



Arizona School Eligibility Flyer

Eligible Private Schools

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

- Physically located in Arizona;
- Does not discriminate based on race, color, disability, familial status, or national origin*; 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/crrequirementsvi.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.

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.

Direct Deposit (Schools)

The private schools will receive ACH payments instead of paper checks. This eliminates the requirement for schools to obtain parent signatures, as parents will approve the payment ahead of time by logging into the SMP portal and completing their part of the Verification Report process. Each student's AAA ID will be included as a reference with each ACH payment that is sent to the bank.

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 <https://www.aaascholarships.org/schools/arizona/>.

Payment Verification Reports will be online, and the school and parent must complete the process to receive scholarship payments. Before each installment is processed, verification reports will be online for the school and parent to complete, 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 submits the verification report online. Schools must explain any "no" answers, on this report and/or attach documentation.

The PARENT/GUARDIAN A will 1) receive a notification by email to review the verification report and will have to login to the SMP 2) will click Verification Report Active for the individual student.

A payment is issued for each scholarship student attending a school, even if multiple students are from the same household. Scholarship payments will be direct deposited to the eligible school selected by the household.

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 a school receives a payment for a student who is not currently attending their school, they must refund 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 payment, it is the household's responsibility to pay the debt. If pro-rated monies are owed to the school, a payment will be issued following receipt of the Student Withdrawal Form (SWF).

Failure to refund monies 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.

[Download the Arizona Parent & School Handbook for more detailed information on our policies and procedures.](#)