



SCHOOL ELIGIBILITY REQUIREMENTS

Private School Requirements

Nevada **Eligible schools** are private schools (grades K-12) that:

- a) Register their intent to participate in the scholarship program with the Department on a form prescribed by the Superintendent of Public Instruction.
- b) Four times a year, no later than October 15, January 15, March 15, and June 15 of each year submit in a format to be specified by the Department, an electronic list of all participating scholarship pupils.
- c) Use the nationally norm-referenced test to measure student progress per the NDE approved list.
- d) Submit assessment results to the NDE in the format the NDE requires no later than December 1st of each year so that the Department may aggregate all assessment results and provide a report as required by the adopted regulations amending NAC 385.

The Nevada Department of Education maintains a directory of participating schools on its Internet website.

Download the Nevada 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. Schools are required to report delinquencies on the verification reports prior to scholarship payments or between verification reports as needed.

At times, the school may award a private, 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.

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 paid in four installments throughout the school year. The payment calendar can be found at <https://www.aascholarships.org/schools/nevada/>.

Before each installment is processed, a verification report is sent to the school, listing the student's name and scholarship payment amount. The school must:

- 1) verify each student's information is correct

- 2) report each student's absences to date (students may not have more than 18 days "excused" or "unexcused" absences per year)
- 3) report if the household is current with any monies privately owed to the school (if not current the past due amount must be reported)
- 4) sign and date the verification report and return it to AAA by the stated deadline

Provided the verification report is returned to AAA by the deadline stated on the form a separate check is issued for each scholarship student attending a school, even if multiple students are from the same household, and mailed to the school via US postal mail. The parent/guardian is prohibited from taking possession of the check at any time.

Student withdrawal may result in an exit payment being owed to the school or the school being required to reimburse the scholarship 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 9 of this handbook. The scholarship only pays for services rendered.

If a school receives a check for a student, who is not currently attending their school they must return the uncashed 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. If prorated monies are owed to the school, a check will be issued following receipt of the Student Withdrawal Form (SWF). Exit Payments must be signed by Parent/Guardian A, therefore submitting the SWF prior to the student leaving, whenever possible, is critical.

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

Scholarship checks are mailed directly to the schools. The parent/guardian is prohibited from taking possession of the check at any time. 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 endorsement on the back of the scholarship check should read:

**For Deposit Only
(Name of School's Bank)
Into the account of (Name of School/Account Number)
Parent Signature**

The school shall notify the household that the scholarship check 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. Schools should notify AAA as soon as possible if a parent does not fulfill this obligation.

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.*

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

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