



SCHOOL ELIGIBILITY REQUIREMENTS

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/crrequirements.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.

Download the Arizona Scholarship Handbook for more detailed information on our policies & procedures.

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.

Download the Arizona Scholarship Handbook for more detailed information on our policies & procedures.