

## Eligibility Requirements for Receiving Payments from LA Pathways Scholarships

Early Childhood Ancillary Certificate Programs that have received approval from the Board of Elementary and Secondary Education (BESE) are eligible to receive LA Pathways Scholarship payments.

**Approved Amount of Scholarship Tuition-** Candidates who have gained admission to an Early Childhood Ancillary Certificate Program, and who meet the [qualifying criteria](#) for LA Pathways Scholarships, may apply for a scholarship totaling the approved amount of scholarship tuition. The total approved amount of scholarship tuition is reported in the Application for Program Approval, as approved by BESE.

**Tuition Payment Schedule -** Early Childhood Ancillary Certificate Programs must collect multiple tuition payments that equal the total tuition cost over the course of the program. Programs may not collect tuition for more than six months of coursework at any one time. Following each tuition interval, programs must report candidates that are in good academic standing to LA Pathways. Programs will not receive remaining tuition payments for candidates that are no longer enrolled, for candidates who are not in good academic standing, or for those who no longer meet the qualifying scholarship criteria.

**Good Academic Standing for Tuition Payments-**Early Childhood Ancillary Certificate Programs must submit the criteria for determining good academic standing to the Louisiana Department of Education (LDE) as part of the LA Pathways Payment Eligibility Form. Once approved, the program must report the academic standing of all candidates at designated intervals to both the LDE and LA Pathways.

**Revising the Approved Amount of Scholarship Tuition-** Changes or adjustments to the cost of tuition for Early Childhood Ancillary Certificate Programs may not be reflected in the approved amount of scholarship tuition. When necessary, programs may submit requests to revise the approved amount of scholarship tuition to the LDE for consideration.

The process for tuition payments as an Early Childhood Ancillary Certificate Program is as follows:

1. <u>EC Ancillary Certificate Program</u> will submit LA Pathways Payment Eligibility Form to the LDE for review. The LDE will confirm eligibility to receive LA Pathways Tuition.
2. <u>EC Ancillary Certificate Program</u> will include <a href="#">scholarship application</a> and <i>employment verification form</i> in their candidate application or acceptance process.
3. <u>EC Ancillary Certificate Program</u> will collect <i>scholarship application</i> and <i>employment verification form</i> from all candidates, and mail to LA Pathways directly along with official class roster.
4. <u>Louisiana Pathways</u> will email <i>scholarship award letters</i> and <i>scholarship award agreements</i> for each qualifying applicant to program to distribute (usually within 2 weeks following receipt of application).
5. <u>Candidates</u> will read, complete, and sign the <i>scholarship award agreement</i> and return to program. Program will email completed award agreements to LA Pathways.
6. <u>Louisiana Pathways</u> will confirm receipt of award agreement by submitting an award letter and request for invoice to the EC Ancillary Certificate Program.
7. <u>EC Ancillary Certificate Program</u> will confirm student attendance once class begins and submit invoice for payment to Louisiana Pathways.
8. <u>Louisiana Pathways</u> will process tuition payments for qualifying candidates, and mail tuition to the EC Ancillary Certificate Program (usually within 3 weeks of receipt of invoice).
9. <u>EC Ancillary Certificate Program</u> will report the academic standing and enrollment status of candidates by submitting updated rosters to LA Pathways. LA Pathways will confirm scholarship criteria are still met before processing additional scholarships for payment. (Repeat steps 4-9 for each course / payment interval.)

## Early Childhood Ancillary Certificate Program - Cohort Eligibility Form

### Early Childhood Ancillary Certificate Program Information

Early Childhood Ancillary Certificate Program:	
<b>Program Director</b>	
Name:	
Phone:	
Email:	
Mailing address (for tuition payments):	
<b>Cohort Information (Cohort # _____ )</b>	
Expected start date for cohort:	
Expected program completion date for cohort:	
Number of candidates expected to be enrolled in cohort:	
Parishes that will be served in the cohort:	

### Candidate Tuition Information

Total approved amount of scholarship tuition (for each candidate):	\$	
Beginning date & title for each tuition interval (coursework start date):	Tuition payment amount (for each candidate):	Criteria for determining good academic standing for each candidate:
	\$	• •
	\$	• •
	\$	• •

*Programs will be provided an opportunity to update the schedule for payments and criteria of good academic standing annually or any time at their request.*

<b>Initials:</b>	<b>Assurances for Director of Early Childhood Ancillary Certificate Program:</b>
	The director of the Early Childhood Ancillary Certificate Program assures the following:
	<ul style="list-style-type: none"> <li>• I have read and understand the Eligibility Requirements for Receiving Payments from LA Pathways Scholarships;</li> </ul>
	<ul style="list-style-type: none"> <li>• I will provide an updated calendar of course programming to LA Pathways and the LDE for each cohort of candidates. Each calendar will include:               <ul style="list-style-type: none"> <li>○ Registration start date: When candidates may begin completing applications</li> <li>○ Coursework start dates: The start date for each “module” within the cohort</li> <li>○ Tuition interval dates: When each tuition interval will run, and the corresponding expected invoice date for each interval (when enrollment can be confirmed)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• I have accurately completed the Early Childhood Ancillary Certificate Program Information and the Candidate Tuition Information in alignment with the proposal presented in the Application for Program Approval, as reviewed by BESE; and</li> </ul>
	<ul style="list-style-type: none"> <li>• I will inform the LDE and LA Pathways of any forthcoming changes to the information included in the Louisiana Pathways Eligibility Form in a prompt and timely fashion.</li> </ul>

\_\_\_\_\_  
Signature of Director/Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization