NURSING TRAINING SCHOLARSHIP PROGRAM
Award Year 2014-2015

1.0 BACKGROUND AND STATUTORY AUTHORITY.  
The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated, to formulate rules and regulations to equitably and efficiently administer the Nursing Training Scholarship Program, in accordance with Chapter 15A of Title 17 of the Guam Code Annotated.

2.0 DEFINITIONS.  
As used in these rules and regulations, the following terms will have the following meaning.

(a) **Academic Year**: Fall and Spring Semesters for semester calendar system.
(b) **Board**: the Board of Regents of the University of Guam.
(c) **Cash Repayment**: monetary cash repayment for the period the deficiency was made and no service credit allowed.
(d) **Fee**: student, general laboratory and course fees applied to all students.
(e) **Full-time Status**: twelve (12) or more credit hours per semester (Fall and Spring) Six (6) or more credit hours for Summer term (any combination of A, B, or C session). (Summer attendance in the program is optional)
(f) **Major Program**: selected students will pursue the prescribed program leading to the attainment of an Associate’s or Bachelor’s degree in Nursing, as approved by the Board of Regents at the time they are selected and enrolled in the Program.
(g) **Part-time Status**: enrolled for less than twelve (12) credit hours per semester or less than six(6) credit hours for the Summer term. (Summer attendance in the program is optional)
(h) **Promissory Note**: Document signed by the student and their guarantors promising to repay the loan in accordance with the rules and regulations specified under the program.
(i) **Recipient**: an applicant of the Nursing Training Scholarship program who was selected based on meeting all eligibility requirements, certified by the School of Nursing as a Nursing student, and approved by the Board of Regents.
(j) **Resident**: a United States Citizen or Permanent Resident Status (Green card holder) who has been a resident of Guam for a continuous period of at least one (1) year by June 15th prior to the beginning of the academic year the award is to be awarded.
(k) **Service Credit**: repayment of award obligation through employment service, upon completion of studies.
(l) **Stipend**: payment disbursed on a monthly installment.
(m) **Co-Signers**: Guam Residents who are financially and legally responsible.
(n) **2nd Bachelor’s degree**: a student who holds a Bachelor’s Degree in any subject other than Nursing shall be eligible for the program, provided that all other eligibility requirements are met.

3.0 LIMITATIONS AND PRIORITIES.  
The number of students in the program annually shall be limited only by the available space at the University of Guam and/or the availability of funds. In the event of limited space and/or funds, priority shall be given to students at the highest level of training and closest to the completion of their program as indicated on application and concurred by the School of Nursing.

4.0 APPLICATION PROCEDURE AND REQUIREMENTS.  
An applicant for nursing scholarship must comply with the following procedures and requirements:

(a) Applicants must submit the official application prescribed by the Board and obtainable at the University of Guam Financial Aid Office. Applications shall include the following information:

1. Evidence of eligibility in accordance with Section 5.0
2. Evidence of acceptance into a nursing program clearly defined in Section 5.0(c)

(b) Completed applications must be submitted to the Board through the Financial Aid Office no later than the published due date in order to be eligible for Financial Assistance for the following Fall/Spring semester.
5.0 CRITERIA OF ELIGIBILITY. 
The following are eligibility requirements for the Nursing Training Program:

(a) Applicant must have completed high school or otherwise be declared eligible for admission to the Nursing program by the University of Guam.
(b) Applicant must be a United States citizen or a permanent resident alien and a resident of Guam for at least one (1) year prior to the academic semester or term the student is admitted, registered, and enrolled in the program. (Refer to definition above for residency)
(c) Applicant must have satisfactorily completed all pre-nursing program requirements and be recommended by the appropriate authority in the School of Nursing, who will certify that the applicant has been admitted or is eligible for admission into the undergraduate nursing degree program.
(d) Acceptance to the University of Guam as a full-time student to register for a minimum of 12 credit hours each semester and a minimum of 6 credit hours during the Summer session (Summer session attendance is optional).

6.0 SELECTION PROCEDURE. 

(a) Each eligible applicant will be placed on a list submitted to the School of Nursing for certification of acceptance/non-acceptance into the Nursing program. In the event any applicant is not accepted into the Nursing program, a decline letter will automatically be sent to applicant. A final list of eligible applicants will be prepared and forwarded to the Board of Regents for approval/denial.
(b) The Board of Regents shall, at a regular or special meeting, approve the selection of the recipients.
(c) Notice of award shall be sent to each recipient. The recipient of the Nursing Training Scholarship Program must notify the Board of Regents within thirty (30) days from award notification indicating whether the recipient will accept the award. If the recipient fails to do so, the award is thereby forfeited and offered to the next eligible recipient (if applicable). If a recipient declines to accept the Nursing scholarship after it has been offered, such recipient shall not longer be entitled to receive such award from the Board of Regents during the award period and may reapply for the next academic year.
(d) All recipients shall attend a mandatory orientation to complete the award process. Failure to attend said orientation is cause to deny the Nursing Training Scholarship program. All documents required by the Financial Aid Office to complete the award process will be received and completed by the recipient during the orientation process.

7.0 ATTENDANCE. 
Recipients are to attend the University of Guam, School of Nursing to obtain an Associates Degree in Nursing or a Bachelor of Science degree in Nursing.

8.0 PROMISSORY NOTE. 
All Nursing Training Program recipients shall execute a Promissory Note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the award in the event the student fails to comply with service obligations one hundred eighty (180) days from required employment date. Financial ability to repay includes but is not limited to documentation such as tax forms, employment verifications, business license, etc. No funds under this Program shall be disbursed while the recipient is attending the recipient’s approved institution until the note is submitted to the Financial Aid Office and the recipient is found to be in compliance with the requirements under this Program.

All monies disbursed during attendance under the Nursing Training Scholarship Program will become due and payable in event of default or for cash (non-service credit) and shall be subject to
an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years. The University of Guam Collections Department/Bursar’s Office will compute the recipient’s monthly installment payments, in the event of default or for cash (non-service credit) repayments.

9.0 AWARD BENEFITS.  
No recipient may receive benefits beyond four (4) calendar years. Recipients are entitled to the following benefits:

(a) Tuition and fees each academic year to be paid by the Student Financial Assistance fund for a period of not more than four (4) years in an undergraduate program at the University of Guam.
(b) A nine (9) month stipend (beginning September and ending in May of each year) of Four Hundred Dollars ($400.00) per month.
(c) An allowance of Three Hundred Fifty Dollars ($350.00) per semester and One Hundred Fifty Dollars ($150.00) maximum for summer will be granted for textbooks
(d) Optional – Summer: Each recipient shall be entitled to tuition, fees, and textbooks for Summer session (any combination of A, B, or C) courses on a full-time basis.

10.0 TRANSACTION.  
Under the direction of the President, the Office of Administration & Finance shall be responsible for:

(a) Disbursements and collection of funds and/or service credit awarded recipients under the Nursing Training Program.
(b) Disbursements of tuition/fees, books, and stipends to recipients shall be made upon certification by the School of Nursing that all requirements for stipends are met. Stipends are based on the recipient’s level in the nursing training program, as determined by School of Nursing.
(c) Stipends at the beginning of each academic year will be disbursed in September (for August and September).
(d) Summer stipends will be disbursed in July (for June and July).

11.0 OBLIGATION OF RECIPIENTS.  
In order to remain in good standing and to continue in the scholarship program, recipients shall be required to meet the following:

(a) Comply with all Nursing Training Scholarship program regulations as established by the Board of Regents and duly adjudicated.
(b) Maintain a minimum cumulative grade point average of not less than 2.70 each semester or Summer in the program. In the event a recipient drops below the minimum cumulative grade point average, the recipient shall be placed on probation for a period to be determined by the Board of Regents, but such probationary period shall not exceed three (3) semesters, exclusive of summers or intercessions.
(c) Must enroll for and maintain full-time student status, minimum twelve (12) credit hours per semester (Fall/Spring) and minimum of six (6) credit hours for Summer session. The Director of the School or Nursing and Health Sciences may allow for less than full-time enrollment, but no arrangement shall cause the extension of the completion time of degree under this program.
(d) Obtain written approval by special request from the Board before (with or without funding):

(1) transferring to another institution: transfer(s) may be approved by the Board if such transfer(s) would not extend the length of time required to complete the program;
(2) changing a major within the nursing program: change(s) may be approved by the Board if such change(s) would not extend the length of time required to complete the program (change of major is not allowed during the last academic year of attendance);
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(3) Withdrawing from any institution, unless such withdrawal was due to circumstances beyond the recipient’s control and the Board subsequently approves such withdrawal in writing.

(e) Changes to award status, known as 'special requests', shall be submitted in writing from a recipient to the Financial Aid Office. Such status change shall include, but will not be limited to the following: change of major, change of professional or technical program, change of institution, change of graduation date, deferment of attendance, or deferment of service obligation.

(1) Except for deferment requests and change of graduation date, special requests shall be submitted to the Financial Aid Office no later than two (2) months (sixty (60) calendar days) prior to the start of the academic term for which the request is to take effect. Requests received after the two (2) months (sixty (60) calendar days), shall be acknowledged and returned without any action indicating non-compliance with the deadline requirement.

(f) A recipient who fails in two or more subjects during any semester or Summer is subject to dismissal from the scholarship program.

(g) A recipient may appeal to the Board through the Nursing Administrator via the Financial Aid Office for reinstatement to the program.

(h) A recipient must be certified as remaining in good standing in the Nursing Program at the end of each semester, with certification being provided by the appropriate Nursing Program authority to the Financial Aid Office.

(i) All recipients must agree to work on Guam, for each year assistance was provided (1:1).

(j) All recipients must provide proof of full-time employment within six (6) months after graduation by submitting a Verification of Employment. Employment verifications shall be submitted by the recipient every six (6) months (June and December of each year). If a recipient wishes to continue the recipient’s education as a full-time student at a graduate or professional school, the recipient may defer his/her employment obligation on Guam until such additional studies are complete; provided, written approval has been granted from the Board. Failure to begin employment on Guam within six (6) months of graduation shall be cause for monetary repayment to become immediately due and payable in monthly monetary payments.

(k) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the respective institution as needed to comply with Board regulations.

12.0 FORFEITURE.

Any one or combination of the following may constitute sufficient reason for dismissal from the program:

(a) Suspension or dismissal for academic deficiency, disciplinary reason(s) or conviction of a felony.

(b) Forfeiture of the award under any one or combination of the provisions herein established.

(c) Failure to enroll in the Fall semester of the academic year immediately following the granting of the award, unless deferment of the enrollment in that semester is approved by the Board of Regents. A recipient granted such deferment will forfeit the award for failure to enroll in the next semester immediately following the approved deferment.

(d) Failure to maintain a cumulative grade point average of 2.7 each term, except a recipient may be allowed not more than three regular academic terms to regain this average without cancellation of award.

(e) Failure to maintain full-time status.

(f) Failure to abide by any one or combination of the provisions of these policies as established by the Board of Regents of the University of Guam.

A recipient who forfeits an award and who regains entitlement of the award pursuant to §§12(b) and (c) shall not be required to repay the amount awarded for that academic term in which the academic deficiency or failure to maintain full-time status occurred until after graduation, or other termination of studies for any other reason.
13.0 SERVICE CREDIT.

For the purpose of repayment, the recipient shall receive:

(a) As a condition of selection in the program, each recipient shall agree to accept employment within six (6) months from completion of his/her nursing degree upon becoming a licensed registered nurse or a licensed practical nurse in the public health system of Guam including Guam Memorial Hospital Authority, the Department of Public Health and Social Services, and the Department of Mental Health and Substance Abuse, Guam Public School System (school health counselor) or the Guam Community College (school health counselor), or in private clinics licensed to do business on Guam, and to continue in such employment for a period of time equal to one calendar year for each academic year of training under the program.

(b) A recipient shall further agree that, in the event he fails to complete the program or refuses to fulfill the obligation set forth in (a), he/she shall then repay the Government of Guam through the Collections Office/Bursar’s Office at the University of Guam, an amount equal to the total of tuition, fees, textbooks, and supplies paid on behalf of the recipient and the total monthly allowance paid to the recipient.

(c) Service Credit. The recipient shall receive service credit for each year of employment on Guam. If the recipient begins employment on Guam within six (6) months after graduation without interruption, the recipient is considered to have met the obligation to the Board and will receive credit beginning on the date of employment. A year of service credit is twelve (12) months. In the event that any portion of the assistance is not repaid through service credit, the amount unpaid in service credit shall become due and payable.

(d) Postponement. If the recipient does not begin employment as required by §13(a) herein within six (6) months after graduation to continue Nursing or a Health Related field of studies at a graduate or professional school on a regular full-time, on-campus basis, at an accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal may be submitted in writing to the Board for approval. Furthermore, postponement of service obligation through service may be granted those who are experiencing a family or medical emergency, in which an appeal may be submitted in writing to the Board for approval.

(e) Unapproved Postponement. The recipient who does not obtain prior approval from the Board and who does not return and begin employment on Guam within six (6) months after graduation must pay in cash the total amount received per year, calculated on a daily rate for each day the person is not employed on Guam. The daily rate will be calculated by the University of Guam Collections Office / Bursar’s Office based on applicable promissory notes. Once this amount has been paid in full, the recipient is entitled to use service credit for the remaining amount of the debt for each year of employment on Guam.

(f) Interruption. If a recipient receiving service credit wishes to temporarily terminate employment on Guam to continue Nursing or a Health Related field of studies at a graduate or professional school on a regular full-time on-campus basis, at a U.S. accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal in writing must be submitted to the Board of Regents for approval. Upon approval, the repayment obligation shall be deferred for the period granted to continue studies. If prior approval of the Board is not obtained, the recipient must pay in cash for each day the person is not employed on Guam at a rate determined by the University of Guam Collections Department. Once the amount is paid in full, the recipient is entitled to use service credit on the remaining debt.
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(g) **Ineligibility for Service Credit.** Any recipient, who did not receive the degree pre-approved by the Board of Regents, shall be ineligible for service credit. All monies disbursed during attendance under the Nursing Training Scholarship Program will become due and payable and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years pursuant to law. The University of Guam Collections Department will compute the recipient's monthly installment payments in the event of default. Furthermore, permanent transfer to an off-Island office or branch of a Guam employer shall not count towards service credit and shall result in default on the date of transfer, and interest shall begin on such date of default.

(h) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of any leave of absence longer than forty-five (45) days. The recipient must remain employed pursuant to §13(a) herein to receive service credit while on off-Island temporary leave status.

(i) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Financial Aid Office or Bursar/Collection Office, documentary evidence (See Section 11, k) of such employment and, each year thereafter, until such obligation is fulfilled.

14.0. **CONFLICT.**

Previous regulation(s) under which a recipient was awarded financial assistance shall continue to apply to the recipient for the remainder of the recipient's studies, notwithstanding any revised regulation which conflicts with the previous regulation(s), unless specifically stated otherwise.

**Note**

1. Financial Aid has the primary responsibility to evaluate applications/supporting documents and award/disburse financial aid benefits.
2. School of Nursing has the responsibility to certify the acceptance of recipients/applicants to the Nursing program in order for students to obtain Nursing Training Scholarship benefits;
3. Board of Regents is the final authority to approve applicants and continuing recipients.

CHAPTER 15A, TITLE 17, Guam Code Annotated

Approved by the Board of Regents on February 28, 2013, effective AY 2013-2014, | Resolution No. 13-02