



ARIZONA

Parent and School Handbook

Tax Credit Scholarship Program – Income-Based Scholarship

School Year 2022-2023

AAA Scholarship Foundation – Arizona

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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's scholarships ARE NOT TUITION VOUCHERS. Tuition vouchers are government-funded, and the payments come from the State. AAA's scholarships are privately funded from contributions made by donors to AAA.

DO NOT enroll your child 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 child 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 to the below statements in the Certification Signature Section on 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 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, sexual orientation, political affiliation, or gender identification or expression.
- √ I authorize AAA Scholarship Foundation and its application management system 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.
- √ I understand if I am deemed eligible and am awarded a scholarship that I am not automatically entitled to a scholarship in the following years.
- √ I understand that it is my responsibility to reapply and document my eligibility by the stated deadline 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 Application Procedures

Households must first complete the AAA application process and be determined eligible. Applications are available on the AAA website beginning mid-March and remain available until funding is determined exhausted by AAA.

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.

Once awarded, AAA scholarships are awarded for three years in Arizona. A School Commitment Form will be mailed to the recipient at the end of the 2nd year (of the three year scholarship). A renewal application will be mailed to the applicant

and the student(s) must requalify at the end of the 3rd year. The renewal application would be submitted for another three years.

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.

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 10).

Schools should not accept 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.

Waitlist Students

Households that document eligibility but are placed on a waitlist DO NOT have a scholarship unless they receive a Scholarship 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.

AAA awards Arizona scholarships for three years. If a student is waitlisted and not funded within the school year, they will receive priority funding the following year and will have two years left of the three year scholarship. Since we are holding the student's place on the waitlist, the time on the waitlist counts as one of the three years. However, the student must also meet the eligibility criteria below to receive funding in a future year:

- *Students entering 1st -12th grade and have attended 90 days at an Arizona public school the prior school year, by law.*
- OR**
- *The student must have been a previous recipient of a tax credit scholarship (not AAA) at any time and maintained continuous attendance at a private school since that time.*

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 5), 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 5), and meet all deadlines for renewal priority. Funding is not guaranteed.

Third Priority (Waitlist): Students who met the prior eligibility criteria but were put onto a waiting list due to lack of funding, who meet the current eligibility criteria listed above 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 6) 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 three years through 12th grade as long as the household and student(s) continue to meet the conditions of eligibility. In years 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 in the program. 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 submit it to AAA 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 meet the income guidelines on page 7.
3. The household must have been actively using their AAA scholarship through the end of the prior school year.
4. The student(s) must continue to age qualify (be between 5-22 years old on September 1st), by law.
5. The student must be included in the household members' clarification section of the application
6. The household must be current with any debt due to the private school(s) the student(s) attended during the prior school year.
7. The household must not have been disqualified/revoked from the program for any reason, including the internal audit process.

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

To be eligible for an add-on scholarship (sibling to a renewal or a transfer student), all of the following 6 requirements MUST be met:

1. The household must complete the scholarship application and submit it to AAA along with **ALL** required supporting documentation listed on the application BY THE STATED DEADLINE.
2. The student must have been included in the household members' clarification section of the original application, which qualified for the scholarship.
3. The household must meet the income guidelines on page 7.
4. The student(s) must age qualify (be between 5-22 years old on September 1st), by law.
5. The student(s) must:
 - be entering Kindergarten, public school attendance is not required for students entering Kindergarten
OR
 - be entering 1st-12th grade and have attended 90 days at an Arizona public school the prior school year, by law
OR
 - have been homeschooled for the 21-22 school year
OR
 - have moved to Arizona from another state in 21-22
OR
 - have attended an Arizona private school and was a previous recipient of an Arizona tax credit scholarship or the Arizona Empowerment Scholarship Account (ESA)
OR
 - be a dependent of a military member stationed in Arizona
6. The household must not have been disqualified from the program for any reason, including the 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 scholarship application and submit it to AAA along with **ALL** required supporting documentation listed on the application BY THE STATED DEADLINE. Failure to meet all 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 student attended an Arizona private school and was a previous recipient of an Arizona tax credit scholarship or the Arizona Empowerment Scholarship Account (ESA)
3. The household must meet the income guidelines on page 7
4. The student(s) must continue to age qualify (be between 5-22 years old on September 1st), by law
5. The household must be current with any debt due to the private school(s) the student(s) attended during the prior school year
6. The household must not have been disqualified/revoked from the program for any reason, including the internal audit process

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

To be eligible for a new scholarship, all seven (7) of the following requirements must be met:

1. The household must complete the scholarship application and submit it to AAA along with **ALL** required supporting documentation listed on the application BY THE STATED DEADLINE.
2. Students must meet the school age eligibility for Arizona. Student(s) must be between 5-22 years old on September 1st, by law.
3. The student(s) must:
 - be entering Kindergarten, public school attendance is not required for students entering Kindergarten
OR
 - be entering 1st-12th grade and have attended 90 days at an Arizona public school the prior school year, by law
OR
 - have been homeschooled for the 21-22 school year
OR
 - have moved to Arizona from another state in 21-22
OR
 - have attended an Arizona private school and was the recipient of an Arizona tax credit scholarship or Arizona Empowerment Scholarship Account (ESA)
OR
 - be a dependent of a military member stationed in Arizona
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.
OR
 - Between 251% and 300% of Federal Poverty Level to receive a 25% scholarship.
5. The household must not have been disqualified/revoked from the program for any reason, including the internal audit process.
6. The Household must meet the income guidelines on page 7.
7. The student must be included in the family members' clarification section of the application.

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 people living in the household.

Household income includes but is not limited to ALL income and financial resources received for everyone who lives in the household, including but not limited to: gross earned income, social security income/disability (including all children), child support, any other non-taxable income, along with other various categories, including other money or financial resources that may be available to the household. Reported business losses must be adjusted to zero, and therefore the reported total income will be adjusted accordingly to determine household financial eligibility.

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 school.

2022-2023 Arizona Household Income/Financial Resources Eligibility Table					
Household size: count all the people who live in your household (regardless of their relationship to you); this is your household size.					
Household income: add together ALL the 2021 annual gross earnings and assistance (taxable and non-taxable) for everyone in the household; this is your household income. Note: Any business losses will be adjusted to zero and therefore the total income will be adjusted accordingly to determine household eligibility.					
Applicant types: New means you did not receive a scholarship from any Scholarship Organization in 2021-22 for any student in your home. Renewal means you signed AAA scholarship checks for at least one student in your home 2021-22. Add-on means you signed AAA scholarship checks for another student in your home in 2021-22 but not for this student. Transfer means this student received funding from another Scholarship Organization in 2021-22.					
Household Size	NEW Max 2021 Income for Awards Up to: \$5,800 – grades K -8 \$7,700 – grades 9 -12	RENEWAL, ADD-ON & TRANSFER Max 2021 Income for Awards Up to: \$5,800 – grades K -8 \$7,700 – grades 9 -12	RENEWAL, ADD-ON, TRANSFER & NEW Max 2021 Income for Awards Up to: \$4,350 – grades K-8 \$5,775 – grades 9 -12	RENEWAL, ADD-ON, TRANSFER & NEW Max 2021 Income for Awards Up to: \$2,900 – grades K -8 \$3,850 – grades 9 -12	RENEWAL, ADD-ON, TRANSFER & NEW Max 2021 Income for Awards Up to: \$1,450 – grades K -8 \$1,925 – grades 9 -12
1	\$25,142	\$27,180	\$30,578	\$33,975	\$40,770
2	\$33,874	\$36,620	\$41,198	\$45,775	\$54,930
3	\$42,606	\$46,060	\$51,818	\$57,575	\$69,090
4	\$51,338	\$55,500	\$62,438	\$69,375	\$83,250
<i>Each additional person add:</i>	\$8,732	\$9,440	\$10,620	\$11,800	\$14,160

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 8).

Arizona	100% award	75% award	50% award	25% award
New Households Income	Up to 185% of poverty	186% to 225% of poverty	226% to 250% of poverty	251% to 300% of poverty
Renewal Households Income	Up to 200% of poverty	201% to 225% of poverty	226% to 250% of poverty	251% to 300% of poverty
K- 8th-grade Scholarship award per student per year	Up to \$5,600 or tuition, whichever is less	Up to \$4,200 or tuition, whichever is less	Up to \$2,800 or tuition, whichever is less	Up to \$1,400 or tuition, whichever is less
9 – 12th-grade Scholarship award per student per year	Up to \$7,500 or tuition, whichever is less	Up to \$5,625 or tuition, whichever is less	Up to \$3,750 or tuition, whichever is less	Up to \$1,875 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 pro-rated.

For example, if a student’s maximum scholarship award is \$5,600 but begins attending 21 weeks after the beginning of the school year, the calculated value of those 21 weeks missed (\$3,267) will be subtracted from the maximum scholarship award to determine the pro-rated scholarship funding value (\$5,600 – 3,267 = \$2,333).

If the student transfers during the school year, AAA will determine the pro-rated 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 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 (\$5,600)	Tuition to attend the school is equal to 100% award (\$5,600)	Tuition to attend the school is greater than 50% award (\$2,800)	Tuition to attend the school is greater than 100% award (\$5,600)
Maximum Scholarship Value	\$5,600	\$5,600	\$2,800	\$5,600
Tuition	\$2,800	\$5,600	\$4,000	\$8,000
= Total Tuition	\$2,800	\$5,600	\$4,000	\$8,000
Total Paid by AAA	\$2,800	\$5,600	\$2,800	\$5,600
Parent Responsibility	\$0	\$0	\$1,200	\$2,400

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 by the deadline stated on the School Commitment Form (SCF) will result in the loss of the scholarship.

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 school is meeting their student(s) needs. If the school is not meeting their needs, the household should transfer their student to another eligible school 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 10.

Scholarship payments will be sent by check via US Postal Mail to the eligible school selected by the household. The check will be made payable to the name of parent/guardian A on the application. It 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, which includes academic instructional hours for the following (*remote/distance learning or physically attending*):
 - Kindergarten must be enrolled in an instructional program that meets for a total of at least 356 hours for a 180 day school year
 - 1st – 3rd grade must be enrolled in an instructional program that meets for a total of at least 712 hours for a 180 day school year
 - 4th – 8th grade must be enrolled in an instructional program that meets for a total of at least 890 hours for a 180 day school year
 - 9th – 12th grade must be enrolled in an instructional program that meets for a total of at least 720 hours for a 180 day school year
- Requires all teaching staff & 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 another 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 non-tax credit 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 amounts 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 the 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 7 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. Scholarship payments will be sent by check via US Postal Mail to the eligible school selected by the household. The check will be made payable to the name of parent/guardian A on the application. It will require that specified parent/guardian's endorsement before the school can deposit the payment.

Student withdrawal may result in 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 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 Tuition 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 relating to the scholarship laws.

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 who must have been included in the original application.

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 relating to the scholarship laws, and reimbursement in full of any overpaid monies due to AAA.

There is a 90 day stale date for scholarship checks. Please be sure to follow the proper procedures in a timely manner to prevent loss of funds. The school will be required to pay for any stop payment fees incurred for checks that need to be reissued after the 90 day stale date and/or for any excessive re-issue requests, as determined by 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.

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 blank copy of the School Commitment Form (SCF) to the new school within **5 business days** after exiting the previous school. Any forms that reach AAA 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 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.

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 individual private schools' academic and discipline policies; schools are free to expel or suspend students if their policies are not followed.

If a student is expelled from school, they 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 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 school that is not eligible (pg. 8) or a public school.
3. Student is receiving multiple scholarships - An AAA student may NOT accept a scholarship from another state-approved scholarship organization and/or state-funded program for the same time period they accept an AAA scholarship. (pg. 3)
4. The student is expelled from school (pg. 11)
5. The student is not maintaining 90 percent attendance for the entire school year (pg. 11)
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. 10)
7. The household owes a school money or is not maintaining an agreed-upon payment schedule (pg. 9)
8. Not completing the renewal process by the deadline (pg. 5)
9. Exceeding the household financial eligibility guidelines (pg. 7)
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

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 not the school's responsibility to notify AAA that the household's address has changed. We will not accept any change of contact information for the household from 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 resides. 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 or 888-707-2465.