

## **R607, PRIME Program Grant<sup>1</sup>**

**R607-1** The following policy has been codified<sup>2</sup> as Utah Administrative Code R765-607.

### **R607-2 References**

**2.1** Utah Code Title 53B, Chapter 2, Institutions of Higher Education

**2.2** Utah Code § 53E-10-309, LAUNCH Certification – TRANSFORM certificate  
– Utah PRIME Program

**2.3** Utah Code Title 53E, Public Education System – State Administration

**2.4** Utah Administrative Code R765-608, Opportunity Scholarship

**2.5** Board Policy R623, Free Application for Federal Student Aid (FAFSA)  
Protection

### **R765. Higher Education (Utah Board of), Administration.**

#### **R765-607. PRIME Program Grant.**

##### **R765-607-1. Purpose.**

This rule outlines the requirements of and application process for the PRIME Program Grant, a grant for qualified applicants who earn a TRANSFORM certificate from the Utah State Board of Education (“USBE”).

##### **R765-607-2. Authority.**

This rule is authorized by Section 53E-10-309.

##### **R765-607-3. Definitions.**

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<sup>1</sup> *Adopted May 18, 2023; amended June 6, 2024.*

<sup>2</sup> This administrative rule is still going through the codification process and minor, non-substantive edits to conform with the Administrative Code may need to be made.

(1) “Board” means the Utah Board of Higher Education described in Section 53B-1-402.

(2) “Eligible institution” means:

(a) A degree-granting institution of higher education or a technical college within the state system of higher education, as identified in Section 53B-2-101(1); or

(b) A private, nonprofit college or university in the state that is accredited by the Northwest Commission on Colleges and Universities.

(3) “Excusable neglect” means failure to take proper steps at the proper time, not in consequence of willful disregard of the scholarship application process, but in consequence of some unexpected or unavoidable circumstances.

(4) “Good cause” means the applicant’s failure to meet a scholarship application process requirement was due to circumstances beyond the student’s control or circumstances that are compelling and reasonable.

(5) “OCHE” means the Office of the Commissioner of Higher Education.

(6) “Opportunity Scholarship” means the scholarship program described in Rule R765-608, Opportunity Scholarship.

(7) “Scholarship staff” means staff in OCHE assigned to administer state scholarships on behalf of the Board.

(8) “Substantial Compliance” means the applicant, in good faith, demonstrated clear intent to comply with the scholarship application requirements and has demonstrated likely eligibility, but failed to precisely comply with the application specifics.

(9) “USBE” means the Utah State Board of Education, as described in Title 53E, Chapter 1.

#### **R765-607-4. Private and Nonprofit College and University Eligibility.**

To participate in this program, a private or nonprofit college or university must enter into an agreement with OCHE.

#### **R765-607-5. Award Requirements.**

(1) To qualify for the PRIME Program Grant, an applicant shall:

(a) Be awarded a TRANSFORM certificate by the USBE;

- (b) Complete the scholarship application provided by the Board;
- (c) Complete the FAFSA in accordance with Board Policy R623, Free Application for Federal Student Aid; and
- (d) Enroll at an eligible institution full time—as defined by the institution—beginning with the fall semester after high school graduation. The institution at which the student attends shall verify the recipient has met the enrollment requirements before disbursing payment.
- (e) Students who receive a reasonable accommodation related to the scholarship requirements under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act by their institution’s ADA Coordinator may obtain a modification to the scholarship requirements. The institution’s ADA Coordinator, or their designee, shall provide written documentation to the institutional financial aid office about the student’s reasonable accommodation. Under these conditions, an award may be provided to a student who is enrolled less than full-time.

#### **R765-607-6. Application Process.**

- (1) Applicants shall submit an official scholarship application no later than February 1st of the year that they graduate from high school. The Board may establish a priority deadline each year. Applicants who meet the priority deadline may be given first priority or consideration based on the date they completed their application. Additional criteria to prioritize awarding may be established by the Board.
- (a) The application deadline for the 2023-24 academic year is July 1, 2023.
- (2) Scholarship staff shall verify TRANSFORM certificate recipients with USBE before funds are awarded.

#### **R765-607-7. Grant Amount.**

- (1) The Board will award qualified applicants a one-time grant to be used at an eligible institution. The award amount shall be set annually based on available funding and the number of eligible applicants.
- (2) Students may receive both the PRIME Program Grant and the Opportunity Scholarship. The PRIME Grant shall be applied first to tuition and fees before an Opportunity Scholarship may be awarded.

#### **R765-607-8. Deferral or Leave of Absence.**

Awardees may obtain an approved deferral or leave of absence of up to three years after the date of their high school graduation.

#### **R765-607-9. Appeals Process.**

(1) An applicant has the right to appeal an adverse decision. Upon request by the student, the scholarship staff shall provide an opportunity for the student to appeal an adverse decision to a committee of at least three impartial persons. All appeal requests must be submitted in writing within 30 days of the application notice.

(a) An appeal filed before the applicant receives official notification from scholarship staff of its decision may not be considered.

(b) If an applicant fails to file their appeal on time, scholarship staff shall notify the applicant of the late filing and give them an opportunity to provide a written explanation of the reasons for failing to file the appeal by the deadline. An appeal committee may not have jurisdiction to consider the merits of an appeal that is filed beyond the deadline unless it determines the applicant established excusable neglect.

(c) The appeal committee shall review the appeal to determine if the award decision was made in error or if the applicant demonstrated substantial compliance with the scholarship application requirements but failed to meet one or more requirements for good cause.

(d) Scholarship staff and the appeal committee do not have the authority to consider, adjust, or award a TRANSFORM certificate. Request for consideration for TRANSFORM certificate eligibility should be submitted through USBE.

(e) The appeal committee decision represents the final agency action. An applicant who disagrees with the decision may seek judicial review in accordance with Section 63G-402.

#### **R765-607-10. Reporting.**

(1) As specified by OCHE, each institution shall provide, as part of an annual institutional financial aid file submission by February 28 of each year, data pertaining to applications, awards, program enrollments, utilization, funding, and/or other scholarship information for the most recently completed fiscal year.

(2) OCHE may, at any time, request additional documentation or data related to the scholarship program and may review or formally audit an institution's documentation and compliance with this rule.