

**ARIZONA BOARD OF REGENTS
POLICY MANUAL**

4-404 Arizona Leveraging Educational Assistance Program (AzLEAP)

Revision Dates

4/21/2023 (adopted)

- A. As established in A.R.S. § 15-1703, the Arizona Leveraging Educational Assistance Program (AzLEAP) provides need-based grants to eligible students to attend postsecondary educational institutions in Arizona.
- B. To be eligible for the AzLEAP, students must meet the following criteria:
 - 1. Be an Arizona resident per A.R.S. § 15-1802;
 - 2. Timely complete and submit to the United States Department of Education the Free Application for Federal Student Aid (FAFSA);
 - 3. Meet the eligibility criteria for a Federal Pell Grant; and
 - 4. Attend, on at least a half-time basis, an approved program at a properly accredited postsecondary educational institution in this state.
- C. To be eligible to participate in the AzLEAP, Arizona postsecondary educational institutions must be accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education.
- D. Participation in the AzLEAP
 - 1. The board's executive director or designee will establish an application process for interested Arizona postsecondary educational institutions to apply for AzLEAP funds.
 - 2. Interested Arizona postsecondary educational institutions must timely apply to participate in the AZLEAP for each academic year.
 - 3. Based on the applications, ABOR will allocate AzLEAP funds to eligible Arizona postsecondary educational institutions according to their proportionate share of the state's total unduplicated headcount of Arizona resident students enrolled in eligible programs.
 - 4. The board's executive director or designee will notify each eligible Arizona postsecondary educational institution of its annual allocation amount, its required match amount, and its deadline to accept the allocation.
 - 5. If it accepts the allocation, eligible postsecondary institutions will:

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- a. Determine student eligibility for AzLEAP funding as provided in this policy;
 - b. Ensure students satisfy any requirements for federal Title IV financial aid programs;
 - c. Issue the AzLEAP award to eligible students
 - i. For each award to each student, the institution must match, on a dollar-for-dollar basis the state appropriated AzLEAP funds.
 - ii. The financial aid office may alter awards. These changes might include, reductions or increase in award levels.
 - (1) Increased AzLEAP awards: A student's AzLEAP award may be increased based on available funding.
 - (2) Reversions: A student's AzLEAP award may be reduced or canceled, if a student officially or unofficially withdraws, if a student is expelled from the institution, or if a student drops below the minimum number of hours.
 - (a) In the case of reversion, the institution's financial aid office must
 - (i) Attempt to recover the AzLEAP award funds according to the repayment policies of that institution.
 - (ii) Notifies the board office of the reversion.
 - (b) If Funds are recovered from the student; then reverted AzLEAP award funds are then available to the institution to be used to make new AzLEAP awards.
 - iii. Must retain a file on disbursement records (signed receipts, canceled checks, etc.) which verify that the student received the funds. No disbursement may be made to a student who, because of a change in status, no longer meets the eligibility requirements.
 - iv. Each participating institution will maintain detailed student award and eligibility information, to be made available for inspection upon request by the board office.

- d. Each participating institution shall provide an annual reconciliation of aid awarded under the AzLEAP, including documentation of the allocation of institutional matching funds and summary data regarding participating students.
- e. Maintain adequate fiscal control, accounting, and financial aid records at the institution in accordance with approved state and federal procedures.
- f. Provide any information requested by the board office on the date as requested.

E. Allocation of Funds

- 1. The board's executive director or designee administers the postsecondary educational fund established by A.R.S. § 15-1704.
- 2. Available state appropriated funds will be matched, on a dollar-for dollar basis, by eligible participating institutions funds.
- 3. The board's executive director or designee will assess administrative expenses from the state appropriated dollars as allowable by applicable law.
- 4. The board's executive director or designee will disburse funds from the postsecondary educational fund to participating institutions for disbursement to approved student applicants according to the program calendar.
 - a. The disbursement will include allocated program funds, up to the amount of the institution's pledged match, less program administration expenses as authorized under A.R.S. § 15-1704.
 - b. Any AzLEAP funds that the board's executive director or designee disburses to an Arizona postsecondary educational institution that is not awarded by the Arizona postsecondary educational institution will be subtracted from the institution's allocation in the next year of participation in the program.

Policy History

4/21/2023 Approved by the Board on second reading.

Related Information