



Georgia School Eligibility Flyer

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/crrequirementsstvi.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 <https://www.aaascholarships.org/schools/Georgia/>

Download the Georgia Parent & School Handbook for more detailed information on our policies and procedures.

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 the 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 the 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.

Download the Georgia Parent & School Handbook for more detailed information on our policies and procedures.