Rehabilitation Counseling Program

Handbook for Rehabilitation Services Administration (RSA) Scholarships

Rehabilitation Long-Term Training Rehabilitation Counseling

Georgia State University
College of Education
Department of Counseling and Psychological Services
Rehabilitation Counseling Program

Dr. Dennis David Gilbride, Coordinator
30 Pryor Street, Suite 950
Atlanta, Georgia 30303
Phone: (404) 413-8010
Fax: (404) 413-8013
Email: dgilbride@gsu.edu
Administration of the RSA Scholars Program at Georgia State University

It takes many talented and qualified individuals to run an extensive grant project. The RSA Scholars Program employs a specialized group of professionals to ensure the success of the program.

Rehabilitation Services Administration Program Management

Dr. Brian Dew, Counseling and Psychological Services, Chair, is responsible for monitoring the scholarship process and manages all Counseling and Psychological Services staff.

Dr. Dennis D. Gilbride, RSA Scholar Program Director, coordinates selection of scholars from the pool of applicants and oversees all aspects of the program. Dr. Gilbride's specializations include transition to work for people with disabilities, and career development of people with disabilities.

Dr. Franco Dispenza, Assistant Professor, provides educational and research opportunities related to rehabilitative counseling to RSA Scholars.

RSA Scholar Program Staff Support

Katie Lowry, Counseling and Psychological Services Business Manager, provides budget oversight and management.

Cynthia Atkins Woods, Fiscal Grants Specialist, provides grant management of CPS department grants.
General Overview of the RSA Scholars Program at Georgia State University - College of Education

The Department of Counseling and Psychological Services (CPS), part of the College of Education, Georgia State University, offers graduate degree programs designed to prepare counselors, counseling psychologists and school psychologists for a variety of settings. These various work settings include vocational and technical, universities, governmental agencies, businesses and industries, religious settings, labor departments, community agencies and mental health facilities. A student’s skills are developed from multidisciplinary coursework, both within and outside of the department, and from extensive supervised practica, and internships throughout the metro-Atlanta area.

The Rehabilitation Counseling program prepares professional counselors to work in a variety of settings: general agencies of the federal/state rehabilitation program, Veterans Administration programs, evaluation/training centers, and rehabilitation and psychiatric hospitals. Rehabilitation counselors also may be employed by correctional agencies, drug treatment programs, workers' compensation, insurance companies, and private business and industry. The graduate rehabilitation counselor is prepared to understand effects of injury, disease, and other disabilities on body structures and functions, behavior and personality; to bring to bear skills in assessing rehabilitation potential; to utilize information and techniques from vocational and community sources in the rehabilitation process; and to apply a basic understanding and knowledge of federal and state rehabilitation legislation. The CPS department is pleased for the opportunity to work collaboratively with the U. S. Rehabilitation Services Administration (RSA) in the Department of Education, so that this scholarship is made available to our Master’s in Rehabilitation Counseling students.

The RSA training program provides financial support to students seeking a Master’s degree in Rehabilitation Counseling from Georgia State University - College of Education.

The RSA scholarship covers the following at GSU:

1. Tuition (in-state graduate tuition rate for up to 60 credit hours as prescribed by the master’s rehabilitation counseling program of study in the current graduate student catalog).
2. Georgia State University enrollment fees for 5 semesters (full time students should complete the program in no more than 5 semesters), as billed on the tuition statement.
3. And when available, stipend for books, and financial support for travel to relevant professional conferences, and a monthly cash stipend.
THE REHABILITATION SCHOLARS PROGRAM

The purpose of the RSA Scholars program is to increase the supply of qualified vocational rehabilitation counselors to serve the rehabilitation needs of individuals with disabilities assisted through:

- Vocational rehabilitation (VR); and
- Community Rehabilitation Programs that have a service relationship with VR.

The Comprehensive System of Personnel Development (CSPD) provisions of the Rehabilitation Act Amendments of 1998 require State Vocational Rehabilitation agencies to establish and maintain standards to ensure staff are appropriately and adequately prepared to serve customers. For rehabilitation counselors, this standard equates to a master’s degree in rehabilitation counseling and certification, or eligibility to sit for the Certified Rehabilitation Counselor (CRC) examination.

The Rehabilitation Counseling master’s program at Georgia State University has earned a reputation of rigor and excellence in counselor education, and boasts a pass rate of 95% for students who sit for the CRC examination. Students are prepared to work with individuals on educational, vocational, social, emotional or medically-related barriers to employment and inclusion. In addition, the master’s program helps students develop a strong value for disability rights advocacy, in order to support individuals as they address the environmental and attitudinal barriers to full access, choice, and independence.

Georgia State University works closely with the Georgia Department of Labor (GADOL), Vocational Rehabilitation Program to recruit, train, and employ RSA Scholars throughout the State of Georgia. There is a growing need for professionals in the public rehabilitation program, and the GADOL offers competitive salaries and benefits that emphasize long-term career development. The Vocational Rehabilitation Program assists over 35,000 people with disabilities to obtain and retain employment annually. During the 84-year history of the public rehabilitation program, more than 14 million individuals with disabilities have acquired gainful employment across the nation.

Eligibility

A candidate for an RSA scholarship must, at minimum:

1. Be a U.S. citizen or permanent resident – residency is further defined in this handbook.
2. Express serious interest and intent to pursue a career in clinical practice, administration, supervision, teaching or research in the vocational rehabilitation of persons with disabilities, especially persons with severe disabilities
3. Provide continuous written assurance and proof of employment in a state rehabilitation agency, or a related agency that provides services to individuals with severe disabilities under an agreement with a state agency, or other
public agency as defined by RSA. With full-time employment this will be for a period of not less than two years for each full-time academic year the scholarship is received.

4. Please refer to the entire handbook for all eligibility requirements.

**Georgia State University Requirements:**

1. Scholarship candidates must be fully admitted to graduate status in the MS Rehabilitation Counseling program prior to acceptance to the RSA Scholarship program.
2. Submit the APPLICATION FOR RSA SCHOLARSHIP for each year of funding.
3. Submit a Goal Statement and maintain at least a 3.0 GPA each semester.
4. Attend the RSA Scholars orientation.
5. Please refer to the entire handbook for all Georgia State University eligibility requirements.

Once the candidate is awarded a RSA scholarship, and based on the availability of federal funds, the scholarship will continue to be awarded each successive semester of that academic year provided that the student maintains satisfactory progress in the Master’s degree program.

If a scholarship recipient drops a course that has been paid with scholarship funds after the tuition refund date, the student will be required to pay for the dropped credits.
**Typical RSA Scholarship Timeline**

Student applies to Master’s Clinical Rehabilitation Counseling Program at GSU.

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Student receives letter of acceptance into Master’s Rehabilitation Counseling Program.

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Student applies to RSA Scholar Program (after reading conditions of eligibility in this handbook).

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Student is notified of scholarship decision.  
*If student is denied scholarship, student is encouraged to apply the following academic year.*

If student is named an RSA Scholar—student is awarded scholarship and will attend the RSA Scholar Orientation and complete necessary paperwork, including Payback Agreement Form.

↓

Scholar will strictly follow Master’s Rehabilitation Counseling program, taking only courses on the program of study.

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Scholar will graduate with MS Rehabilitation Counseling degree and sign “Exit Certificate Letter”.

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Scholar will secure paid employment at a qualifying RSA Scholar “payback” site.

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Scholar will notify assigned GSU payback staff person of employment site, and submit required site paperwork.

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Scholar will continue working at qualifying site, and regularly check-in with assigned GSU payback staff person. “Regular check-in” will be defined by your GSU payback staff person immediately upon graduation.

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Scholar will complete required RSA Scholar “payback” employment time, notify GSU payback staff person, and finally receive official documentation that their payback is complete and has ended.

Scholar should not terminate employment until official confirmation letter has been received.
Certification of Eligibility for Federal Assistance in Certain Programs
(To be completed by all RSA Scholarship Applicants)

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education (ED) as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that ED imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that:
   A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:
      1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
      2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of ED that is subject to 34 CFR 75.60, 75.61, and 75.62, including:
         • Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
         • Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070(b), et seq.);
         • State Student Incentive Grant Program (SSIG) 20 U.S.C. 1070c, et seq.);
         • Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);
         • Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
         • Federal Stafford Loan Program, Federal Supplemental Loans for Students (SLS), Federal PLUS, or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
         • William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et seq.);
         • Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
         • Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
         • Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134i);
         • Patricia Roberts Harris Fellowship Program (20 U.S.C. 1134d-1134g);
         • Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i);
         • Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
         • Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
         • Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
         • Law Enforcement Education Program (42 U.S.C. 3775);
         • Indian Fellowship Program (29 U.S.C. 774(b));
         • Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.);
   B. I have made arrangements satisfactory to ED to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to ED for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

Signature / Date

Typed or Printed Name

Name or number of ED program under which this certification is being made: Rehabilitation Long-Term Training Rehabilitation Counseling (CFDA 84.129B)
Effectively Managing your Payback Service Obligation
Guide for RSA Scholars

What do I need to know before I become an RSA Scholar in the Long-Term Training Grant Program (MS in Rehabilitation Counseling)?

1. Prior to signing the Payback Agreement Form, individuals interested in receiving an RSA scholarship should read this handbook and fully understand the terms and conditions of the Payback Service Obligation and what is meant by “a qualifying employment setting.” In addition, the individual should carefully review the Payback Regulations [see 34 CFR (Code of Federal Regulations) Part 386].

2. RSA scholars should always be aware of the following:
   1) scholarship amount received in totality;
   2) service obligation owed (two years full-time for every year of funding);
   3) timeframe when service obligation must begin (no later than two years after exiting from the program, i.e., sometime within the two-year grace period); and
   4) timeframe when the service obligation must be completed.

3. RSA scholars must strictly follow the MS Rehabilitation Counseling program of study. No additional course can be taken while receiving the RSA scholarship.

What are some common mistakes to AVOID

- Registering for courses outside of the MS Rehabilitation Counseling program of study.
- Register for courses within the first 10 days of registration. To ensure that you are able to complete your program of study within the allotted time period AND ensure your RSA scholar payment is applied to your student account, RSA scholars are required to register within the first 10 days of registration.
- Checking your student account 7 days before tuition and fees are due. RSA scholars are responsible for checking their GSU student account balance at least 7 days before tuition and fees are due to make sure RSA payment has been applied and their balance is zero.
- Failure to communicate with Georgia State University on a regular basis as a current scholar, and at a minimum, during each registration period upon completion of the degree.
- Failure to alert to the Georgia State University RSA Scholar Administrator in a timely manner to any issues or concerns regarding your ability to successfully complete the program.
- Dropping out of the program without providing any notice to the Georgia State University RSA Scholar Administrator.
- Failure to review and plan for options/plans for pursuing qualifying employment and failure to provide Georgia State University RSA Scholar Administrator with documentation.
to justify qualifying employment. **RSA scholars should never assume that employment meets the qualifications established in the Payback Regulations without first discussing the employment opportunity with the Georgia State University RSA Scholar Administrator EVEN IF the site is listed as a previously approved site.**

- Failure to provide the Georgia State University RSA Scholar Administrator with required documentation such as annual verification of qualifying employment or a transcript to verify full-time course of study if in a deferral status.

- Failure to update the Georgia State University RSA Scholar Administrator on changes to contact information such as current address, email address, telephone number, etc.

- Failure to maintain documentation from the Georgia State University RSA Scholar Administrator such as:
  1) signed Payback Agreement,
  2) signed Exit Form, and
  3) documentation submitted to the Georgia State University RSA Scholar Administrator at his or her request.

**What do I receive if I am awarded the scholarship?**

- The RSA Scholar program pays for MS Rehabilitation Counseling program tuition and fees. The RSA scholarship is granted for up to the 60 credit-hours required by the MS Rehabilitation Counseling program of study. RSA will not cover tuition and/or fees for credit hours in excess of these, even if the inclusion of these credit hours does not increase tuition/fees for that semester. Relevant study refers to courses listed in the graduate catalog required for completion of the MS Rehabilitation Counseling program.

- Any support a scholar receives (whether tuition, fees, stipend, reimbursement or any combination of these) from the RSA Scholar’s Program is considered support for the number of credit hours for which the scholar registered in a particular semester. Any contribution toward any area of academic expenses rather than the actual amount of the contribution is considered support toward the scholarship.

- The scholarship will not cover fees incurred due to late registration, but will still cover normal tuition charges.

- Graduate Research Assistants (GRA/GTA/Student employment positions that come with a tuition waiver: RSA scholars who have been granted a graduate research assistantship must notify the scholarship administrators. Additionally, RSA scholars with an assistantship will **not receive a refund or credit for the amount covered by the assistantship.** The scholarship, inclusive of tuition and fees, is granted to cover up to 60 hours of the program of study. Tuition is waived for students receiving assistantships; in which case the scholarship would be disbursed for fee payments only. That is, RSA will pay mandatory student fees not covered by the assistantship. Fee payment is inclusive of mandatory GRA health fees if the student is not already covered by other health insurance. Students who have received an assistantship will not be exempt from the payback requirements. The requirements will be maintained to the extent that RSA has covered any portion of expenses throughout the course of a student’s program.
• Program Equity: The amount of funds a student receives may be impacted by other financial support that student receives such as graduate research assistantships or other scholarships. Differences in support to students might also be affected by the difference between in and out-of-state tuition rates. Still, the payback rate will be calculated just the same for all students.

What do I need to understand about obtaining qualifying employment to meet my service obligation?

RSA scholars should review the Payback Regulations in 34 CFR Part 386. As of June 1, 1992, the student must satisfy the following employment obligation:

• The student must work in a State vocational rehabilitation agency, a non-profit rehabilitation (VR) agency, or a related agency, including a professional practice group through which the individual has a service agreement with the State VR agency.

• State-Federal programs of VR, supported employment, and independent living are the programs intended to benefit from the payback provision.

• The employer of the scholar should be able to provide information regarding whether the program, agency, or facility provides services to clients of the State VR agency, or whether it has a cooperative working agreement regarding the referral or provision of services to VR clients.

• The employer will have to confirm your employment and job duties on a regular basis throughout your payback period.

• The employment obligation may also be met by obtaining and maintaining employment in the field in which the scholar was trained in a non-profit or related agency providing services under an agreement with the State VR agency.

• Based on 34 CFR 386.4 (b), a for-profit organization may qualify as a professional corporation or professional practice group provided it meets the acceptable definition in the Federal regulations (i.e., provides services to State VR agency clients).

Under what circumstances am I responsible for repayment of my scholarship?

There are instances in which scholar repayment must be submitted:

1) Scholar drops out, is dismissed or removed from the program, or voluntarily leaves the program:
   • Two-Year grace period does not apply.
   • Scholar may obtain qualifying employment and must supply documentation to support employment OR provide repayment of the scholarship.
   • To clarify, it is considered a voluntary leave from the program by the scholar if he/she does not provide sufficient employment documentation and updates as required by Georgia State University.
2) Two-year grace period has passed:
   • If a scholar has not obtained qualifying employment within the two-year grace period, he or she must be submitted for repayment.
   • Failure to obtain qualifying employment does not qualify the scholar for an extension of the grace period or a deferral request.

3) Scholar indicates that his/her career path will no longer be in the Rehabilitation Counseling field.

What can I expect to receive if I decide not to secure approved “payback” employment, and therefore, must repay my scholarship in dollars?

   • Scholars can expect to receive an official Repayment Letter from the Rehabilitation Services Administration.

   • The Repayment Letter establishes the amount owed by the scholar and provides the rationale for why the scholar was submitted for repayment. RSA also cites 34 CFR Part 386 where necessary to remind the scholar of his or her Payback obligation.

   • The Repayment Letter provides detailed instructions for setting up repayment.

   • The RSA Scholar receives the original signed hard copy Repayment Letter and supporting documentation (i.e., signed Payback Agreement Form, Exit Form, and any other relevant documentation) via U.S. Postal mail and/or email.

   • The Georgia State University RSA Scholar Administrator receives a copy of the Repayment Letter and all supporting documentation via email OR U.S. Postal mail.

   • The RSA Project Officer, the Office of the Chief Financial Officer (OCFO), and the Payback Coordinator all receive copies of the Repayment Letter and all supporting documentation.

What is the established process for scholar repayment in dollars?

   • The RSA Scholar has 30 days from the date stamped on the letter to respond to the Office of the Chief Financial Officer (OCFO).

   • If the scholar does not respond to the initial Repayment Letter within the 30-day timeframe, the OCFO will send the scholar 3 more invoices and 1 Due Process notice.

   • If the scholar fails to respond, the OCFO transfers the debt to the U.S. Treasury (Treasury) for further collection action.
What if I fail to respond to the Office of the Chief Financial Officer?

- Once the debt is officially transferred to the Treasury, the following actions will be taken:
  - The debt will be placed in the Treasury's Tax Offset Program. As a result, any income tax return due to the scholar will be offset and applied to the debt.
  - The Treasury will assess additional fees and penalties up to 28%.
  - Debts will be reported to the Credit Bureaus.
  - If the debtor is employed, the Treasury may initiate wage garnishment in order to repay the debt.

What other processes and procedures should I be aware of?

**Deferral Requests**

Deferrals must be formally requested and are approved by RSA. Please note that there are no guarantees of approval.

Step 1: The Georgia State University RSA Scholar Administrator reviews 34 CFR 386.41 (b) with the scholar to confirm that the scholar’s request for a deferral might qualify as an acceptable circumstance. In addition, the Georgia State University RSA Scholar Administrator and the scholar will also discuss the scholar’s intent to obtain qualifying employment after the period of deferment.

Step 2: If the request is an acceptable circumstance, the Georgia State University RSA Scholar Administrator will email the deferral request to the RSA Project Officer and include the following:

- Completed Deferral Request Form.
- Copy of the signed Payback Agreement Form.
- Supporting documentation, as necessary. For example, if a scholar is requesting a deferral to pursue additional education, a copy of the scholar’s transcript, to verify full-time course of study is required for the request and on an annual basis until the additional education is complete.
- Other documentation, as applicable, depending on the circumstances.

If the deferral request is approved, there is only one two-year grace period.

**Exceptions**

Exception requests are reviewed and approved by the RSA Commissioner. Note: Do not send exception requests directly to the RSA Commissioner. These requests are submitted to RSA from your Project Director.

Step 1: The Georgia State University RSA Scholar Administrator determines the scholar’s request for an exception pursuant to 34 CFR 386.41 (a).

Step 2: The Georgia State University RSA Scholar Administrator communicates directly with the scholar to ensure that the scholar is aware of the exception review and approval process and that the scholar provides the Georgia State University RSA Scholar Administrator with the following required documentation:
• Letter from physician documenting the severe disability that is expected to continue indefinitely and prohibits the scholar from obtaining or retaining employment.

Step 3: The Georgia State University RSA Scholar Administrator will submit to the RSA Project Officer the following:
  • Signed Payback Agreement Form;
  • Signed Exit Form, if applicable;
  • Physician documentation; and
  • Letter from the scholar (optional) providing rationale for exception request.

Note: There are no guarantees with regard to the approval of exception requests.
FREQUENTLY ASKED QUESTIONS BY RSA SCHOLARSHIP RECIPIENTS

1. When in the scholarship award process must the scholar sign the payback agreement?
An institution receiving a Long-term Training Grant from the Rehabilitation Services Administration (RSA), U.S. Department of Education, must ensure that any student receiving scholarship assistance from the grant signs and dates a "payback" agreement prior to the initial disbursement of any scholarship funds on his/her behalf, including the payment or crediting of tuition. The institution must fully disclose to the RSA scholar the terms and conditions of the payback requirement in the application for an RSA scholarship. The written agreement must contain the terms and conditions required by the regulations. [34 CFR 386.34]

2. What financial aid is included in the payback requirement?
The requirement applies to all RSA financial assistance to a scholar in an area of long-term rehabilitation training and includes payments for tuition, stipends, books, fees, and travel. [34 CFR 386.4]. Stipends and funding for books and travel will be awarded as monies are available.

3. How is an academic year defined for purposes of the payback requirement?
An academic year means a full-time course of study: (1) taken for a period totaling at least 9 months; or (2) taken for the equivalent of at least 2 semesters, 2 trimesters, or 3 quarters. The employment obligation of a part-time scholar is based on the accumulated academic years of training for which scholarship aid is received. If a scholar attends school from September to June, his/her payback obligation is two full years. Work 1CFR is a citation for CODE OF FEDERAL REGULATIONS. General and permanent rules published in the FEDERAL REGISTER are codified in the CFR. The CFR is kept up to date by the individual issues of the FEDERAL REGISTER. Title 34 is presently composed of volumes addressing education, including rehabilitation. Regulations are cited by volume title, part, and section number. Requirements for portions of an academic year are prorated. [34 CFR 386.4; 34 CFR 386.34]

4. When a scholar receives partial funding, what are the payback requirements?
The amount of financial assistance disbursed, whether partial or full, does not affect the obligation of the scholar to meet an employment commitment. The employment obligation for a part-time scholar will be based upon the "accumulated academic years" of training for which the scholar received assistance. [34 CFR 386.84]

5. What is the relationship between the amount of time that a student receives a scholarship and the length of time that he/she must maintain employment to meet payback requirements? Also, how much time does the student have to meet the payback requirements?
As of June 1, 1992, the student must satisfy the following employment obligation:
(a) The student must work in a State vocational agency, a non-profit rehabilitation agency, or a related agency, including a professional practice group through which the individual has a service arrangement with the State vocational rehabilitation agency;
(b) The length of the employment obligation is the full-time equivalent of 2 years for each year of scholarship assistance provided;
(c) The period of time that the student has in order to satisfy the employment obligation begins immediately upon the completion of the training and lasts for the duration of the employment obligation plus a grace period of two more years;
(d) The student may work on a part-time basis as long as the employment obligation is satisfied during the period of time allowed.

6. If a scholar is dismissed or drops out of a program for academic or non-academic reasons, to what degree will he/she be liable for payback?
The scholar is liable for repayment of the costs received if he/she is dismissed or voluntarily leaves the program for academic or non-academic reasons. If he/she seeks to meet the obligation through employment, the employment must be in a position as defined in the regulations. Circumstances for deferrals and exceptions are described in the regulations. [34 CFR 386.41]

7. Must scholars work on a full-time basis in a qualifying agency?
No. A scholar may work on a full- or part-time basis for the State rehabilitation agency or a related agency, facility, or qualifying organization. If a scholar works part-time, he/she still has an obligation to work the fulltime equivalent of two years for each year for which assistance was provided within a period of not more than the sum of the number of years owed and two additional years. [34 CFR 386.34]

8. What is meant by a "related agency"?
The State-Federal programs of vocational rehabilitation, supported employment, and independent living are the programs intended to benefit from the payback provision. Congress recognized, however, that State rehabilitation agencies often accomplish their mission through agreements with other programs. Thus, the employment obligation may be met by obtaining and maintaining employment in the field in which the scholar was trained, in a nonprofit or related agency providing services under an agreement with a State rehabilitation agency.

When seeking employment an RSA scholar should first check with his/her appropriate training institution to obtain a listing of employment sites that meet the statutory and regulatory definition of "acceptable employment." Second, the student should determine if the potential employer meets the definition of acceptable employment (public or non-profit, or related agency, facility, or service provider). The employer should also be able to provide information regarding whether the program, agency or facility provides services to clients of the State vocational rehabilitation (VR) agency, or whether it has a cooperative working agreement regarding the referral or provision of services to VR clients. If additional information is needed, an RSA scholar may wish to contact the State VR agency.
to obtain additional information. In instances where these questions cannot be clarified, scholars may wish to contact the appropriate RSA regional office.

Note: The grantee (training institution) is required to document that the State rehabilitation agency has an agreement with the RSA scholar's employer in the area of specialty. An agreement may be an arrangement by a related agency to accept referrals and provide services to rehabilitation clients, or a purchase of service or contractual arrangement with a service provider. [34 CFR 386.4; 34 CFR 386.34]

9. Does volunteer work count towards the payback requirement?
No. Volunteer work does not count towards the payback work requirement.

10. Does the payback requirement apply to residency programs in Physical Medicine and Rehabilitation (PM&R)?
Yes. Residency programs receiving grants under the Rehabilitation Long-term Training program in the field of PM&R must adhere to the final Rehabilitation Long-term Training regulations published in the FEDERAL REGISTER on June 16, 1992. (RSA-PPD-88-8, May 5, 1988)

11. Must scholars serve State rehabilitation clients exclusively in full- or part-time employment in a qualifying agency?
If a scholar works for a related agency, he/she is not required to serve only rehabilitation clients of the State-Federal programs of vocational rehabilitation, supported employment, or independent living in his/her job. Rather, the requirement can be met if he/she is employed on a full- or part-time basis by the qualifying organization, and the work is on a continuing basis.

2RSA-PPD-88-8 is a citation for RSA Program Policy Directive number 8 in FY 1988. The Program Policy Directive provides additional information on the application of the payback provision to residency programs. Contact the residency training advisor or the appropriate RSA regional office (see attached listing) for further information on this PPD or ways that an RSA scholar may satisfy the payback provision when he/she is a practicing rehabilitation physician. For example, if a rehabilitation physician works for a qualifying organization whose clientele includes individuals receiving services through programs funded under the Rehabilitation Act, the work would meet payback requirements. [34 CFR 386.4; 34 CFR 386.34]

12. If a scholar engages in employment for a State agency or related rehabilitation agency while in training, will that count toward payback?
Rehabilitation employment while in training for which the scholarship was awarded does not meet the work requirement. Regulations state that the scholar will maintain employment in a qualifying agency "beginning after the recipient completes the training for which the scholarship was awarded." (emphasis supplied) [34 CFR 386.34]

13. Why is June 1, 1992, a significant date in relation to the payback requirement?
The Rehabilitation Act Amendments of 1992 (Public Law 103-569) revised the payback requirements that were enacted by the Rehabilitation Act Amendments of 1986. The
information in this manual and the regulations published on June 16, 1994, apply to individuals receiving scholarships for any academic year beginning after June 1, 1992.

14. What information in addition to this manual will help an RSA scholar and the granting institution to understand their responsibilities in complying with the payback requirements?

Scholars and institutions must become familiar with the final regulations published in the FEDERAL REGISTER on June 16, 1994. [59 FR 31060] As a condition of receiving this grant, scholars and institutions are required to comply with the rules. The regulations spell out the payback provisions and the scholar's requirements to comply with them. Training institutions should identify additional rehabilitation information, such as names and addresses of qualifying employers, for use in assisting scholars. Students can also review information on-line at: http://www2.ed.gov/students/college/aid/rehab/scholrsp.html

15. What is the "exit certification" that the grantee must provide in writing when a scholar completes his/her program?

According to 386.34(f), the granting institution is required to maintain the following information on file for each scholarship:

(a) The scholar's name and identifying information on the Federal grant that provided the scholarship;
(b) The scholar's field of study;
(c) The number of years the scholar needs to work to satisfy the work requirement in 386.34 (c) (1) (I) (C);
(d) The total amount of scholarship assistance provided subject to the work-or-repay provision in 386.34(c) (1) (ii).
(e) The time period during which the scholar must satisfy the work requirements in 386.34 (c) (1) (I) (C).
(f) All the other obligations the scholar must meet in 386.34, such as the need to inform the training institution of any change of name, address, employment status, and information documenting how he/she has satisfied the terms of his/her scholarship agreement. The exit certification must include written verification from the scholar acknowledging that the information in his/her file is accurate and that he/she is aware of his/her work-or-repay obligation.

16. Does RSA specify the geographical location in which the work requirement must be satisfied?

Regulations implementing the payback requirement do not specify the geographical location in which the work requirement must be satisfied. An RSA scholar may select where he or she wishes to seek and maintain employment, provided that within the required period of time following the completion of his or her training, the employment obligation is fulfilled with a State agency or related program. [34 CFR 386.34]
17. **Will an RSA scholar be able to fulfill the payback employment requirement if the private, for-profit, business for which he/she works provides services to State agency rehabilitation clients?**  
A for-profit organization may qualify as a professional corporation or professional practice group provided it meets the applicable definition in the Federal regulations. Professional corporations and practice groups are not limited to non-profit status organizations. If questions arise as to whether a particular organization qualifies to meet an RSA scholar's work requirement, the grantee or scholar should write a letter to the appropriate RSA regional office representative to request an official reply to the question of whether the organization is qualified. [34 CFR 386.4(b)]

18. **Under what circumstances may a scholar receive an exception to the payback requirements?**  
Before disbursement of a scholarship, grantees are required to obtain documentation that the individual has expressed interest in a career in the provision of rehabilitation services and that the individual expects to maintain or seek employment in an approved agency. [34 CFR 386.33]  
Scholars are not required to repay if they are unable to continue their course of study or complete their employment due to a severe disability that is expected to continue indefinitely or result in death, or if, in fact, they should die. [34 CFR 386.41(a)]

19. **Under what circumstances may repayment of a scholarship be deferred?**  
Repayment of a scholarship may be deferred during the time the scholar is:  
(a) engaging in a full-time course of study at an institution of higher education, and this study can and will be applied to future, qualifying work in rehabilitation counseling;  
(b) serving, not in excess of three years, on active duty as a member of the armed services of the United States;  
(c) serving as a volunteer under the Peace Corps Act;  
(d) serving as a full-time volunteer under Title I of the Domestic Volunteer Service Act of 1973;  
(e) temporarily totally disabled, for a period not to exceed three years; or  
(f) unable to secure employment as required by the agreement by reason of the care provided to a disabled spouse for a period not to exceed twelve months. [34 CFR 386.41(b)]

20. **How would a scholar obtain a deferral or exception for one of the reasons listed above?**  
The scholar, or when necessary the legally responsible person acting on his/her behalf, must submit a written application and documentation (as provided in 386.42) to the RSA Scholar program coordinator at Georgia State University. This documentation will be filed with the Commissioner, Rehabilitation Services, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202. [34 CFR 386.42]
21. To whom must the scholar report his/her whereabouts, jobs, or noncompliance with the terms of his/her agreement?
The academic institution which administered the RSA training grant is responsible for keeping track of the location of scholars supported under the training grant, and their employment, until the payback requirements are met. Regulations state that the individual scholar is responsible for notifying the granting institution about changes in his/her address, employment, or other significant facts related to completion of the payback requirement. A reasonable approach that would comply with the institution's tracking responsibility would be to contact each former scholar once a year, with a follow-up mailing if he/she does not respond. If an institution experiences difficulty in locating a scholar, it is required to check with existing tracking systems operated by alumni organizations. [34 CFR 386.34(c) (3) and 386.34(g)]

22. What types of reports must institutions that accept RSA training grants make to the Department of Education about scholars?
Training institutions (grantees) are required to file the "RSA Training Payback Reporting Form" within 30 days after the end of each project budget period for which the training institution is funded. This form will allow RSA to obtain sufficient information in order to determine whether the Long-term Training program meets its broad purpose and to submit reports to Congress on whether scholars meet their work requirements. The Payback Reporting Form must be submitted by the grantee each year until all scholars have completed their work obligations in order for the grantee to receive Federal scholarship funding. Thus, forms will be submitted for a number of years beyond which the project is supported with Federal funds. Training institutions must report ALL scholars to whom scholarships have been provided since 1987. Failure to report scholars may result in a cost disallowance found through an audit and may affect their ability to receive future grants.

23. When does a scholar enter financial "repayment" status?
Financial repayment status begins when it is apparent that all or part of the employment obligation will not be fulfilled by the payback completion date, or a scholar is fulfilling the requirements to update Georgia State University on his/her employment. Specifically, financial repayment status begins on the first day of the first calendar month after the earliest of the following dates, as applicable:
(1) the date an RSA scholar informs the Commissioner of RSA (copy to training institution) that he/she does not plan to fulfill the employment obligation under the agreement;
2) any date when the RSA scholar's failure to begin or maintain employment makes it impossible for him/her to complete his/her employment obligation within the number of years required in section 386.34(c)(1). If an RSA scholar partially meets his/her employment requirements, he/she must repay a prorated sum based upon the years/months of unmet employment in the payback agreement. As noted, the scholar should send a notice pursuant to repayment status to the Commissioner, RSA, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202. [34 CFR 386.43(e)]
24. What happens if an RSA scholar's employment obligation is not completed?
According to the terms and conditions of the RSA scholar's written agreement with his/her training institution, he/she must repay the amount of scholarship not satisfied through employment, as well as the interest on the unpaid balance of the scholarship owed, and reasonable collection costs, as determined by the Secretary of Education. Interest charged is variable and is based on language contained in 34 CFR 386.34 and 34 CFR 386.43; 31 U.S.C. 3717.

25. Who collects the funds if a scholar does not fulfill the payback requirement through qualifying employment?
The Secretary of the Department of Education is responsible for collecting the funds if a scholar does not comply with the regulations. [34 CFR 386.43]

26. What recourse will a scholar have to appeal a finding of noncompliance with the regulations for the payback provision?
Appeals should be directed to the Commissioner, RSA, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202. The Commissioner will acknowledge all such appeals in writing.

Official Information for Potential RSA Scholars from Department of Education
You are being considered for an RSA scholarship, which will assist you in obtaining a degree in rehabilitation counseling by paying certain costs of your academic program. The following pages are primarily text from the official RSA requirements as defined by the Department of Education, with some personalization to Georgia State University requirements.

The Code of Federal Regulations (CFR) indicates the conditions that must be met by an RSA scholar (34 CFR Part 386 Subparts D and E). The following is a description of the requirements, conditions, and responsibilities you assume as an RSA Scholarship recipient, together with potential consequences that can result from failing to meet expected obligations under the traineeship agreement. The full text of 34 CFR Part 386 can be viewed at http://law.justia.com/cfr/title34/34-2.1.1.1.24.html.

Who is eligible to receive an RSA Scholarship?
To be eligible to receive a scholarship, you must:

1) Be admitted as a student to the Georgia State University Rehabilitation Counseling Program.

2) Provide documentation that you are a U.S. citizen or national; or a permanent resident of the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, or the Commonwealth of the Northern Mariana Islands; or shall confirm from documentation issued to the individual by the U.S. Immigration and Naturalization Service that you are (A) a lawful permanent resident of the United States; or (B) are in the United States for
other than a temporary purpose with the intention of becoming a citizen or permanent resident.;

3) Confirm that you express interest in a career in clinical practice, administration, supervision, teaching, or research in the vocational rehabilitation, supported employment, or independent living rehabilitation of individuals with disabilities, especially individuals with severe disabilities;

(4) Provide documentation that you expect to maintain or seek employment in a designated State rehabilitation agency or in a nonprofit rehabilitation, professional corporation, professional practice group, or related agency providing services to individuals with disabilities or individuals with severe disabilities under an agreement with a designated State agency;

5) Shall complete Certification of Eligibility for Federal Assistance as prescribed in 34 CFR 75.60, 75.61, and 75.62. (to be found in this packet).

**What does the scholarship provide?**

The scholarship will provide, at a minimum, payment of the Georgia State University in-state portion of tuition, and related fees. If any grant funds remain at the end of the fiscal year, funds will be distributed equally among the current scholars, and should be used for the cost of books, stipends, or reimbursement for travel related to receiving the degree. We do not anticipate there being any funding at the end of the fiscal year, but students will be notified by July if any remains and will be distributed.

*Please Note: Receipt of funding for one part of your degree program does not guarantee funding for any other all of your degree program.*

**What are your obligations immediately upon receiving the scholarship?**

1) You must also maintain appropriate progress toward your academic degree as shown by

   A) maintaining a 3.0 grade point average for graduate academic work completed at the Georgia State University and

   B) maintaining enrollment in program and following the necessary course sequence until the degree is completed.

*Please note that you are only allowed to enroll in and complete the courses listed on the rehabilitation counseling program of study when you are receiving the scholarship program*. No other courses may be taken, even if other funding has been arranged or provided. If you wish to take courses beyond your master’s in rehabilitation counseling program of study, you must withdraw from the scholarship program. If a student in the scholarship program is seen taking extra courses while enrolled in the scholarship program, the scholarship will be revoked immediately for that semester, and possibly all future semesters.
What are your obligations immediately upon graduation after receiving the scholarship?

1) You agree to seek and/or maintain employment in a nonprofit rehabilitation agency or related agency or in a State rehabilitation agency or related agency, including a professional corporation or professional practice group through which you have a service arrangement with the designated State agency on a full or part-time basis, for a period of not less than the full-time equivalent of two years for each year for which assistance under this section was received, within a period, beginning after the recipient completes the training for which the scholarship was awarded, of not more than the sum of the number of years required in this paragraph and two additional years.

(If your entire Master’s degree is funded under this grant, and you complete the degree in two full academic years, your employment obligation will be four years of full-time employment with an appropriate agency as indicated above, and you will have six years after your exit from the program to fulfill this obligation).

2) You will maintain contact with the Georgia State University Rehabilitation Counseling Program and inform them of any change or name, address, or other contact information; change in employment status; and regularly provide documentation of employment that satisfies your obligation. Failing to maintain contact until your “payback” obligation is fulfilled may result in your reporting to RSA that you are not maintain your “payback” obligations, and your RSA scholarship should convert to a full-loan. Please note that you are responsible for maintaining contact with Georgia State University—failure to notify Georgia State University of any changes, or failure to update Georgia State University regularly, will result in you being required to repay all or part of the scholarship plus accrued interest.

4) Should you fail to fulfill the employment or other obligations required of RSA Scholars, you will be required to repay all or part of the scholarship plus accrued interest.

In some circumstances, deferrals of repayment obligations are available to students. Please see below, or contact the GSU Rehabilitation Counseling Program Coordinator for more information.
The following are excerpts of 34 CFR. Certain other restrictions may apply to the conditions of awarding, receiving, and fulfilling the obligations of RSA Scholarships. Potential RSA Scholars are advised to read all relevant parts of 34 CFR and its cross references.

Please carefully read the following excerpts of CFR Part 34 ore making a decision to accept the scholarship award. If you have questions, please contact Dr. Dennis Gilbride, Program Coordinator.
(Note: In this passage “grantee” refers to the Georgia State University).

§ 386.32 What are allowable costs?
In addition to those allowable costs established in the Education Department General Administrative Regulations in 34 CFR 75.530 through 75.562, the following items are allowable under long-term training projects:

(a) Student stipends.
(b) Tuition and fees.
(c) Student travel in conjunction with training assignments.

(Authority: 29 U.S.C. 711(c) and 771a)

§ 386.33 What are the requirements for grantees in disbursing scholarships?
(a) Before disbursement of scholarship assistance to an individual, a grantee (GSU)—

(i) Shall obtain documentation that the individual is—

(A) A U.S. citizen or national; or
(B) A permanent resident of the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, or the Commonwealth of the Northern Mariana Islands; or

(ii) Shall confirm from documentation issued to the individual by the U.S. Immigration and Naturalization Service that he or she—

(A) Is a lawful permanent resident of the United States; or
(B) Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; and

(2) Shall confirm that the applicant has expressed interest in a career in clinical practice, administration, supervision, teaching, or research in the vocational rehabilitation, supported employment, or independent living rehabilitation of individuals with disabilities, especially individuals with severe disabilities;

(3) Shall have documentation that the individual expects to maintain or seek employment in a designated State rehabilitation agency or in a nonprofit rehabilitation, professional corporation, professional practice group, or related agency providing services to individuals with disabilities or
individuals with severe disabilities under an agreement with a designated State agency;

(4) Shall reduce the scholarship by the amount in which the combined awards would be in excess of the cost of attendance, if a scholarship, when added to the amount the scholar is to receive for the same academic year under title IV of the Higher Education Act, would otherwise exceed the scholar's cost of attendance;

(5) Shall limit scholarship assistance to the individual's cost of attendance at the institution for no more than four academic years except that the grantee may provide an extension consistent with the institution's accommodations under section 504 of the Act if the grantee determines that an individual has a disability that seriously affects the completion of the course of study; and

(6) Shall obtain a Certification of Eligibility for Federal Assistance from each scholar as prescribed in 34 CFR 75.60, 75.61, and 75.62.

(Approved by the Office of Management and Budget under control number 1820–0018)

(Authority: 29 U.S.C. 711(c) and 771a(b))

§ 386.34 What assurances must be provided by a grantee that intends to provide scholarships?

A grantee (GSU) under this part that intends to grant scholarships for any academic year beginning after June 1, 1992, shall provide the following assurances before an award is made:

(a) Requirement for agreement. No individual will be provided a scholarship without entering into a written agreement containing the terms and conditions required by this section. An individual will sign and date the agreement prior to the initial disbursement of scholarship funds to the individual for payment of the individual's expenses, such as tuition.

(b) Disclosure to applicants. The terms and conditions of the agreement that the grantee (GSU) enters into with a scholar will be fully disclosed in the application for scholarship.

(c) Form and terms of agreement. Each scholarship agreement with a grantee (GSU) will be in the form and contain the terms that the Secretary requires, including at a minimum the following provisions:

(1) The scholar will—

   (i) Maintain employment—

      (A) In a nonprofit rehabilitation agency or related agency or in a State rehabilitation agency or related agency, including a professional corporation or professional practice group through which the individual has a service arrangement with the designated State agency;

      (B) On a full- or part-time basis; and
(C) For a period of not less than the full-time equivalent of two years for each year for which assistance under this section was received, within a period, beginning after the recipient completes the training for which the scholarship was awarded, of not more than the sum of the number of years required in this paragraph and two additional years; and

(ii) Repay all or part of any scholarship received, plus interest, if the individual does not fulfill the requirements of paragraph (c)(1)(i) of this section, except as the Secretary by regulations may provide for repayment exceptions and deferrals.

(2) The employment obligation in paragraph (c)(1) of this section as applied to a part-time scholar will be based on the accumulated academic years of training for which the scholarship is received.

(3) Until the scholar has satisfied the employment obligation described in paragraph (c)(1) of this section, the scholar will inform the grantee of any change of name, address, or employment status and will document employment satisfying the terms of the agreement.

(4) Subject to the provisions in §386.41 regarding a deferral or exception, when the scholar enters repayment status under §386.43(e), the amount of the scholarship that has not been retired through eligible employment will constitute a debt owed to the United States that—

(i) Will be repaid by the scholar, including interest and costs of collection as provided in §386.43; and

(ii) May be collected by the Secretary in accordance with 34 CFR part 30, in the case of the scholar's failure to meet the obligation of §386.43.

(d) Executed agreement. The grantee will provide an original executed agreement upon request to the Secretary.

(e) Standards for satisfactory progress. The grantee (GSU) will establish, publish, and apply reasonable standards for measuring whether a scholar is maintaining satisfactory progress in the scholar's course of study. The Secretary considers an institution's standards to be reasonable if the standards—

(1) Conform with the standards of satisfactory progress of the nationally recognized accrediting agency that accredits the institution's program of study, if the institution's program of study is accredited by such an agency, and if the agency has those standards;

(2) For a scholar enrolled in an eligible program who is to receive assistance under the Rehabilitation Act, are the same as or stricter than the institution's standards for a student
enrolled in the same academic program who is not receiving assistance under the Rehabilitation Act; and

(3) Include the following elements:
   
   (i) Grades, work projects completed, or comparable factors that are measurable against a norm.

   (ii) A maximum timeframe in which the scholar shall complete the scholar's educational objective, degree, or certificate.

   (iii) Consistent application of standards to all scholars within categories of students; e.g., full-time, part-time, undergraduates, graduate students, and students attending programs established by the institution.

   (iv) Specific policies defining the effect of course incompletes, withdrawals, repetitions, and noncredit remedial courses on satisfactory progress.

   (v) Specific procedures for appeal of a determination that a scholar is not making satisfactory progress and for reinstatement of aid.

   (f) Exit certification. The grantee has established policies and procedures for receiving written certification from scholars at the time of exit from the program acknowledging the following:

      (1) The name of the institution and the number of the Federal grant that provided the scholarship.

      (2) The scholar's field of study.

      (3) The number of years the scholar needs to work to satisfy the work requirements in §386.34(c)(1)(i)(C).

      (4) The total amount of scholarship assistance received subject to the work-or-repay provision in §386.34(c)(1)(ii).

      (5) The time period during which the scholar must satisfy the work requirements in §386.34(c)(1)(i)(C).

      (6) All other obligations of the scholar in §386.34.

   (g) Tracking system. The grantee has established policies and procedures to determine compliance of the scholar with the terms of the agreement. In order to determine whether a scholar has met the work-or-repay provision in §386.34(c)(1)(i), the tracking system must include for each employment position maintained by the scholar—

      (1) Documentation of the employer's name, address, dates of the scholar's employment, and the position the scholar maintained;
(2) Documentation of how the employment meets the requirements in §386.34(c)(1)(i); and

(3) Documentation that the grantee, if experiencing difficulty in locating a scholar, has checked with existing tracking systems operated by alumni organizations.

(h) *Reports.* The grantee shall make reports to the Secretary that are necessary to carry out the Secretary’s functions under this part.

(i) *Records.* The grantee shall maintain the information obtained in paragraphs (g) and (h) of this section for a period of time equal to the time required to fulfill the obligation under §386.34(c)(1)(i)(C).

(Approved by the Office of Management and Budget under control number 1820–0018)

(Authority: 29 U.S.C. 711(c) and 771a(b))

34 CFR Subpart Subpart E—What Conditions Must Be Met by a Scholar?

§ 386.40 What are the requirements for scholars?

A scholar—

(a) Shall receive the training at the educational institution or agency designated in the scholarship; and

(b) Shall not accept payment of educational allowances from any other Federal, State, or local public or private nonprofit agency if that allowance conflicts with the individual's obligation under §386.33(a)(4) or §386.34(c)(1).

(c) Shall enter into a written agreement with the grantee (GSU), before starting training, that meets the terms and conditions required in §386.34;

(d) Shall be enrolled in a course of study leading to a certificate or degree in one of the fields designated in §386.1(b); and

(e) Shall maintain satisfactory progress toward the certificate or degree as determined by the grantee.

(Authority: 29 U.S.C. 711(c) and 771a(b))

§ 386.41 Under what circumstances does the Secretary grant a deferral or exception to performance or repayment under a scholarship agreement?

A deferral or repayment exception to the requirements of §386.34(c)(1) may be granted, in whole or part, by the Secretary as follows:

(a) Repayment is not required if the scholar—

(1) Is unable to continue the course of study or perform the work obligation because of a disability that is expected to continue indefinitely or result in death; or

(2) Has died.
(b) Repayment of a scholarship may be deferred during the time the scholar is—

(1) Engaging in a full-time course of study at an institution of higher education;
(2) Serving, not in excess of three years, on active duty as a member of the armed services of the United States;
(3) Serving as a volunteer under the Peace Corps Act;
(4) Serving as a full-time volunteer under title I of the Domestic Volunteer Service Act of 1973;
(5) Temporarily totally disabled, for a period not to exceed three years; or
(6) Unable to secure employment as required by the agreement by reason of the care provided to a disabled spouse for a period not to exceed 12 months.

(Authority: 29 U.S.C. 771(c) and 771a(b))

§ 386.42 What must a scholar do to obtain a deferral or exception to performance or repayment under a scholarship agreement?

To obtain a deferral or exception to performance or repayment under a scholarship agreement, a scholar shall provide the following:

(a) Written application. A written application must be made to the Secretary to request a deferral or an exception to performance or repayment of a scholarship.

(b) Documentation.

(1) Documentation must be provided to substantiate the grounds for a deferral or exception.

(2) Documentation necessary to substantiate an exception under §386.41(a)(1) or a deferral under §386.41(b)(5) must include a sworn affidavit from a qualified physician or other evidence of disability satisfactory to the Secretary.

(3) Documentation to substantiate an exception under §386.41(a)(2) must include a death certificate or other evidence conclusive under State law.

(Approved by the Office of Management and Budget under control number 1820–0018)

(Authority: 29 U.S.C. 711(c) and 771a)

§ 386.43 What are the consequences of a scholar's failure to meet the terms and conditions of a scholarship agreement?

In the event of a failure to meet the terms and conditions of a scholarship agreement or to obtain a deferral or an exception as provided in §386.41, the scholar shall repay all or part of the scholarship as follows:

(a) Amount. The amount of the scholarship to be repaid is proportional to the employment obligation not completed.

(b) Interest rate. The Secretary charges the scholar interest on the unpaid balance owed in accordance with 31 U.S.C. 3717.
(c) *Interest accrual.*

(1) Interest on the unpaid balance accrues from the date the scholar is determined to have entered repayment status under paragraph (e) of this section.

(2) Any accrued interest is capitalized at the time the scholar's repayment schedule is established.

(3) No interest is charged for the period of time during which repayment has been deferred under §386.41.

(d) *Collection costs.* Under the authority of 31 U.S.C. 3717, the Secretary may impose reasonable collection costs.

(e) *Repayment status.* A scholar enters repayment status on the first day of the first calendar month after the earliest of the following dates, as applicable:

(1) The date the scholar informs the Secretary he or she does not plan to fulfill the employment obligation under the agreement.

(2) Any date when the scholar's failure to begin or maintain employment makes it impossible for that individual to complete the employment obligation within the number of years required in §386.34(c)(1).

(f) *Amounts and frequency of payment.* The scholar shall make payments to the Secretary that cover principal, interest, and collection costs according to a schedule established by the Secretary.

(Authority: 29 U.S.C. 711(c) and 771a(b))
RSA PAYBACK EMPLOYMENT INFORMATION

In addition to an employment verification letter from your employer, the following information is needed to document qualified employment following completion of the master’s degree in rehabilitation counseling at Georgia State University, for purposes of determining satisfaction of the employment “payback” obligation associated with the RSA Scholars support received.

Please copy this form as many times as needed, so as to provide information on your current position, any positions terminated since you last completed a form, and all other positions held since completion of the master’s degree, which have not been previously reported using this form.

Name: ____________________________________ SS# __ __ __ - __ __ - __ __ __ __

1. Position Title
   ____________________________________________________________________________

2. Employment Agency
   ____________________________________________________________________________

3. Agency Address
   ____________________________________________________________________________

4. Dates of Employment ___________________ to ___________________

5. Hours of Employment ___Full-time ___Part-time (% of full-time ______)

6. Which of the following best describes your employment agency (please note that employment in a private, for-profit business usually cannot be used to satisfy the payback employment obligation):
   ___ State rehabilitation agency (i.e., the Georgia Department of Vocational Rehabilitation or the corresponding general services or blind service agencies in any other state)
   ___ Other public/government agency/organization/university
   ___ Private nonprofit agency/organization/university
   ___ Professional corporation or practice
   ___ Private-for-profit business
   ___ Others
   (Please Specify_______________________________________________________________)
7. Does a state rehabilitation agency (i.e., DORS or the corresponding general service or blind service agencies in any other state) have a service agreement (i.e., an agreement to accept referrals and provide services to state rehabilitation agency clients or a purchase of service or contractual agreement with a service provider) with your employment agency or organization?

____ Yes   ____ No

If yes, please provide documentation, such as a letter from your employer verifying that a service agreement exists, list obtained from the state rehabilitation agency of cooperating agencies with which a service agreement is maintained that includes your employing agency on the list or a letter from an administrator or local office supervisor of the state rehabilitation agency, verifying the existence of a service agreement. Alternatively, you may ask an administrator or office supervisor from the state rehabilitation agency to sign the statement at the bottom of this form. If the supporting documentation for the employing agency reported on this form has been previously provided by you, simply complete, sign, and return the form itself; there is no need to again provide the supporting documentation. Please sign in the space below to attest to the accuracy of the information that you have provided on this form.

Signed____________________________________________

Date___________________

Semester and Year of Graduation: ____________________________

DOCUMENTATION OF A SERVICE AGREEMENT WITH THE EMPLOYING AGENCY PROVIDED BY A REPRESENTATIVE OF A STATE REHABILITATION AGENCY

As a representative of a state rehabilitation agency, I certify that the employing agency identified has a service agreement with the state rehabilitation agency that I represent (e.g., an agreement to accept referrals and provide services to state rehabilitation agency clients or a purchase of service or contractual agreement with a service provider).

Signed____________________________________________

Date___________________

Name and Title (please print):

_______________________________________________________

Agency name and address

_____________________________________________________

_____________________________________________________

_____________________________________________________

Phone:_______________________________ Email ______________________________