
TITLE 14 EDUCATION
DELAWARE ADMINISTRATIVE CODE

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

1203 Scholarship Incentive Program (ScIP)

1.0 Purpose

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

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, scholarship and loan programs.

"Direct Educational Expenses" means tuition, mandatory fees, room, board, books, and supplies.

"Expected Family Contribution" or **"EFC"** means a number that is calculated using the financial information an applicant provides on the applicant's Free Application for Federal Student Aid (FAFSA) to determine an applicant's eligibility for federal student aid.

"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.

"Graduate Student" means a full-time student enrolled in a post-baccalaureate program.

"Resident of the State" means an applicant who meets the definition of residency as defined in 14 Del.C. §3402(f).

"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)

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 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](https://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 regional accreditation from an accrediting agency recognized by the U.S. Secretary of Education in which the applicant will be

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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.

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)

4.0 Eligibility

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

4.1.1 Be a Resident of the State; 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 regional 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 regional 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 or professional education degree program at a higher education institution that is located outside of Delaware and has regional 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 and is in pursuit of a degree that is deemed in the best interest of the State.

4.1.3 Be making Satisfactory Academic Progress.

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

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.

5.1.1 If DHEO receives funds appropriated for the SciP, DHEO may allocate up to 80% of the total amount of funds received for awards for eligible Undergraduate Students and up to 20% of the total amount of funds received for awards for eligible Graduate Students provided that DHEO receives applications from both Undergraduate and Graduate Students in a given year.

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.

5.3 An award shall be used for, and not in excess of, Direct Educational Expenses.

5.4 An award shall not be renewable. Students must submit a new application each school year.

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

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

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 policy set forth in 14 Del.C. §3402(k).

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

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