



UNIVERSITY
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Many Traditions One Alaska

UA Scholars

Program Information Booklet



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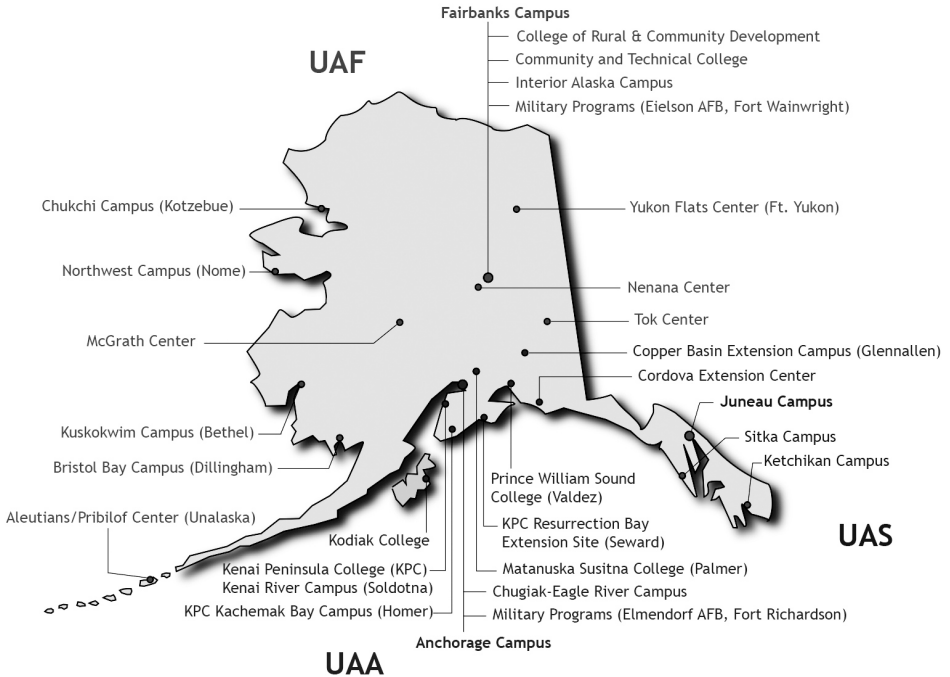
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UNIVERSITY
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The UA Scholars Award Can be used at any UA campus.



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UA Scholars Program Booklet

This booklet is a complete guide to the UA Scholars Award. It contains important information about the designation process, eligibility requirements, deadlines, and other provisions for receiving and retaining the Award.

Important Dates and Deadlines

High Schools: October 1

Deadline to complete the online designation process.

Scholars: May 1

Deadline to submit an application for admission to any University of Alaska campus. Apply online at uaonline.alaska.edu.

This April 2018 version of the Scholars Program Information Booklet replaces all previous versions.

Table of Contents

- Frequently Asked Questions** 5
- Section 1. About the Program** 8
 - A. Purpose
 - B. How it Works
 - C. Award Amount, Distribution and Deadline for Use
- Section 2. Information for UA Scholars** 9
 - A. Scholar Requirements
 - B. Leave of Absence
 - C. Using the Award to Participate in Exchange Programs
 - D. Award Disbursement
 - E. Award Expiration
 - F. Award Appeals
- Section 3. Information for High School Administrators** 14
 - A. Definition of a Qualified High School
 - B. Obligations of the High School Administration
 - C. Notification of Award
 - D. Eligibility Reconsideration, Senior Year
- Section 4. Other Provisions** 17
 - A. Governing Law and Venue
 - B. Transferability
 - C. Income Tax Treatment
 - D. Correction of Errors
 - E. Availability of Funds
 - F. No Additional Rights
 - G. Amendment or Termination
- Contact Information** 18

Frequently Asked Questions

What is the UA Scholars Award?

The UA Scholars Award is a \$12,000 scholarship awarded to Alaska high school students who are in the top 10% of their class as determined by their school. The Award may be used at any University of Alaska campus and is distributed in the amount of \$1,500 per semester for eight semesters (over five years) provided the Scholar remains eligible.

How is the program funded?

The scholarships are funded by the University of Alaska Land Grant Trust Fund. The endowment receives revenue from property sales and resource development conducted on Trust lands.

Is a UA Scholars Award a full-ride scholarship?

The Award is not a full-ride scholarship. While eligible, you will receive \$1,500 per semester to help cover your educational expenses.

What deadline do I need to meet?

You must apply for admission to the UA campus of your choice by May 1 of your senior year. Missing this deadline will cause your Award to expire.

When does the Award expire?

The Award expires under any of the following conditions:

- You did not apply for admission by May 1, (Section 2.A);
- You have already taken your maximum Leave of Absence, (Section 2.B);
- You have already received the entire amount of the Award, (Section 2.D) or
- You do not uphold the 'Scholar Requirements' as presented (Section 2.A)

Can I take time off from using my Award?

Yes. You may take a Leave of Absence of up to two semesters at any time during the five year period following your high school graduation. During the Leave of Absence you will not receive an Award distribution. If you do not receive a distribution for more than two semesters, your Award will expire unless, in certain narrow circumstances, you apply for and the Program Administrator determines you are eligible for a Leave of Absence Extension.

How do I take advantage of my Leave of Absence?

Your Award and your Leave of Absence are secured once you have applied for admission by May 1. If you plan to use your Leave of Absence during the first fall semester after graduation, please indicate the semester in which you plan to enroll on your application for admission. Otherwise, any semester you do not attend or you enroll in less than 12 credits during the fall and/or spring semesters will count as a Leave of Absence.

Do I need to inform the UA Scholars Program if I am going to use my Leave of Absence?

You do not need to inform the Scholars Program but you should contact your campus admissions office to postpone your enrollment if you plan to utilize your Leave of Absence in the first two semesters.

Do I have to start classes right after graduation?

Unless you are using a Leave of Absence, you must begin using your Award the fall semester immediately following high school graduation.

How is my Award paid to me?

Your Award is posted to your student account at the university once you have been accepted into a degree or certificate program and are enrolled as a full time student. Distribution of Awards occurs during the normal fee payment period each semester you are eligible.

Can I apply for admission online?

Yes. Apply online at uaonline.alaska.edu.

What must I do to maintain good academic standing?

You must uphold the University's Satisfactory Academic Progress Policy toward completion of your degree or certificate program, and maintain the milestone requirements of the Program by completing the minimum number of annual credits (24 credits in academic year one and 30 credits in academic years two and beyond) and maintain a cumulative grade point average of at least 2.5.

What if I have other financial aid?

Your Award may be used in conjunction with other funding sources. If you have a credit balance on your account due to funding from the UA College Savings Plan account, additional scholarship(s) or financial aid, your campus may issue you a refund.

Does my UA Scholars Award work with the Alaska Performance Scholarship (APS)?

Yes. However, in some cases the amount of the APS award may be reduced. The APS amount may not exceed an award recipient's unmet costs of attendance after all other non-loan aid a recipient is eligible for has been applied. The sum of all other aid for which a student is eligible (including your UA Scholars Award) will be deducted from the cost of attendance before the APS is applied. Visit APS.alaska.gov for more information.

Can I use my Award on a qualified exchange program?

Yes, but not during your first year of attendance. For more information on exchange programs contact your campus admissions office.

Do I have to attend a campus orientation session?

Yes. Your campus will provide you with more information regarding orientation requirements.

Can I use the Award during a summer term?

You may use your Award to take classes during the summer term but only if you are enrolled in at least 12 credits and otherwise eligible. Contact your campus financial aid department to ensure distribution of your Award during the summer term.

Do I need to be a United States citizen to use my Award?

You must be either a US citizen or an alien lawfully admitted for permanent residence. Please contact our office if you do not meet this criterion.

If I graduate from high school early, can I begin using my Award?

Yes, you may begin using your Award as soon as you graduate and meet all other eligibility requirements.

Can I start using the Award before I receive my high school diploma?

No, you must have earned a high school diploma before you can start using your Award. If you receive a certificate of achievement or GED instead of a diploma you will not be eligible to redeem your Award.

This booklet contains important details for UA Scholars and high school administrators. Read it thoroughly to understand the expectations of the Program and requirements of the Award.

SECTION 1. ABOUT THE PROGRAM

The University of Alaska established the UA Scholars Program in 1999 to offer scholarships to academically qualified high school students ranked in the top 10 percent of their class at the end of their junior year. The goal of the program is to encourage Alaska students to attend and graduate from college in their home state. Each qualified high school in Alaska has the opportunity to designate its top students annually. Designated Scholars may then use their Award at any of the University of Alaska's campuses.

A. Purpose

The UA Scholars Program is designed to provide an incentive for Alaska's middle and high school students to achieve academic excellence, to nourish efforts of schools to provide high quality education, and to encourage high school graduates from every Alaska community to attend the University of Alaska. The Scholars Award provides an extra incentive for Alaska's top students from every community to seriously consider the educational opportunities that the University of Alaska has to offer.

B. How it Works

The UA Scholars Program verifies the eligibility of Scholars designated for the Award from each qualified high school. Once verified, the Program notifies each designated Scholar of their Award.

To use the Award, a Scholar must meet all of the requirements listed in this booklet (see Section (2)(A)).

C. Award Amount, Distribution and Deadline for Use

- 1.) Current Award amount: \$12,000. The University of Alaska Board of Regents, at its discretion, may adjust the amount of the Award.
- 2.) How the Award is paid: Eligible Scholars receive \$1,500 per semester for eight semesters. The Award will show as a payment credit on the Scholar's student account at the University of Alaska.
- 3.) Deadline for Use: The Award will expire after a total of eight semesters or within five years of the Scholar's designation as a UA Scholar.

A Scholar will forfeit any portion of the Award not used within this five-year period and any portion remaining if a Scholar fails to use the Award for more than two semesters.

2. INFORMATION FOR UA SCHOLARS

A. Scholar Requirements

1. Apply for admission at a University of Alaska campus by May 1 of their senior year

Scholars must submit an application for admission to a certificate or degree program at any University of Alaska campus before May 1 of their senior year. Any Scholar who misses the May 1 deadline will not be eligible to use the Award (except as discussed in Section (3)(D), Eligibility Reconsideration, Senior Year).

2. Meet the requirements of the Award

To redeem the Award, the Scholar must:

- a.) Be a U.S. citizen or an alien lawfully admitted for permanent residence in the United States;
- b.) Have successfully earned a high school diploma from a qualified Alaska high school;
- c.) Be admitted into a certificate or undergraduate degree program at a University of Alaska campus;
- d.) Participate in any mandatory orientation or program required by the campus;
- e.) Enroll full time in 12 or more credits beginning the first fall semester following his or her designated class high school graduation unless utilizing the Leave of Absence provision discussed in Section (2)(B).
- f.) Complete 24 credits during the first academic year*; and
- g.) Complete 30 credits annually thereafter until the Award has concluded.*

3. Remain Eligible for the Award

- a.) To remain eligible for the Scholars Award, a Scholar must:
 - (1) Maintain Satisfactory Academic Progress. Satisfactory Academic Progress requirements are subject to changes in federal or state law and institutional policy. UA Scholars should contact their financial aid office with any questions regarding the Satisfactory Academic Progress policy;
 - (2) Enroll in at least 12 credits each fall and spring semester except when taking a qualified Leave of Absence as described in Section (2)(B);
 - (3) Complete the minimum number of required annual credits: 24 credits in academic year one (paid semesters 1, 2), 30 credits in

academic year two (paid semesters 3, 4), 30 credits in academic year three (paid semesters 5, 6), 30 credits in academic year four (paid semesters 7, 8);

(4) Be in good standing in accordance with the UA Student Code of Conduct (Board of Regents policy 09.02.020 and University Regulation 09.02.020); and

(5) Maintain a cumulative grade point average of at least 2.5.

Notes:

1. One academic year will be defined as two paid semesters.
2. Credits earned through dual enrollment or transfer credits (AP, CLEP, IB, etc.) may count cumulatively toward annual credit requirements.
3. Credits earned outside of the regular semesters (e.g., summer, winter, May terms) will count toward annual credit requirements.
4. Compliance on the cumulative credit completion will be checked before the 3rd, 5th, and 7th semester as described in Table A.

Table A.

Semester paid	1	2	Compliance Check	3	4	Compliance Check	5	6	Compliance Check	7	8
Academic year	Year 1			Year 2			Year 3			Year 4	
Cumulative credits needed to receive Award payment	12	24	24 credits completed	39	54	54 credits completed	69	84	84 credits completed	99	114

b.) A Scholar's Award will be suspended if a Scholar fails to meet any of the eligibility factors listed in Section (2)(A)(3).

c.) A Scholar may appeal suspension of the Award through their campus financial aid office.

NOTE: In order to graduate from the university in four years with a bachelor's degree or in two years with an associate degree a student generally needs to complete at least 30 credits per academic year.

B. Leave of Absence

1. Leave of Absence

The Scholars Leave of Absence is defined as any fall or spring semester for which a Scholar does not receive an Award payment.

Leave of Absence Terms:

- a.) The Leave maximum is two consecutive or nonconsecutive fall or spring semesters after high school graduation.
- b.) The Leave does not extend the Scholar Deadline for Use as specified in Section (1)(C)(3).
- c.) A Scholar who intends to take a Leave of Absence in the fall semester immediately following high school graduation must notify their campus Office of Admissions that he or she intends to defer enrollment.
- d.) Scholars are not required to inform the Scholars Program when using the Leave after the first semester enrolled.

A Scholar whose high school graduation is delayed for any reason is subject to the same Scholar Requirements listed in this booklet as his or her designated peers. Any fall or spring semester following normal high school graduation that a Scholar does not use their Award will count toward their Leave of Absence. If they do not begin using their Award within three semesters, the Award will permanently expire.

2. Extended Leave of Absence

Students may request an extension of the Leave of Absence for qualified circumstances.

- a.) To request a Leave extension, the Scholar must submit a written request before the period that the extension is to begin and provide supporting documentation detailing:
 - (1) Exactly how the request fits within one of the qualified extension circumstances listed in Section (2)(B)(2)(b);
 - (2) The expected length of absence;
 - (3) Anticipated date the Scholar will return to school.
 - (4) In case of a medical or mental health emergency that makes it impractical to make the request before the extended leave starts, the Scholar must submit a request to the Program as soon as the Scholar is medically or mentally able to do so, but in no event more than 120 calendar days after the beginning of treatment under Section (2)(B)(2)(b)(2).
- b.) A Leave extension may be granted:

(1) To participate in limited periods of service designed to benefit the public good or wellbeing of the community such as the state or federal military, AmeriCorps, Peace Corps, community work programs sponsored by a governmental, charitable, or religious entity or other similar activities.

(2) When suffering a serious medical or mental health condition requiring immediate, non-elective treatment that is essential to his or her health. Such treatment must make attendance at the University impractical.

(3) To provide care-giving to a terminally ill member of the Scholar's immediate family (spouse, parents or children).

(4) When waitlisted after admission into a UA degree program (e.g., Nursing). A Scholars Deferment form must be completed and returned to the UA Scholar Program Administrator prior to the Award expiration to qualify.

c.) Extended Leave Terms:

(1) A Scholar may not exceed more than a six semester (three year) Leave extension. This includes the original two-semester Leave benefit and any additionally approved extensions.

(2) The Scholar must maintain the Scholar Requirements under Section (2)(A)(2).

(3) A Leave extension may extend the Deadline for Use from five years to a maximum of seven years.

(4) If the Scholar does not use the Award within the extended term, he or she will forfeit the remaining balance.

d.) Notification of Extension:

The Program Administrator will inform the student of the Leave extension request outcome in writing. All determinations are final.

C. Using the Award to participate in Exchange Programs

A Scholar may use the Award for attendance at other institutions in conjunction with approved National Student Exchange (NSE), Study Abroad and International Exchange programs through the University of Alaska. Contact your campus with questions about using the Award on Exchange.

D. Award Disbursement

1. Eligible Expenses

The Award will be applied as a payment on the Scholar's student account and may be used for expenses such as undergraduate tuition, fees, room, board,

books, supplies and other education costs incurred for attendance at the University of Alaska.

2. Refunds

A refund may be issued if the Scholar's student account has a positive balance. The Scholar should contact the campus with questions about the refund process.

3. Impact on Financial Aid and Scholarships

A Scholars Award may reduce certain financial assistance including loans and the Alaska Performance Scholarship. In addition, a Scholars Award may eliminate a student's ability to receive or use a President's Scholarship Award. Contact the campus Financial Aid Office with any questions.

E. Award Expiration

A Scholar forfeits all or the remainder of a Scholars Award when:

- 1.) The Scholar fails to meet the Scholar Requirements under Section (2)(A)(2);
- 2.) The Scholar fails to use the Award for more than two semesters unless the Scholar has taken an approved Leave extension as described in Section (2)(B)(2);
- 3.) The Scholar has received the full \$12,000 scholarship or eight distributions from the Award;
- 4.) Five years have passed from the graduation date of the class with which the Scholar was designated or, seven years has passed from the graduation date of the Scholar's class if the Administrator has granted the Scholar an Leave extension under Section (2)(B)(2); or
- 5.) The Scholar is suspended or expelled from the University of Alaska or violates the UA Student Code of Conduct (Board of Regents policy 09.02.020 and University Regulation 09.02.020).

F. Award Appeals

1. Dispute Procedure

All disputes and requests for determination shall be submitted to the UA Scholars Program Office in writing. The Program Administrator shall issue a written response to such disputes or requests within 10 business days unless notice of extension of the response date is issued by the Program Administrator.

Parties adversely affected by the response may appeal the decision to the University of Alaska Chief Treasury Officer, or her or his designee, in writing,

within 10 business days of receipt of decision. The appeal must state all of the pertinent facts and circumstances related to the claim and the desired outcome or action. The Chief Treasury Officer's decision will be issued within 10 business days of receipt unless notice of an extension is given to the claimant. The Chief Treasury Officer's decision is the University's final decision on the matter. To seek judicial review, the claimant must initiate an administrative appeal in the Superior Court for the State of Alaska within 30 days from the date the final decision was mailed or otherwise distributed, as provided by Rule 602(a)(2) of the Alaska Rules of Appellate Procedure.

2. Notices to the Program

Address all communications concerning the Scholars Program to the Program Administrator.

For information regarding eligibility reconsideration for the UA Scholars Award, please see Section (3)(D) Eligibility Reconsideration, Senior Year.

3. INFORMATION FOR HIGH SCHOOL ADMINISTRATORS

A. Definition of a Qualified High School

To participate in the Scholars Program, a high school must issue a diploma recognized by the Alaska Department of Education, and

- 1.) Be a public high school listed in the current Alaska Department of Education directory; or
- 2.) Be accredited by the Northwest Accreditation Commission; or
- 3.) Be a private school properly registered with the Alaska Department of Education.

B. Obligations of the High School Administration

1. Establish Eligibility Criteria

Each high school is responsible for academically ranking its students to determine which students are in the top 10 percent of their class at the end of their junior year. Cumulative Grade Point Average (GPA) is the most common criteria used to rank students. The high school may consider other appropriate academic factors as long as the high school applies and communicates those factors uniformly and fairly to its students. In establishing eligibility criteria, the high school:

- a.) Must base its rankings on the student's academic standing at the school he or she is attending at the end of the junior year.

- b.) Must designate all students who qualify academically for the Award and may not base designations on continued enrollment at the current high school, financial need, or intention to enroll or not to enroll at the University of Alaska.
- c.) May not alter the ranking to reflect anticipated changes in enrollment.
- d.) May not require students to apply for the scholarship or use methods that would exclude students who otherwise qualify.
- e.) Must submit the criteria used for ranking students along with the designations electronically to the Program Administrator by October 1st.
- f.) Must certify that it applied the criteria uniformly and fairly to all students in the junior class.

The Program Administrator reserves the right to reject eligibility criteria that are inconsistent with the intent of the Scholars Program.

2. Complete the Designation Process by October 1

- a.) The Program will mail each high school principal a new designation code for access to the secure online Scholar designation website each spring.
- b.) Qualified high schools must submit their Scholars designation list to the Program by October 1 of each year. Each qualified high school also must provide sufficient information to allow the Program to identify Scholar designees. This directory information must include the following:
 - (1) full legal name (first, middle, last)
 - (2) date of birth
 - (3) phone number
 - (4) mailing address
- c.) Once the Program accepts a school's designee list, the school cannot alter it. The Program may accept lists submitted after the deadline if the school can show reasonable cause for the delay.

3. Assign High School Scholars Program Coordinator

The principal of the high school must identify one high school staff member to serve as the Scholars Coordinator responsible for completing the online designation process detailed in Section (3)(B)(5) and communicating with the Scholar Program staff.

4. Identify the Number of and Names of Scholars

The high school will identify the qualified Scholars as follows:

- a.) 10 percent of the total number of students in the junior class at the end of the spring term (May or June) will be eligible for the Award.

- b.) Fractions will be rounded to the nearest whole number by our automated system.
- c.) Schools with a junior class of 14 or fewer students are eligible for one Award.
- d.) In no event will tied rankings cause the number of Awards to exceed 10 percent of the class size. The high school must resolve all tied rankings based on academic factors before submitting the list of Scholars to the Scholars Program.
- e.) In cases where a student is dual enrolled, the student's primary school (school where they are registered in the most credits) would include them in their designation pool.

5. Verify the List of Scholars for Accuracy

The high school must verify its Scholar list for accuracy before submitting it to the Program. Students who are not on the list will not be eligible to receive the scholarship. The high school is responsible for all designation errors.

C. Notification of Award

Official notification of the Award must come from the UA Scholars Program Administrator. Students, parents and high school officials cannot rely on any other source of information about the notification of an Award.

D. Eligibility Reconsideration, Senior Year

If a student is not in the top 10 percent of his or her high school class at the end of the junior year but is in the top 10 percent at the end of his or her senior year, or if the student graduated early, that student may request reconsideration of his or her eligibility for an Award.

To request Eligibility Reconsideration:

- 1.) The request should be addressed to the Program and must be dated no later than six months after the student's official high school graduation date as posted on the official high school transcript. The request should explain in detail the basis for reconsideration;
- 2.) Submit an official transcript indicating the final class ranking among the graduating class.

The Program Administrator will inform the student of the outcome of the reconsideration in writing. All determinations are final. Scholars granted Awards under this provision must apply for admission no later than 30 days from the date of the written Award notice. With the exception of the May 1 admissions deadline, students granted an Award after reconsideration must comply with all of the Scholar Requirements in Section (2)(A) as stated in this booklet.

4. OTHER PROVISIONS

A. Governing Law and Venue

The laws of the state of Alaska govern the UA Scholars Program.

B. Transferability

The Scholars Award and eligibility for the Award is not transferable to other individuals or recipients.

C. Income Tax Treatment

Award distributions made under the Program may be subject to income tax reporting or withholding requirements. The Program, its Administrator or the employees of the University of Alaska make no representations, expressed or implied, about the taxability of benefits received under this Program. The Scholar is responsible for paying any applicable tax and should seek advice from his or her tax advisor.

D. Correction of Errors

In the event a Scholar receives an erroneous payment, the Program may recover the amount or may adjust any remaining amount due under the Award to correct the error.

E. Availability of Funds

Distribution of all Awards is subject to the availability of funds as may be determined by the Board of Regents.

F. No Additional Rights

Neither the establishment of this Program, the granting of an Award, nor any action of the University related to the Program shall be held or construed to confer upon any person any right to be or continue to be a student at the University of Alaska. Nothing in the Program shall be construed to expand a student's rights beyond those provided in University policies and regulations.

G. Amendment or Termination

The University's Board of Regents reserves the right to terminate, discontinue, suspend, merge or consolidate this Program with other initiatives. This Program may be amended by authority of the University's President at any time, except that any reduction in benefits already awarded to recipients shall be approved by the Board of Regents.

HOW TO REACH US:

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UAS

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UA Scholars Awards are funded by the University of Alaska Land Grant Trust Fund. The endowment receives revenue from property sales and resource development conducted on Trust lands.

You Got This!

Admissions Information

Anchorage: (907) 786-1480

Fairbanks: (907) 474-7500

Southeast: (907) 796-6100

Find Out More:

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