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1999 Washington Promise Scholarship

An overview from the Higher Education Coordinating Board - May 1999

FYI

The 1999 Legislature and Governor Gary Locke created a new college scholarship program for low- and middle-income students who achieve an excellent academic record throughout their high school careers. For 1999, the scholarship is available to graduating high school students in the top 10% of their senior class who meet certain family income limits. The scholarship will be available this fall and may be renewed for one additional year. There is no guarantee that the scholarships will be available after June 30, 2001. Students should apply for and use these funds prior to June 30, 2001.

Who Is Eligible?

To be eligible you must meet these criteria:

1. Be designated by your high school as in the top 10% of the 1999 graduating senior class.
2. Have a family income that is equal to or less than 135% of the state's median. See the income chart below.
3. Attend an accredited public or private university, college or other accredited post-secondary institution in the state of Washington.

What Are the Income Cutoffs?

To qualify for the monetary award, your family income must be equal to or less than the income cutoffs on this chart. The number of family members means the number of people for whom your parent(s) or guardian(s) provide more than one-half of the support.

Family Size	Adjusted Gross Income	Family Size	Adjusted Gross Income
1	\$36,100	5	\$80,600
2	\$47,200	6	\$91,700
3	\$58,400	7	\$93,800
4	\$69,500	Add \$2,100 for each additional family member.	

How Much is the Award Worth? Can It Be Renewed?

The value of the award depends on how many eligible students qualify for the scholarship. The maximum award is \$1,585 per year. The exact value of this year's award will be determined around mid-September 1999. The scholarship may be renewed for one additional year, but does not extend beyond June 30, 2001.

How Do I Apply? When Will I know if I Qualify?

To apply simply complete the application on the back of this fact sheet and return it to the Higher Education Coordinating Board. We encourage you to return the application as soon as possible, but it must be received by the deadline of September 1, 1999. Students who qualify will be notified this fall. The first disbursements will be available during the fall term.

How will my family's income be verified?

The family income must be verified. Please enclose a photocopy of page 1 and page 2 of your parent(s) 1998 federal tax return form (1040/1040A/1040EZ) with the application. If no tax return has been filed, please call the Higher Education Coordinating Board to request an "income verification" form.

For more information:

Higher Education Coordinating Board, 360-753-7801
Governor's Executive Policy Office, 360-902-0577

Lana Walter

From: SFAADMIN-owner@u.washington.edu on behalf of John Klacik [JohnK@HECB.WA.GOV]
Sent: Monday, September 27, 1999 11:29 AM
To: WA State Financial Aid Std Employment
Subject: WA Promise - Online Lists of Eligible Students Available

September 27, 1999

To: All Student Aid and Scholarship Administrators
FROM: John Klacik
RE: The Washington Promise Scholarship Program

As you know the Washington Promise Scholarship program is beginning its first year of operation. The program will soon be ready to disburse funds to eligible students. Approximately 2,300 students will receive awards in 1999-2000. The scholarships will be worth \$1,125 for this academic year. Schools will be able to begin requesting funds as early as October 1.

Starting today, schools may access a list of eligible students posted to the password-protected section of the Board's website. As of today there are over 2,100 eligible students. We estimate that an additional 200 students will establish their eligibility within the next few weeks. The on-line list is updated in real time, as students are approved.

The web address is <<http://www.hecb.wa.gov/hecblogin/login.asp>> <<http://www.hecb.wa.gov/hecblogin/login.asp>>. This is the same site where the Board has begun placing its SNG Archive List and the SWS Employer list. Remember this address because there is no link to it from the HECB home page.

The site requires the user to register. If you have not already registered you must do so on your first visit. It will take a less than one business day before you are approved for access. If you have already registered, but do not find a link to the Promise Scholarship materials after logging-on, then you did not request, or were not granted permission to access that particular program. If this is the case please send me an email or call me at (360) 753-7851.

After you have logged-in click the link to the Promise Scholarship program. You will be offered the opportunity to "filter" the list by student, school, or date. This allows you to request just one student, or a list of students who indicated that they intended to enroll at your school, or in subsequent visits, to select only the new entries to the list. You may also request the complete list of all students by placing a "*" in the student SSN/Name field and selecting all institutions. This option, however, may take several minutes to complete, depending upon your computer and download speed.

Once you have the list of students you may "block and copy" it to a more convenient application such as WORD or EXCEL.

Remember that information on this list may be used only for the purpose of determining eligibility for the Promise scholarship program. It may not be used for research purposes. If you have any questions about the proper use of any HECB list made available on the website, please call us at 360-753-7850.

Instructions for claiming payments for eligible WA Promise students and for disbursing the awards will be forthcoming today or tomorrow. In the meantime, if you have other questions about the list, or you have trouble accessing the list, please call me at 360-753-7851.

BOB CRAVUS
Chair



MARC GASPARD
Executive Director

STATE OF WASHINGTON

HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way • PO Box 43430 • Olympia, Washington 98504-3430 • (360) 753-7800 • FAX (360) 753-7808 • TDD (360) 753-7809

FILE

October 1, 1999

TO: All Student Aid Directors

FROM: John Klacik, Associate Director *JK*

SUBJECT: WASHINGTON PROMISE SCHOLARSHIP PAYMENTS

The Board is ready to begin processing requests for payments on the fall 1999 Washington Promise Scholarship awards. Attached are four documents:

1. Revised Instructions for Schools Requesting Funds
2. Electronic Payment Request Record Layout and Format
3. Revised Certification Statement for Electronically Conveyed Payment Requests
4. Revised Paper Request Form

The "revised" papers signify a change to documents sent as email attachments on Thursday, September 30, 1999.

The list of eligible students can be found at <http://www.hecb.wa.gov/hecblogin/login.asp>. This site allows you to download a complete list of eligible students or a "filtered" list comprising only those students that listed your school as their top choice. If this is your first visit to the site you will have to register, receive access permission, and then re-enter.

If you have questions about requesting payments please contact us at 360-753-7850.

Thank you.

JK:cs
Attachments



Instructions for Schools Requesting Funds for Recipients of the Washington Promise Scholarship

The annual value of the 1999-2000 Washington Promise Scholarship award is \$1,125. The award will be paid in equal disbursements per term during the fall semester/quarter, winter quarter and spring semester/quarter. No payments will be made for summer attendance. The fall quarter school payment is \$375. The fall semester payment is \$563.

The school that the recipient is attending must initiate the payment requests. Any student on the list of eligible recipients who is enrolled at least half-time can receive the full award for the term. If a student is enrolled concurrently at two or more schools only the first request will be honored.

The list of eligible students may be found at the Higher Education Coordinating Board's website at:

<http://www.hccb.wa.gov/hecblogin/login.asp>.

This is a password-protected site. If you have not previously received authorization to access the site, you must register on your first visit.

The school's request for payment can be accepted via any one of three formats: paper (least preferred), ASCII file, or EXCEL spreadsheet. A copy of the paper request form and the electronic record layout is enclosed. Institutional payment requests should be sent to:

Dana Lemay
Washington Promise Scholarship Program
Higher Education Coordinating Board
P.O. Box 43430
Olympia, Washington 98504-3430

We prefer to receive the payment requests in an electronic format. The request may be put onto a diskette and mailed to the Board or it may be included as an attachment to an email message. Emailed payment requests should be sent to danal@hecb.wa.gov.

All electronic payment requests must include a signed "Certification Statement for Electronically Conveyed Payment Requests." This certification should be enclosed with any diskette. If the request was emailed to the Board, the certification should be immediately sent by U.S. Mail. The Board can not release funds until the certification is received.

The certification requires the school to verify that each student has been matched by the school against the list of eligible students provided by the Board and that the student is enrolled at least half-time. All schools must complete the certification.

If you have questions about the payment process, the eligible student list, or the Promise Scholarship program, please call the Board at 360-753-7850.

**WASHINGTON PROMISE SCHOLARSHIP
ELECTRONIC PAYMENT REQUEST RECORD LAYOUT AND FORMAT
Higher Education Coordinating Board
1999-2000**

THE FOLLOWING RECORD LAYOUT IS TO BE FOLLOWED WHEN SUBMITTING ELECTRONIC PAYMENT REQUESTS FOR RECIPIENTS OF THE WASHINGTON PROMISE SCHOLARSHIP PROGRAM.

- **GRANT AMOUNTS** have been pre-determined by the Higher Education Coordinating Board.
- When submitting requests, keep all "like" terms together. (Example: DO NOT "mix" fall with winter requests; winter with spring requests. Use separate files for each term.)
- You may use Excel or a DOS ASCII text format. Each record layout is as follows:
- Remember to mail a signed "Certification Statement for Electronically Conveyed Payment Requests" form with each electronic transmission of a payment request.

FIELD NAME	COLUMNS FOR EXCEL	COLUMNS FOR ASCII FILE	NOTES/COMMENTS
Institution Code	A	1 - 4	Numeric, four digits (Use SNG Codes unless otherwise directed)
Fiscal Year	B	5 - 8	Numeric, four digits Example: If fiscal year is 1999-2000, use 1999. If fiscal year is 2000-2001 use 2000
Term Code	C	9	Fall = 2; Winter = 3; Spring = 4 (Choose one)
Social Security Number	D	10 - 18	Numeric, nine digit
Student LAST Name	E	19 - 36	Alpha, for DOS: left justified, blank filled to right. 18 characters
Student FIRST Name	F	37 - 50	Alpha, for DOS: left justified, blank filled to right 14 characters. Do not use nicknames.
Student MIDDLE INITIAL	G	51	Alpha, maybe blank if not available One character

If you have questions concerning the record layout for requesting payments, please contact the Higher Education Coordinating Board at (360) 753-7850.

**Certification Statement for Electronically Conveyed Payment Requests
Washington Promise Scholarship Program**

Send the certification to:

Higher Education Coordinating Board
Washington Promise Scholarship Program
P.O. Box 43430
Olympia, WA 98504-3430

The Higher Education Coordinating Board must receive this certification before it can release funds based on an electronically transmitted payment request.

DATE: _____

FROM: _____
Name of Financial Aid Administrator or Designee (please print)

SCHOOL: _____ **Code:** _____

- Date the Payment Request Was Submitted _____
- Method of Submission _____ (choose one: email attachment, or Diskette, or FTP)
- Number of Students For Which Payment Was Requested _____

Certification:

These students are eligible for Washington Promise Scholarship funds according to the following criteria:

- A. Each student has been matched and verified as eligible against the list of eligible students provided by the Higher Education Coordinating Board.
- B. Each student is enrolled at least at a half-time rate.

I hereby certify that the above statement is a true and accurate report of the status of Washington Program Scholarship recipients for the term indicated on the diskette or in the attached email.

Financial Aid Administrator or Designee Signature

Date

WASHINGTON PROMISE SCHOLARSHIP
PAYMENT REQUEST FORM

Institution Name _____ Code _____ Fiscal Year 1999-2000
PLEASE TYPE OR PRINT LEGIBLY:

Term Code (Choose One)
Fall = 2
Winter = 3
Spring = 4
Institution Code _____ Fiscal Year (1999-2000=1999) _____ Social Security Number _____
Last Name _____ First Name _____ Middle Initial _____

1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17.	_____	_____	_____	_____	_____
18.	_____	_____	_____	_____	_____
19.	_____	_____	_____	_____	_____
20.	_____	_____	_____	_____	_____

IT IS ASSUMED THAT THE DATA IN THESE THREE COLUMNS IS CONSISTANT WITH DATA IN LINE #1

WASHINGTON PROMISE SCHOLARSHIP ELIGIBILITY REQUIREMENTS:

- A. Each student has been matched and verified as eligible against the list of eligible students provided by the Higher Education Coordinating Board.
- B. Each student is enrolled at least at a half-time rate.
- C. No student is pursuing a degree in theology.

I hereby certify that the above statement is a true and accurate report of the status of Washington Program Scholarship recipients for the term indicated above.

Financial Aid Administrator Signature _____ Date _____

HECB USE ONLY:	
Initials: _____	# Payments _____
Request Total \$ _____	

BOB CRAVES
Chair



MARC GASPARD
Executive Director

STATE OF WASHINGTON

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How the Promise Scholarship Will Be Disbursed

The Washington Promise Scholarship is worth \$1,125 for the 1999-2000 academic year. One payment will be made per term until completed. The fall term award at a school that enrolls on the quarter system will be \$375. The fall term award at a semester school will be \$563.

Payments will be made for the fall quarter/semester, the winter quarter, and the spring quarter/semester. There are no disbursements for summer sessions.

In order to receive a payment you must be enrolled for at least six credits (a half-time rate) at an eligible, accredited, institution within the State of Washington. Each participating school and college will have the list of students who are eligible to receive the award. Once the college has confirmed your enrollment, it will request payment of the scholarship from the Higher Education Coordinating Board in Olympia. Payments are made through the student accounts or business office of the college you attend. Schools may request payment of the fall scholarship beginning on October 1, 1999.

If you are attending a public university, community college, or public technical college the school will use the award to pay any remaining tuition or other educational expense you owe to the school. If nothing is owed to the school or if a balance remains after tuition and such is paid, the school will disburse the remainder directly to you.

If you attend a private four-year college or a private technical school, a warrant from the Higher Education Coordinating Board will be given directly to you by the school after a final check on enrollment. If you choose, you may use the warrant to pay for tuition or other educational expenses, but the school may not automatically deduct anything from the warrant. The warrant must be given to you or returned to the Board.

If you enroll in two schools during the same term you will be able to use the scholarship at only one institution. If you transfer to a different eligible college within Washington for the winter or spring terms the scholarship can be transferred to that school.

If you have questions about the Promise Scholarship or problems with disbursement, please call the Board, in Olympia, at either 1-888-535-0747 (this is a toll free call) or at (360) 753-7801.

Thank you.

EXHIBIT 8 DATE 5-1-00
WITNESS KLACIK
CINDY YOUNG 682-1427

