

# THE WASHINGTON CENTER SCHOLARSHIP PROGRAM RULES AND REGULATIONS

## RULE 1 – ORGANIZATION AND STRUCTURE

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- I. The Arkansas Department of Higher Education (ADHE) shall administer The Washington Center Scholarship Program within the policies set by the Arkansas Higher Education Coordinating Board. All formal communications shall be addressed to or signed by the Director of the Arkansas Department of Higher Education or his/her designee.
- II. The Director of the Arkansas Department of Higher Education has the final responsibility for selecting scholarship recipients pursuant to the provisions of Act 1046 of 2007 and subsequent legislation, and program rules and regulations.
- III. The Arkansas Department of Higher Education shall follow the provisions of the Administrative Procedures Act when functioning under Act 1046 of 2007 and subsequent legislation.

## RULE 2 – SCHOLARSHIP ELIGIBILITY CRITERIA

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An applicant must meet the following requirements to be eligible to receive The Washington Center Scholarship:

- A. The applicant must be a citizen of the United States or a permanent resident alien. If the recipient is not a U.S. citizen, but a permanent resident alien, the recipient must attach a copy of the permanent resident alien card to the application.
- B. The applicant must be bona fide Arkansas resident, as defined by the Arkansas Department of Higher Education, for at least six (6) months prior to the application deadline.
- C. The applicant must be enrolled in an approved Arkansas institution that will grant academic credit for participation in The Washington Center Internship Program located in Washington D.C.
- D. The applicant must meet The Washington Center (TWC) admission requirements and be selected by TWC to participate in their internship program.

- E. The applicant must be enrolled in a program of study, which leads to or is creditable towards a baccalaureate degree. These programs include baccalaureate degree programs and associate degree programs.

## RULE 3 – APPLICATION PROCESS

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### I. Application

Students must submit an application to The Washington Center for Internships and Academic Seminars and be accepted for participation in The Washington Center's internship program. The application and program information can be obtained from The Washington Center at [www.twc.edu](http://www.twc.edu) or by calling (800) 486-8921. Students can also contact the campus coordinator at the institution he/she attends.

### II. Submission of Application and Application Deadline

Students must submit an application to The Washington Center (TWC) by the established deadline dates. The student is responsible for submitting the application and all supporting documentation to TWC in a timely manner. TWC will provide a list of all eligible applicants to the Arkansas Department of Higher Education.

### III. Amount of Scholarship

The amount of the scholarship for each recipient will be up to \$6,000 for one-time participation in The Washington Center internship program.

### IV. Award Notification and Prioritization of Awards

The Washington Center will select the students that are eligible to participate in the internship program for each applicable academic period. Of those selected students, ADHE will determine the number of students to be awarded the scholarship based on the amount of funds available. In the event there are more eligible applicants than funds available, awards will be determined on a first-come, first-serve basis. Those not awarded will be given priority for participation in a subsequent term.

The Arkansas Department of Higher Education shall notify each eligible applicant of his/her award. The award notice includes the student's name, address, social security number, and the scholarship amount the student is eligible to receive. The award notice also explains the Arkansas

Department of Higher Education's disbursement procedures and conditions.

The Department shall have the authority to exercise professional judgment in the determination of awards when special circumstances exist.

## **RULE 4 – SCHOLARSHIP PAYMENT POLICIES**

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### **I. Limits of Payment**

#### **A. Payment of Scholarship**

The Arkansas Department of Higher Education shall disburse scholarship funds to The Washington Center (TWC) located in Washington, D.C. Scholarship funds will be disbursed upon receipt of invoice from TWC. Invoices from TWC will be accepted by ADHE no later than ten (10) days after the beginning of each term. The Arkansas Department of Higher Education shall send funds to TWC via electronic funds transfer or state warrant.

#### **B. Refunds**

The Washington Scholarship Program may be entitled to a refund of the scholarship amount if the recipient of the scholarship withdraws, drops out, is expelled, or does not meet the terms of the internship program outlined by The Washington Center (TWC) during the payment period. If this situation occurs, the student will owe funds to TWC who in turn shall return the refund to the Arkansas Department of Higher Education.

#### **C. Overpayment**

The Arkansas Department of Higher Education will report the amount of the scholarship each student receives to the Arkansas institution where the student is enrolled. If the award of a Washington Scholarship results in an overpayment to the student according to the state law governing the stacking of scholarships, the institution shall follow the ADHE policy in reducing the student's financial package to prevent the student from receiving funds above the federally recognized cost of attendance.

## RULE 5 – SCHOLARSHIP RECIPIENT’S RESPONSIBILITIES

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It is the recipient's responsibility to notify the Arkansas Department of Higher Education of any change in status within 21 days. Changes in status will include, but not limited to, the following:

- Change in name
- Change in permanent address
- Change in institution

Failure to notify the Arkansas Department of Higher Education of a change of status may affect future eligibility.

## RULE 6 – PROGRAM DEFINITIONS

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<i>APPROVED INSTITUTION</i>	a public-supported or private non-profit postsecondary institution with its primary headquarters located in Arkansas that is eligible to receive Title IV Federal student aid funds and will grant academic credit for participation in The Washington Center Internship Program located in Washington D.C.
<i>PROFESSIONAL JUDGMENT</i>	Authority of ADHE professional staff that allows for the special consideration of applications when extraordinary circumstances occur beyond the applicant’s control that may prohibit the student from meeting the exact guidelines as stated. The student must provide documentation, as required by ADHE, to demonstrate that circumstances were beyond the student’s control.
<i>THE WASHINGTON CENTER</i>	The Washington Center for Internships and Academic Seminars is an educational nonprofit organization that provides selected students’ opportunities to work and learn for academic credit. The Washington Center is located at 1333 16 <sup>th</sup> Street, NW, Washington, D.C. 20036.