

DIVISION OF HIGHER EDUCATION RULES GOVERNING THE  
WASHINGTON CENTER SCHOLARSHIP  
Effective Date:

**1.00 Program Definitions**

1.01 “Approved Institution” means a public-supported or private non-profit postsecondary institution with its primary headquarters located in Arkansas that is eligible to receive Title IV Federal student aid funds and will grant academic credit for participation in The Washington Center Internship Program located in Washington, D.C.

1.02 Professional Judgment. Authority of ADHE professional staff that allows for the special consideration of applications when extraordinary circumstances occur beyond the applicant’s control that may prohibit the student from meeting the exact guidelines as stated.

1.02.1 The student must provide documentation, as required by ADHE, to demonstrate that circumstances were beyond the student’s control.

1.03 “The Washington Center” means The Washington Center the center for Internships and Academic Seminars which is an educational nonprofit organization that provides selected students’ opportunities to work and learn for academic credit.

**2.00 ~~RULE 1-~~ Organization and Structure**

2.01 I. ~~The Arkansas Department~~ Division of Higher Education (ADHE) shall administer The Washington Center Scholarship Program within the policies set by the ~~Arkansas~~ Higher Education Coordinating Board.

2.01.1 All formal communications shall be addressed to or signed by the ~~Director~~ Commissioner of the ~~Arkansas Department of Higher Education~~ board or ~~his/her~~ his or her designee.

2.02 H. ~~The Director~~ Commissioner of the division ~~Arkansas Department of Higher Education~~ has the final responsibility for selecting scholarship recipients pursuant to the provisions of Act 1046 of 2007 and subsequent legislation, and program rules and regulations.

2.03 III. ~~The Arkansas Department of Higher Education~~ division shall follow the provisions of the Administrative Procedures Act when functioning under Act 1046 of 2007 and subsequent legislation.

**3.00 ~~RULE 2~~– Scholarship Eligibility Criteria**

3.01 An applicant must meet the following requirements to be eligible to receive The Washington Center Scholarship:

3.01.1 ~~A~~. The applicant must be a citizen of the United States or a permanent resident alien.

3.01.1.1 If the recipient is not a U.S. citizen, but a permanent resident alien, the recipient must attach a copy of the permanent resident alien card to the application.

3.01.2 ~~B~~. The applicant must be an bona-fide Arkansas resident, as defined by the ~~Arkansas Department~~ Division of Higher Education, for at least six (6) months prior to the application deadline.

3.01.3 ~~C~~. The applicant must be enrolled in an approved Arkansas institution that will grant academic credit for participation in The Washington Center Internship Program located in Washington D.C.

3.01.4 ~~D~~. The applicant must meet The Washington Center (~~TWC~~) admission requirements and be selected by ~~TWC~~ the center to participate in their internship program.

3.01.5 ~~E~~. The applicant must be enrolled in a program of study, which leads to or is creditable towards a baccalaureate degree.

3.01.5.1 These programs include baccalaureate degree programs and associate degree programs.

**4.00 ~~RULE 3~~– Application Process**

4.01 ~~I~~. Application

4.01.1 Students must submit an application to The Washington Center for Internships and Academic Seminars and be accepted for participation in The Washington Center’s internship program.

4.01.1.1 The application and program information can be obtained from ~~The Washington Center~~ the center at:

4.01.1.1.1 [www.twc.edu](http://www.twc.edu) ~~or~~;

4.01.1.1.2 By calling (800) 486-8921 ~~;~~ or

4.01.1.1.3 Students can ~~also~~ contact the campus coordinator at the institution ~~he/she~~ he or she attends.

4.02 ~~II~~ Submission of Application and Application Deadline

4.02.1 Students must submit an application to ~~The Washington Center (TWC)~~ the center by the established deadline dates.

4.02.1.1 The student is responsible for submitting the application and all supporting documentation to ~~TWC~~ the center in a timely manner.

4.02.1.2 ~~TWC~~ The center will provide a list of all eligible applicants to the ~~Arkansas Department~~ Division of Higher Education.

4.03 ~~III~~ Amount of Scholarship

4.03.1 The amount of the scholarship for each recipient will be up to \$6,000 for one-time participation in ~~The Washington Center~~ the center's internship program.

4.03.1.1 This includes participating during summer terms, semesters, quarters, or their equivalent, at the postsecondary institution in which the student is enrolled.

4.04 ~~IV~~ Award Notification and Prioritization of Awards

4.04.1 ~~The Washington Center~~ center will select the students that are eligible to participate in the internship program for each applicable academic period.

4.04.1.1 Of those selected students, ~~ADHE~~ the division will determine the number of students to be awarded the scholarship based on the amount of funds available.

4.04.1.2 In the event there are more eligible applicants than funds available, awards will be determined on a first-come, first-serve basis.

4.04.1.3 Those not awarded will be given priority for participation in a subsequent term.

4.04.2 ~~The Arkansas Department of Higher Education~~ division shall notify each eligible applicant of ~~his/her~~ his or her award.

4.04.2.1 The award notice includes:

4.04.2.1.1 The student's name;

4.04.2.1.2 Address;

4.04.2.1.3 Last four (4) digits of the Social security number; and

4.04.2.1.4 The scholarship amount the student is eligible to receive.

4.04.2.2 The award notice also explains the ~~Arkansas Department of Higher Education's~~ division's disbursement procedures and conditions.

4.04.3 The division shall have the authority to exercise professional judgment in the determination of awards when special circumstances exist.

4.04.3.1 The division may give special consideration of applications when extraordinary circumstances occur beyond the applicant's control that may prohibit the student from meeting the exact guidelines as stated.

4.04.3.2 For such special consideration, the student must provide documentation, as required by the division, to demonstrate that circumstances were beyond the student's control.

## **5.00 ~~RULE 4-~~ Scholarship Payment Policies**

### 5.01 ~~A.~~ Limits of Payment

5.01.1 The ~~Arkansas Department~~ Division of Higher Education shall disburse scholarship funds to The Washington Center (~~TWC~~) located in Washington, D.C.

5.01.2 Scholarship funds will be disbursed upon receipt of an invoice from ~~TWC~~ the center.

5.01.2.1 Invoices from ~~TWC the center~~ will be accepted by ~~ADHE~~ the division no later than ten (10) days after the beginning of each term.

5.01.2.2 The ~~Arkansas Department of Higher Education~~ division shall send funds to ~~TWC~~ the center via electronic funds transfer or state warrant.

5.02 ~~B.~~ Refunds

5.02.1 The Washington Scholarship Program may be entitled to a refund of the scholarship amount if the recipient of the scholarship:

5.02.1.1 Withdraws;

5.02.1.2 Drops out;

5.02.1.3 Is expelled; or

5.02.1.4 Does not meet the terms of the internship program outlined by ~~The Washington Center (TWC)~~ the center during the payment period.

5.02.1.4.1 If this situation occurs, the student will owe funds to ~~TWC~~ the center, who in turn shall return the refund to ~~the Arkansas Department of Higher Education~~ division.

5.03 ~~C.~~ Overpayment

5.03.1 ~~The Arkansas Department of Higher Education~~ division will report the amount of the scholarship each student receives to the Arkansas institution where the student is enrolled.

5.03.2 If the award of a Washington Scholarship results in an overpayment to the student according to the state law governing the stacking of scholarships, the institution shall follow ~~the ADHE~~ division policy in reducing the student's financial package to prevent the student from receiving funds above the federally recognized cost of attendance.

**6.00 ~~RULE 5~~—Scholarship Recipient's Responsibilities**

6.01 It is the recipient's responsibility to notify the Division ~~Arkansas Department of Higher Education~~ of any change in status within 21 days.

6.02 Changes in status will include, but not limited to, the following:

6.02.1 Change in name;

6.02.2 Change in permanent address; or

6.02.3 Change in institution.

6.03 Failure to notify the ~~Arkansas Department of Higher Education~~ division of a change of status may affect future eligibility.

## **RULE 6 – Program Definitions**

### ~~Approved Institution~~

~~A public supported or private non-profit postsecondary institution with its primary headquarters located in Arkansas that is eligible to receive Title IV Federal student aid funds and will grant academic credit for participation in The Washington Center Internship Program located in Washington, D.C.~~

~~Professional Judgment Authority of ADHE professional staff that allows for the special consideration of applications when extraordinary circumstances occur beyond the applicant's control that may prohibit the student from meeting the exact guidelines as stated. The student must provide documentation, as required by ADHE, to demonstrate that circumstances were beyond the student's control.~~

### ~~The Washington Center~~

~~The Washington Center for Internships and Academic Seminars is an educational nonprofit organization that provides selected students' opportunities to work and learn for academic credit. The Washington Center is located at 1333 16th Street, NW, Washington, D.C. 20036.~~

1 State of Arkansas  
2 94th General Assembly  
3 Regular Session, 2023  
4

As Engrossed: H2/14/23

# A Bill

HOUSE BILL 1412

5 By: Representative J. Mayberry  
6 By: Senator J. English  
7

## For An Act To Be Entitled

9 AN ACT CONCERNING RULES PROMULGATED BY THE DIVISION  
10 OF HIGHER EDUCATION; TO REQUIRE THE DIVISION OF  
11 HIGHER EDUCATION TO PROMULGATE CERTAIN RULES  
12 CONCERNING THE ADMINISTRATION OF SCHOLARSHIPS FUNDED  
13 WITH STATE FUNDS AND LOTTERY PROCEEDS; TO DECLARE AN  
14 EMERGENCY; AND FOR OTHER PURPOSES.

## Subtitle

18 TO REQUIRE THE DIVISION OF HIGHER  
19 EDUCATION TO PROMULGATE CERTAIN RULES  
20 CONCERNING THE ADMINISTRATION OF  
21 SCHOLARSHIPS FUNDED WITH STATE FUNDS AND  
22 LOTTERY PROCEEDS; AND TO DECLARE AN  
23 EMERGENCY.  
24  
25

26 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:  
27

28 SECTION 1. Arkansas Code Title 6, Chapter 80, Subchapter 1, is amended  
29 to add an additional section to read as follows:

30 6-80-109. Division of Higher Education – Rules.

31 (a) The Division of Higher Education shall promulgate or update  
32 existing division rules to allow a student who is a recipient of a  
33 scholarship to utilize scholarship funds to enroll in and attend courses  
34 offered during a summer term at the postsecondary institution in which the  
35 student is enrolled.

36 (b) Rules promulgated under this section shall include without



1 limitation requirements concerning:

2 (1) Student eligibility; and

3 (2) The disbursement and administration of scholarship funds  
4 utilized by a student to enroll in and attend courses offered during a summer  
5 term.

6 (c) As used in this section, "scholarship" shall include a scholarship  
7 program that is:

8 (1) Funded with state funds or lottery proceeds; and

9 (2) Administered by the division.

10  
11 SECTION 2. Arkansas Code § 6-85-204(14), concerning the definition of  
12 "semester" under the Arkansas Academic Challenge Scholarship Program, is  
13 amended to read as follows:

14 (14)(A) "Semester" means one-half ( $\frac{1}{2}$ ) of a traditional academic  
15 year at an institution of higher education, or an equivalent approved by the  
16 division, in which a student enrolls for not less than:

17 ~~(A)(i)~~ Fifteen (15) credit hours as a full-time student,  
18 except that in the first semester as a first-time full-time freshman, a  
19 traditional student shall enroll in not less than twelve (12) credit hours;  
20 or

21 ~~(B)(ii)~~ Six (6) credit hours as a part-time student.

22 (B) For purposes of summer courses at an institution of  
23 higher education, a "semester" shall mean the same as is defined by the  
24 division, as required by § 6-80-109;

25  
26 SECTION 3. EMERGENCY CLAUSE. It is found and determined by the  
27 General Assembly of the State of Arkansas that the Division of Higher  
28 Education must make certain arrangements to facilitate the use of Arkansas  
29 Academic Challenge Scholarship funds for upcoming summer courses; and that  
30 many of these arrangements must occur in time for the 2023-2024 school year.  
31 Therefore, an emergency is declared to exist, and this act being necessary  
32 for the preservation of the public peace, health, and safety shall become  
33 effective on July 1, 2023.

34  
35 /s/J. Mayberry

36 **APPROVED: 3/30/23**