JESUS U. TORRES PROFESSIONAL/TECHNICAL AWARD
RULES AND REGULATIONS
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 Jesus U. Torres Professional/Technical Award 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 and Fall, Winter and Spring Quarters for a quarter calendar system, or as defined by the institution of attendance.

(b) Academic program: The specific academic program of study, which will be undertaken to achieve the desired degree.

(c) Accreditation: As recognized by the Council for Higher Education Accreditation (‘CHEA’).

(d) Board: The Board of Regents of the University of Guam.

(e) Bona fide resident: Resident of Guam for a period of not less than ten (10) years prior to application.

(f) Cash Repayment: Monetary cash repayment for the period the deficiency was made and no service credit allowed.

(g) Eligible Foreign Medical School: A medical school listed in the World Health Organization (WHO) listing of medical schools and approved by the Guam Board of Medical Examiners or the Council on Medical Education and Hospitals of the American Medical Association; or a foreign medical school approved by a private non-profit accrediting body approved by the Guam Board of Medical Examiners.

(h) Eligible Online Degree Program / Distance Education Program: A regionally accredited online degree program or distance education program. Note that Correspondence Courses are not online degree programs or distance education programs.


(j) Fees: General fees applied to all students including laboratory and course fees.

(k) Financial Need: institutional cost minus expected family contribution (COA-EFC=Financial Need. EFC is determined by the FAFSA.

(l) Full-time Status: Enrollment status defined by an education institution to mean full-time attendance status, usually defined as nine (9) or more credit hours per semester/quarter, or quarter equivalent to nine (9) semester hours for graduate students.

(m) Professional/Technical Program: Any graduate degree program in areas listed in the Career Priority.

(n) Promissory Note: The document signed by student promising to repay the award in accordance with the rules and regulations specified under the program.

(o) SAR: Student Aid Report resulting from the processed FAFSA.

(p) Service Credit: Repayment of award obligation through employment service, upon completion of studies.

3.0. ELIGIBILITY.

To be eligible for a Professional/Technical Award, the applicant:

(a) must be a bona fide resident of Guam for a continuous period of not less than ten (10) years prior to application, and either be:
   1. a citizen of the United States; or
   2. a permanent resident alien;

(b) must be a college graduate, or a full-time student in good standing in a graduate program at a U.S. accredited institution of higher education or professional school as recognized by CHEA; or attending an eligible foreign medical school; or an eligible online education program;

(c) must have an overall grade-point average of at least 3.0 in the applicant's undergraduate studies, or 3.33 in the applicant’s master’s program if that person is pursuing a doctorate degree, or an irrevocable letter of acceptance from a U.S. accredited institution or professional school at the time of submission of application;

(d) must provide evidence of financial need through the completion and processing of the ‘Free Application for Federal Student Aid’ as reported in the Student Aid Report (‘SAR’), or the Institutional Student Information Report received from the U.S. Department of Education Processing Center; and;

(e) must have been unconditionally accepted for admission into a professional/technical program at a U.S. accredited institution of higher education, a professional school as recognized by CHEA, or an eligible foreign medical school, as a full-time student at the time of submission of application.
4.0. SELECTION OF AWARDEE.

The Board of Regents shall direct the Financial Aid Office Student Financial Assistance Program Staff to review and evaluate the applications of all student loan applicants on the following:

(a) the applicant’s scholastic record, aptitude, financial need; or
(b) the Board may use work-or lifetime experience and achievement criteria in place of the aptitude if because of such experience, it can be reasonably determined that the applicant will succeed in the course of study.
(c) Guam’s need for professional personnel in the career field selected by the applicant and based on the career priorities determined by the Board.
(d) The applicant must have evidence of financial need through submission of a Student Aid Report (SAR) processed by the U.S. Department of Education Processing Center upon completion of a Free Application for Federal Student Aid (FAFSA).

5.0. BENEFITS.

An award recipient is entitled to the following benefits:

(a) Payment of tuition and other fees of up to Ten Thousand Dollars ($10,000.00) per academic year for a period designated in the college bulletin to complete the program which should not be more than four (4) academic years.
(b) An annual grant loan for not more than Ten Thousand Dollars ($10,000.00) for room and board, books and educational supplies.
(c) Cost of airfare for a one-way, economy airline ticket to the school of attendance, not to exceed One Thousand Dollars ($1,000.00) and a one-way ticket to return to Guam, not to exceed One Thousand Dollars ($1,000.00) upon completion of studies.
(d) Total for items (a) and (b) shall not exceed Twenty Thousand Dollars ($20,000.00) per year for a period of not more than four (4) scholastic years for studies at an off-Island institution.

The total amount of an award is contingent on the availability of funds.

6.0. APPLICATION PROCEDURE AND REQUIREMENTS.

An applicant for an award must provide the following documents:

(a) A completed application must be received on or before 12 noon on the last Friday of May, to the Financial Aid Office, University of Guam.
(b) An official letter affirming that the applicant has been unconditionally accepted for admission to a U.S. accredited higher education institution or professional school as recognized by the Council on Higher Education Association (CHEA), an eligible foreign medical school, or an eligible online/distance education program, as a regular full-time graduate student in a specific professional/technical program, or that the applicant is enrolled in the Program and in good standing. No Award will be granted for studies at an off-Island institution in an academic/technical program that is available at the University of Guam.
(c) A complete official college transcript of the applicant’s studies at all institutions attended.
(d) College/university catalog or bulletin applicable to student’s enrollment containing information regarding the applicant’s professional/technical program and the institution’s published annual cost of attendance and the normal number of years or semester for completion of program.
(e) The Student Aid Report (‘SAR’) or Institutional Student Information Report, as evidence of need for financial assistance as a result of the processed FAFSA by the U.S. Department of Education Processing Center. The FAFSA applications are obtainable from the Financial Aid Office or apply directly to www.fafsa.gov.
(f) Must submit proof of U.S. citizenship (Birth Certificate, Naturalized Certificate, or Passport) or proof of permanent resident alien status (Permanent Resident Alien Card and Passport).
(g) Must provide any combination of the following as proof of ten (10) years residency on Guam:
   (1) Copies of filed Guam income tax records or tax return transcripts.
   (2) If a recipient of Public Assistance, provide a certified statement from Guam agencies that assistance was provided and the duration assistance was provided.
   (3) Certified statement from the Guam Election Commission on Voter registration for the past three (3) general elections; or
   (4) Bank statement of mortgage on principal residence.
   (5) Official transcripts from schools attended on Guam (high school, middle school, etc.)
7.0. OBLIGATION OF AWARD RECIPIENTS.

The recipient of an Award must fulfill the following obligations:

(a) Comply with all award regulations established by the Board of Regents.
(b) Enroll for and maintain full-time student status as defined by their education institution.
(c) Maintain a grade-point average of not less than 3.0 each semester/quarter; or be officially certified by the institution that the recipient is in good academic standing. A student who fails to comply with this regulation shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the probationary status incurred.
(d) Submit an official copy of academic transcripts every academic year.
(e) Submit an unofficial copy of academic transcripts and a detailed billing statement of tuition and fees no later than thirty (30) days at the end of each semester/quarter.
(f) Obtain written approval by the Board before:
   (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 academic/technical 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. Such change must be within the established career priorities determined by the Board for the initial year the Award was approved.
   (3) Withdrawing from any institution, unless such withdrawal was due to circumstances beyond the recipient’s control, and such withdrawal is subsequently approved in writing by the Board.
   (4) Be employed on Guam on the basis of two years (2:1) for each year that assistance was received by the recipient under the Award. The recipient’s employment on Guam shall commence within six (6) months after the completion of studies. If a recipient continues that person’s education as a full-time student at a graduate or professional school, the recipient may defer that person’s return to Guam until such additional studies are completed; provided, that written approval is obtained from the Board. A graduate requiring specialized training may postpone that person’s employment on Guam while undergoing specialized training as long as the recipient is certified by the director of the training program on an annual basis and upon written approval from the Board.
   (5) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the recipient’s respective institution as needed to comply with Board rules and regulations. Additionally, the recipient will be required to attend:
      (1) A pre-award interview prior to disbursement of the award; and
      (2) an exit interview upon completion of degree with the staff from the Financial Aid Office.

8.0. PROMISSORY NOTE.

The recipient shall execute a non-interest bearing promissory note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the note in the event that the recipient fails to comply with service obligation one hundred eighty (180) days from the required initial date of employment. The note becomes interest bearing on any amounts unpaid by service credit that are due and payable, which shall be subject to interest on the annual rate of ten percent (10%). The total amount of the note shall be determined upon completion of studies in which assistance was provided by the award. No funds under this Program shall be disbursed until the note has been complied with in accordance to the prescribed rules and regulations of this Program. This Note shall be executed by the Financial Aid Office, Student Financial Assistance Program.

9.0. CONDITIONS FOR CONTINUATION OF AN AWARD.

The conditions for continuation of the Award shall include the following:

(a) The recipient must have maintained that person’s status as a regular full-time student at the institution to which the recipient was admitted and in the academic/technical program for which the award was granted, unless a transfer to another institution or a change of academic/professional/technical program has been authorized in writing in accordance with the Board’s regulations §§7.0(f1) and/or (f2).
(b) The recipient must maintain satisfactory academic standing in accordance with Regulations §7.0(c).
(c) Submit necessary documents as outlined in §§7(d) and (e).
10.0. **FORFEITURE OF AWARD.**

Forfeiture of an award shall result from any of the causes listed below, and any award forfeited shall be immediately due and payable.

(a) Suspension or dismissal for academic deficiency, disciplinary reasons, or conviction of a felony.
(b) Withdrawal from the institution in anticipation of any action under (a), above or for any other reason(s) not authorized by the Board.
(c) Failure to maintain status as a full-time student, except a recipient may be allowed by the Board one-academic term to regain full-time status without cancellation of the award, or a recipient may be permitted to carry less than full-time load, if it would not result in the student's failing to graduate within the normal time for completing the program of studies. In the event that an exception is granted pursuant to this Subsection, the student shall be required to sign a cash repayment promissory note to repay in cash the amount awarded for the academic term in which the failure to maintain full-time status occurred and not be eligible for service credit pursuant to §11.0 following graduation or termination of studies for any reason.
(d) Violation of other Board regulations.

11.0. **SERVICE CREDIT.**

For the purpose of repayment of the Award, the recipient shall receive:

(a) **Service Credit.** The recipient shall receive service credit on a two-to-one (2:1) ratio for each year that assistance was provided or its equivalence of Ten Thousand Dollars ($10,000.00) per year when employed on Guam. If the recipient (a) returns to Guam and (b) 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.

(b) **Postponement.** If the recipient wishes not to begin employment on Guam within six (6) months after graduation to continue studies on a full-time basis at an accredited institution of higher education, the recipient may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue the recipient's studies. Without the prior approval of the Board, the recipient who does not return to Guam within six (6) months, must pay in cash Twenty-seven Dollars and Seventy-seven Cents ($27.77) per day (Ten Thousand Dollars ($10,000.00) per year) for each day between the date of graduation and the date of employment on Guam. Once this amount has been made, the recipient is entitled to use service credit for the remaining amount of the debt for each year of employment on Guam.

(c) ** Interruption.** If a person receiving service credit wishes to temporarily terminate employment on Guam to continue that person's studies on a full-time basis at an accredited institution of higher education as recognized by the Council on Higher Education Accreditation ("CHEA"), or an eligible foreign medical school, that person may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue the recipient's studies. Without the prior approval of the Board, the recipient must pay in cash Twenty-seven Dollars and Seventy-seven Cents ($27.77) per day (Ten Thousand Dollars ($10,000.00) per year) for each day the person is not employed on Guam. Upon payment of such amount, the recipient is entitled to use service credit on the remaining debt.

(d) **Ineligibility for Service Credit.** Any recipient who did not receive the degree that the person sought with assistance from Board, without prior written approval, shall be ineligible for service credit. All monies disbursed during attendance under the Professional and Technical Award will become due and payable under the note, and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments shall not exceed ten (10) years pursuant to the law. The University of Guam Collections Department / Bursar’s Office will be charged with computing the recipient’s monthly installment payments in the event of default.

(e) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of their intended leave of absence if such leave is longer than forty-five (45) days. The recipient must remain employed on Guam to receive service credit while on off-Island leave status.

(f) **Death or Total Disability:** In the event the recipient should become totally disabled (physiological or psychological) or upon death, while completing service credit, any obligation on the note shall be terminated upon certification of two (2) physicians licensed to practice in the United States.

(g) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Board of Regents documentary evidence of such employment and, each year thereafter, until such obligation is fulfilled.
12.0. **CONFLICT.**

In the event any revised regulation herein is found to be in conflict with a previous regulation under which a student was awarded financial assistance, the regulation in effect at the time of the award shall continue to apply to the student for the remainder of the recipient’s studies for which the award was made.

CHAPTER 15A, TITLE 17, Guam Code Annotated
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