apply. Therefore, funding may run out, and approved scholarship applicants may be placed on a waitlist.

If additional funding becomes available, scholarships will be released to waitlisted students on a first-completed, first-awarded basis.

Participating students withdraw for various reasons, resulting in vacancies to be filled by waitlisted students. We cannot predict the number or timing of these openings. Scholarships are not guaranteed.

## **Renewal Only K-12 Scholarship Eligibility**

Scholarships may be renewed every year through 12<sup>th</sup> grade as long as the household and student(s) continue to meet the conditions of eligibility.

To be eligible for a 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 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 have been actively using their AAA scholarship in the prior school year.
3. The student(s) must continue to age qualify by state guidelines on **September 1st**, by law.
4. The household must be free of debt to the private school(s) attended during the prior school year.
5. The household must meet the income guidelines (*see chart on Page 5*).
6. The household must not have been disqualified/revoked from the program for any reason, including the internal

## **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 and assistance received for everyone who lives in the household.

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

AAA will verify the household's eligibility through the application/renewal process. Completing the application/renewal process is the responsibility of the parent/guardian, not the private school.

<b>2021-2022 Eligible Household Income/Financial Resources Table</b>				
<b>Household Size</b>	<b>Renewal Household 100% Award \$7,500 (per student)</b>	<b>Renewal Household 75% Award \$5,625 (per student)</b>	<b>Renewal Household 50% Award \$3,750 (per student)</b>	<b>Renewal Household 25% Award \$1,875 (per student)</b>
1	\$25,760	\$28,980	\$32,200	\$38,640
2	\$34,840	\$39,195	\$43,550	\$52,260
3	\$43,920	\$49,410	\$54,900	\$65,880
4	\$53,000	\$59,625	\$66,250	\$79,500
<b>For each additional person, add</b>	\$9,080	\$10,215	\$11,350	\$13,620

## **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 year to attend the eligible private school of their choice (see examples on page 7).

<b>GEORGIA</b>	<b>100% award</b>	<b>75% award</b>	<b>50% award</b>	<b>25% award</b>
<b>Eligible Renewal Households Maximum Income</b>	Up to 200% of poverty	201% to 225% of poverty	226% to 250% of poverty	251% to 300% of poverty
<b>Scholarship award per student, per year</b>	Up to \$7,500 or tuition and fees, whichever is less	Up to \$5,625 or tuition and fees, whichever is less	Up to \$3,750 or tuition and fees, whichever is less	Up to \$1,875 or tuition and fees, 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 the student remains in the school the entire year, the scholarship is paid in four equal installments throughout the 36-week school year. The payment calendar is available at <https://www.aascholarships.org/schools/>.

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 \$7,500 but begins attending 21 weeks after the beginning of the school year, the calculated value of those 21 weeks (\$4,375) will be subtracted from the maximum scholarship award to determine the prorated scholarship funding value (\$7,500 – 4,375 = \$3,125).

If the student transfers during the school year, AAA will determine the prorated amount owed to/from the private 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. See page 8 for details on transferring schools.

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

### **Scholarship Funding Examples**

Here are examples of how we determine the scholarship funding values for a **Georgia** student:

	<b>Example #1</b> Cost to attend the school is less than 100% award (\$7,500)	<b>Example #2</b> Cost to attend the school is equal to 100% award (\$7,500)	<b>Example #3</b> Cost to attend the school is greater than 50% award (\$3,750)	<b>Example #4</b> Cost to attend the school is greater than 100% award (\$7,500)
Maximum Scholarship Value <i>(based on income qualification)</i>	\$7,500	\$7,500	\$3,750	\$7,500
<b>Tuition</b>	\$2,800	\$6,250	\$4,000	\$8,000
<b>+ Additional school-related fees</b>	\$550	\$1,250	\$750	\$1,800
<b>= Total Tuition and school-related fees</b>	<b>\$3,350</b>	<b>\$7,500</b>	<b>\$4,750</b>	<b>\$9,800</b>
<b>Total Paid by AAA</b>	\$3,350	\$7,500	\$3,750	\$7,500
<b>Parent Responsibility</b>	\$0	\$0	\$1,000	\$2,300

### **Scholarship Acceptance**

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. Scholarships are not awarded to schools.

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

The SCF states the deadline for initial submission. The use of a scholarship cannot be postponed to a later time (e.g., mid-year or an upcoming year). The household must bring the SCF to the eligible private school where they have chosen to enroll their child(ren) as soon as they receive a scholarship award letter and SCF.

The school will complete their section of the SCF, then both the household and the school administrator must sign the SCF. The school must return a copy of the completed and signed SCF, along with a copy of the school's Tuition and Fee Schedule, to AAA by the deadline stated on the SCF. Failure to meet the deadline stated on the SCF will result in the forfeiture of the awarded scholarship. Contact the AAA office as soon as possible if you have any questions about the deadline.

It is the responsibility of the household to determine if the chosen private school is meeting their student(s) needs. If the private 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 private school as long as the household is eligible. For information on changing schools during the school year (see the "Student Transfer Procedure" on page 8).

Scholarship payments will be mailed directly to the eligible private 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 private school can deposit the payment. (See page 8 for details.)

### **Private School Eligibility Requirements**

**Georgia Eligible schools** are private schools (grades pre-K4-12) that meet the following criteria as determined by the Georgia Department of Education (DOE):

- Accredited or in the process of becoming accredited by one or more accreditation agencies:
  - Southern Association of Colleges and Schools; or
  - Georgia Accrediting Commission; or
  - Georgia Association of Christian Schools; or
  - Association of Christian Schools International; or

- Georgia Private School Accreditation Council; or
- Southern Association of Independent Schools
- Physically located in Georgia;
- \*Adheres to the provisions of the federal Civil Rights Act of 1964; and
- Satisfies the private school requirements prescribed in Georgia state law.
- Private schools cannot be accredited as a Non-Traditional Education Center (serving home-schooled students)

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

### **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. Schools are required to report payment delinquencies on the verification reports prior to scholarship payments or between verification reports as needed.

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 there is an agreed-upon payment schedule between the household and school).

### **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.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 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

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.

Student withdrawal may result in an exit payment being owed to the school or the school being required to reimburse 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 8 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 prorated 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 the Parent/Guardian named on the scholarship check, 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**

**Scholarship checks are mailed directly to the schools.** The parent/guardian is prohibited from taking possession of the check at any time. 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 endorsement on the back of the scholarship 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.

### **Student Transfers**

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 there is an agreed-upon payment schedule between the household and school).

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

#### **1. How to transfer a scholarship during the school year:**

- a. The school that 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: 1) the household has no outstanding balance owed or 2) that a payment plan is in place.
- b. Parent/Guardian A is responsible for bringing a copy of the School Commitment Form (SCF) to the new school within **5 business days** after exiting the previous school. Any forms that reach the office after the



cut-off date may result in the **forfeit** of the scholarship. *Example: If the student's last day is on a Friday at **SCHOOL A**, the new SCF must be turned in and completed to AAA by **SCHOOL B** no later than the following Friday.*

- c. The new school must fill out a School Commitment Form (SCF) for each student and send it to AAA within **5 business days** after-enrolling the student(s).
  - d. AAA will complete the transfer process when both documents have been received. This process may include: 1) a final payment to the school that is being exited, which must be signed by the appropriate individual (Parent/Guardian A of the application) following the check cashing policy, or 2) a request for refund of overpayment from the school that is being exited for the student transferring.
2. How to transfer a scholarship for the following school year during the renewal process:
- a. The household must complete the renewal process.
  - b. 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.
  - c. The school must complete and sign the form then send it to AAA.

***If a student returns to public school at any time while utilizing the scholarship, 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 may expel or suspend students if their policies are not followed.

If a student is expelled from school, he or she will lose their scholarship and will not be eligible 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.

### **Student Attendance**

AAA Scholarship students may not be absent more than 18 days during the 180-day school year ("90 percent attendance"). Failure to be present for this minimum amount of time may result in the loss of the scholarship. If you plan to withdraw your student during the school year, please notify the school at least two (2) weeks prior to withdrawal.

### **Authorized Scholarship Deferment**

In rare circumstances, the use of a scholarship may be deferred for a maximum of 30 days per school year if the student has a valid reason to be temporarily unable to attend school as determined by AAA on a case-by-case basis.

To request a deferment, the parent must notify AAA in writing within 5 business days that they wish to temporarily postpone using their child's scholarship, including detailed documentation as to why the child is unable to attend school and the beginning and end dates for the requested deferment period. AAA's approval or decline of the request will be provided in writing to the parent within 2 business days of receipt of a valid request.

During the deferment period, no scholarship payments will be made for the student. Additionally, the student may not attend a public school. Otherwise, the public school disqualification will take effect, and the scholarship will be considered a forfeit. In a penalty situation, such as a suspension, the parent may be responsible for payments due to the school during the deferment period.

Once the student returns to the private school, the parent must notify AAA within 5 business days following expiration of the deferment period or the date the child returned, whichever is less. At that time, scholarship payments will resume as normal.

If, within 5 business days after the deferment period has passed, the parent has not notified AAA that their child has returned to the private school, their child's scholarship will be considered a forfeit. If any, a final scholarship payment will be made to the school for actual services rendered to the student before the first day of the deferment period.

## **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 private school that is not eligible (pg. 6)
3. Student returns to a public school (pg. 9)
4. The student is receiving multiple scholarships- An AAA family may NOT accept a scholarship from a state voucher and/or tax credit program for the same time period they accept an AAA Scholarship (pg. 3)
5. The student being expelled from school (pg. 9)
6. The student not maintaining 90 percent attendance for the entire school year (pg. 9)
7. Not endorsing scholarship payments within 5 business days of being notified by the private school or within the time specified by private school policy, whichever is less (pg. 8)
8. The household owing private school money or not maintaining an agreed-upon payment schedule (pg. 7)
9. Not completing the renewal process by the deadline (pg. 4)
10. Exceeding the household financial eligibility guidelines (pg. 5)
11. Failing to complete the internal audit process, if required.
12. Parent/guardian of the student on the application is an owner, operator, principal or person with equivalent decision-making authority of the eligible private school which the student attends (pg. 3)
13. Otherwise violating the conditions of the scholarship program.

## **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. It is the household's responsibility to notify AAA, not the school. 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, such as renewal communication, and may result in the loss of the scholarship. It is very important that AAA be able to reach you! Reach us at [Georgia@aaascholarships.org](mailto:Georgia@aaascholarships.org) or 888-707-2465.