

**NEVADA SYSTEM OF HIGHER EDUCATION  
PROCEDURES AND GUIDELINES MANUAL**

**CHAPTER 11**

**FINANCIAL AID**

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**FINANCIAL AID**

**Section 1. Regent's Service Program**

Title 4, Chapter 18 of the Board of Regents' *Handbook* establishes the Regents' Service Program so that NSHE students can make a contribution to the critical needs of the community. The following procedures outline the Program's structure.

1. Intent

Institutional models previously entitled *Regents' Award Program* shall be renamed to *Regents' Service Program*. Programs must include:

- a. An overall focus that will make a contribution to the state of Nevada, the surrounding community, or the institution.
- b. Literacy programs that meet the needs of students in K-12 shall receive first priority. Recipients may be placed as off-campus tutors or coordinators for these programs.
- c. All awards must have an on- or off-campus service/work obligation that provides the student clear responsibility and an opportunity to develop a record of accomplishment.
- d. Institutions shall have the flexibility to design work, stipend, scholarship or graduate assistantship programs that meet the needs of their students.
- e. Positions may not be used to supplant personnel needs on campus, or used in the same general way as work-study positions.
- f. Positions may not provide class instruction.
- g. If graduate assistantships are funded, the function of these positions must be different from other state-funded graduate assistants, and recipients of this program may not be employed as teaching assistants.
- h. Non-resident graduate assistants under this program shall not be charged tuition in accordance with NSHE Board of Regents' *Handbook* Title 4, Chapter 15, Section 3, Number 4.

2. Eligibility

Awards must be made pursuant to the Board-established guidelines for student access (Title 4, Chapter 18) providing that at least 80 percent of funds shall be used for need-based programs. The remaining funds will go toward access-oriented programs. For the purposes of this program, federal government methodology criteria for determining need shall be replaced with the following:

- a. Enrolled in a degree or certificate program, in at least six credits of academic work at the institution for which they will participate in the Regents' Service Program.

- b. Meet at least one of the following criteria:
  - i. Head of Household;
  - ii. Single Parent;
  - iii. Age 22 or over and have never attended college or a break in enrollment of two or more years;
  - iv. No support from parents or family;
  - v. Unusual family or financial circumstances; or
  - vi. First generation college-bound.
- c. Students who meet multiple criteria shall be given priority in the program.
- d. Priority shall be given to eligible Nevada residents.
- e. International students may be employed under this program provided they meet other institutional and federal employment requirements.
- f. If and when an institution meets all demonstrated eligibility based on these criteria for its student population and for those students who apply for the Regents' Service Program, this ratio may be relaxed. Remaining funds from the 80% category may be applied to "access-oriented" student financial assistance.
- g. For the remaining access-oriented programs (no more than 20 percent), students must demonstrate an ability and willingness to work in a service program approved by the institution.
- h. Each institution must establish a minimum grade point average (GPA) or good standing requirement to be applied to all students participating in the program. This requirement cannot be less stringent than current practice for other student employment programs, although it may be more restrictive if the institution deems it appropriate.

### 3. Program Development

Each institution must develop a plan for use of the positions.

- a. At least one individual must have oversight over the program.
- b. Summer programs are allowed in which students may work as much as full-time without being enrolled; however, this is limited to continuing students who were enrolled at the institution in six credits either the prior spring or are enrolled in six credits the following fall.
- c. Positions must:
  - i. Be consistent with the student's career objective, service objective, or academic area of interest.
  - ii. Make a contribution to the state of Nevada, the community, and/or the institution.
  - iii. Be designated as on- or off-campus. Off-campus employers must sign a participation agreement or contract, as determined by the institution.
  - iv. Reflect a high level of skill or knowledge needed for service programs. Examples include: tutor, mentor, literacy programs assistant, public policy research assistant, graduate intern, peer advisor.

### 4. Payment

Institutions are appropriated Regents' Service Program funds as a line item in the state budget.

- a. 100% of the funding for each position will be from state funds including benefits (SIIS, Alternative Retirement, etc).

- b. At no time may the institution require an employer match, even for off-campus positions.
- c. These positions should not supplant work study funds that do require a match.
- d. Fringe benefits for student employment positions in literacy programs may be paid from these funds.
- e. Work schedules and rate of pay will be determined by the nature of the service required, and may be established as a separate category in the institution's student employment wage classification document.
- f. Funds may be used for tuition assistance.
- g. The institution may choose to pay resident fees for assistantships from these funds if it is deemed appropriate.

5. Administrative Costs

Each institution may allocate a portion of the funds from the Regents' Service Program to fund personnel, associated fringe, travel, and operating expenses incurred in the administration of the program.

- a. Institutions may allocate up to 9% of the total budgeted funds for administrative costs.
- b. The administrative cost allowance must be used to administer the Regents' Service Program and may not be allocated elsewhere in the institution.

6. Reporting

A report will be submitted no less than annually by each institution to the NSHE System Administration Office. Reports will be collected as part of the annual financial aid report, as well as an individual Regents' Service Program report.

On an annual basis, the Board of Regents Academic, Research and Student Affairs Committee (ARSA) will review these reports and may provide recommendations if deemed appropriate.

(Added 11/06; A. 10/09, 9/10)