



Program Participation Agreement Alaska Performance Scholarship

The Program Participation Agreement is required for all institutions requesting to administer Alaska Performance Scholarship funds. A complete application must be received by ACPE no later than June 30th of the year preceding the academic program period for which eligibility is requested.

In addition to this form, all non-accredited, non-authorized schools must submit copies of the following with this form:

- Audited Financial statements for the most recently completed fiscal year, OR
- Educational Institution Surety Bond (contact ACPE Institutional Authorization staff to determine amount)

Institutional Information

Name of Institution: _____

Address of Institution: _____

Phone Number: _____ Web Address: _____

Contact information for primary and secondary points of contact for APS program participation administration:

Primary Contact Name: _____ Secondary Contact Name: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

Accreditation and Authorization

Name of institutional accrediting authority (if applicable): _____

Current institutional status with ACPE: Authorized Exempt No established status

Complete list of all program credentials, program accreditations and other third-party approvals or endorsements (attach additional pages as needed):



Organization Description (Non-accredited, non-authorized schools ONLY)

Ownership Type: _____ Number of years operating in AK: _____

Mission Statement:

Name of Owner or Administrative Official: _____

Address: _____

Phone Number: _____ Email Address: _____

Certifications and Representations

I, the undersigned, hereby affirm the information provided in this Program Participation Agreement is complete and accurate and that I am authorized to bind the institution listed above in this Program Participation Agreement Renewal. I further affirm that the institution will administer all APS funds awarded for attendance at this institution in accordance with the applicable statutes and regulations, and in accordance with program policies, including:

- Fiduciary responsibility for APS funds
- Timely disbursement of funds to eligible students and the return of funds that cannot be promptly disbursed
- Appropriate documentation of student identity, student eligibility, the amount disbursed, and dates of disbursement
- Reporting of GPA, graduation, and other outcomes-related information
- Availability of student, administrative, and financial records for inspection by state officials
- Immediate notification to ACPE regarding any changes in staff with APS-related responsibilities
- Participation in the National Disbursement Network (NDN)
- Availability of counseling related to course selection, career choice, and personal challenges for incoming students
- Courses and credits result in the issuance of a degree or certificate available at the institution within a time frame expected for that degree or certificate

I further understand that my institution is subject to compliance audits relative to APS participation and agree to cooperate with any such audit.

Signature of Owner or Administrative Official: _____

Title of Administrative Official: _____ Date: _____

This agreement must be signed by the institution's CEO or senior financial aid official. APS statutes and regulations are available from ACPE or online at acpe.alaska.gov. Do not sign this document if you have not reviewed the applicable statutes and regulations that govern the APS program and Institutional Authorization (AS 14.43, 20AAC 16) as well as the Department of Labor regulations (8AAC 81).