
TITLE 14 EDUCATION
DELAWARE ADMINISTRATIVE CODE

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DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
1200 Higher Education - Scholarships

1210 Scholarship Incentive Program (ScIP)

1.0 Purpose

The purpose of this regulation is to provide eligibility criteria and to delineate the application and award processes for the Scholarship Incentive Program (ScIP), pursuant to 14 Del.C. §3411.

26 DE Reg. 851 (04/01/23)

2.0 Definitions

The following words and terms, when used in this regulation, shall have the following meaning:

"Delaware Higher Education Office" or **"DHEO"** means the Department of Education's office which administers specific programs related to higher education, including, but not limited to, student financial assistance programs.

"Free Application for Federal Student Aid" or **"FAFSA"** means the data supplied in connection with the federal government's application for federal financial aid which DHEO uses to determine an applicant's eligibility for a ScIP scholarship.

"Full-Time Student" means a student enrolled in a minimum of college credit hours as required by the student's college or university for full-time status. Generally, for an undergraduate program, this is a minimum of 12 credit hours per term and for a graduate program, a minimum of 9 credit hours.

"Satisfactory Academic Progress" means that a student is successfully completing coursework according to the standards of the college or university in which the student is enrolled and the student is eligible to continue to receive financial aid.

"Semester" means a half-year term in a school or college, typically lasting 15 to 18 weeks.

"Student Account Access Site" means the webpage on the DHEO's website where students can access scholarship opportunities.

"Undergraduate Student" means a full-time student at a regionally accredited college or university who has not yet earned a bachelor's or equivalent degree.

25 DE Reg. 508 (11/01/21)

26 DE Reg. 851 (04/01/23)

3.0 Application Acceptance and Submission Period

3.1 The application acceptance and submission period for the ScIP scholarship shall be posted on the DHEO's website by December 1 of each calendar year.

3.1.1 Applications shall not be accepted outside of the posted application acceptance period under any circumstances.

3.1.2 Incomplete applications shall not be accepted or processed.

3.2 In order for an application to be considered complete, an applicant must:

3.2.1 Complete the FAFSA for the school year in which the scholarship is sought by the state deadline for Delaware that is posted online at FAFSA.ed.gov.

3.2.2 Complete an online application through the Student Account Access Site by the last date of the application acceptance period.

3.2.3 Submit the applicant's major and the name of the higher education institution with accreditation from an accrediting agency recognized by the U.S. Secretary of Education in which the applicant will be enrolled for the school year in which the scholarship is sought through the Student Account Access Site by the last date of the application acceptance period.

3.2.3.1 Applicants may update their enrollment information on the Student Account Access Site through the last date of the application acceptance period.

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- 3.2.3.2 A first time applicant must establish an account and provide the applicant's valid email address and permanent mailing address before being permitted to submit the information required in subsection 3.2.3 of this regulation.

25 DE Reg. 508 (11/01/21)

26 DE Reg. 851 (04/01/23)

4.0 Eligibility

- 4.1 Applicants must meet all of the following requirements to be eligible for the SciP:

4.1.1 Meet the definition of residency as defined in 14 **Del.C.** §3402(f); and

4.1.2 Be a Full-Time Student enrolled in:

4.1.2.1 An undergraduate degree program at a higher education institution that is located in Delaware and has accreditation from an accrediting agency recognized by the U.S. Secretary of Education; or

4.1.2.2 An undergraduate degree program at a higher education institution that is located outside of Delaware and has accreditation from an accrediting agency recognized by the U.S. Secretary of Education and that is not offered by a publicly assisted college or university in Delaware; or

4.1.2.3 A graduate degree program at a higher education institution that is located outside of Delaware and has accreditation from an accrediting agency recognized by the U.S. Secretary of Education and that is not offered by a publicly assisted college or university in Delaware.

25 DE Reg. 508 (11/01/21)

26 DE Reg. 851 (04/01/23)

5.0 Awards

5.1 DHEO determines the number and amount of scholarships to be awarded annually. The number and amount of awards each year will vary and is based on and subject to DHEO receiving funds appropriated for the SciP.

5.2 To determine an applicant's financial need for the purpose of SciP, DHEO will consider the applicant's EFC; the expense of attending the college or university in which the applicant is enrolled; and the applicant's eligibility for Pell grants and other federal, state, or private grant assistance. For the purpose of this regulation, EFC means the Expected Family Contribution, which is the number that is calculated using the financial information an applicant provides on the applicant's Free Application for Federal Student Aid (FAFSA) to determine the applicant's eligibility for federal student aid.

5.3 An award shall be used for, and not in excess of, tuition, mandatory fees, room, board, books, and other direct and indirect educational expenses.

5.4 An award shall not be renewable. Students must submit a new application each school year, maintain Satisfactory Academic Progress at their educational institution, and continue to meet the other eligibility requirements set forth in Section 4.0.

5.5 No student may receive more than 5 annual scholarships for either undergraduate or graduate study.

25 DE Reg. 508 (11/01/21)

26 DE Reg. 851 (04/01/23)

6.0 Award Payment

6.1 DHEO shall contact a recipient's college or university to verify the recipient's financial and enrollment status and to verify that the student is making Satisfactory Academic Progress each semester prior to the scholarship funds being disbursed.

6.2 All payments shall be disbursed directly to the eligible recipient's college or university only.

6.3 If a recipient withdraws from school or otherwise does not qualify for full payment at the end of the add/drop period for a semester, DHEO will apply the refund policies set forth in 14 **Del.C.** §3402(k).

20 DE Reg. 894 (05/01/17)

25 DE Reg. 508 (11/01/21)

26 DE Reg. 851 (04/01/23)