

**KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY**  
**Division of Student Financial Aid**  
**(Amended at ARRS Committee)**

**11 KAR 15:110. Scholarships for Registered Apprenticeship and Qualified Workforce Training programs.**

RELATES TO: KRS 164.7871-164.7885

STATUTORY AUTHORITY: KRS 164.744(2), 164.748(4), 164.753(3), 164.7884, 164.7894

NECESSITY, FUNCTION, AND CONFORMITY: KRS 164.7884(5) requires the authority to promulgate administrative regulations establishing the procedures for making awards to KEES-eligible students participating in a registered apprenticeship or qualified workforce training program. *This administrative regulation establishes the procedures to award funds to KEES-eligible students participating in registered apprenticeships or qualified workforce training programs.*

Section 1. Eligibility.

- (1) A student who has earned a KEES award and who is enrolled in a registered apprenticeship program shall be eligible to request reimbursement for approved post-secondary expenses beginning with the 2018-2019 academic year.
- (2) A student who has earned a KEES award and who is enrolled in a qualified workforce training program shall be eligible to request reimbursement for approved post-secondary expenses for the academic year beginning July 1, 2020.
- (3) A student who has earned a KEES award and who is enrolled in an approved workforce solution training program shall be eligible to request reimbursement for approved post-secondary expenses for the academic year beginning July 1, 2023.
- (4) A student who has earned a KEES award and who is enrolled in a qualified proprietary school program shall be eligible to request reimbursement for approved post-secondary expenses for the academic year beginning July 1, 2023.
- (5) A student who has earned a KEES award and who is enrolled in an eligible college of art and design shall be eligible to request reimbursement for approved post-secondary expenses for the academic year beginning July 1, 2023.
- (6) ~~{(3)}~~ Reimbursement shall be made only for approved expenses as established~~provided~~ in KRS 164.7884(3)(a).

Section 2. Election Process.

- (1) By August 1 prior to the start of the academic year, a student enrolled in a registered apprenticeship,~~or~~ qualified workforce training program, approved workforce solutions training program, qualified proprietary school program, or eligible college of art and design shall submit to KHEAA their funding pathway choice, either traditional or reimbursement, for postsecondary KEES use.
- (2) If a student chooses the traditional KEES funding pathway, funds shall be paid to the student's ~~postsecondary~~ institution pursuant to KRS 164.7874 through~~to~~ 164.7883 and KRS 164.7885 upon KHEAA's receipt of enrollment verification from the institution. Funds shall not be paid directly to the student by KHEAA.
- (3) If a student chooses the ~~registered apprenticeship or qualified workforce training~~ reimbursement pathway, funds for approved expenses shall be paid directly to the student upon KHEAA's receipt of both a reimbursement request and proof of purchase by the student.
- (4) Any student who fails to make an election by August 1 shall automatically be placed in the traditional KEES funding pathway.

### Section 3. Reimbursement Process.

- (1) Upon receipt of a student's election to participate in the ~~registered apprenticeship or qualified workforce training~~ reimbursement pathway, KHEAA shall provide written confirmation to the student detailing the reimbursement process.
- (2) To be eligible for reimbursement, the student shall:
  - (a) Purchase items required for participation in the registered apprenticeship, ~~or~~ qualified workforce training program, approved workforce solutions training program, qualified proprietary school program, or eligible college of art and design;
  - (b) Complete and submit to KHEAA a ***KEES Expense*** Reimbursement Request; and
  - (c) Submit to KHEAA supporting documentation, including an itemized dated receipt.
- (3) Upon receipt of the required documentation and approval of the reimbursement request, KHEAA shall provide reimbursement of the approved expenses directly to the student in the form of a paper check.
- (4) In addition to reimbursable purchases, a student may request a travel allowance of up to \$250 per semester to cover commuting costs incurred during participation in the registered apprenticeship, ~~or~~ qualified workforce training program, approved workforce solutions training program, qualified proprietary school program, or eligible college of art and design.
- (5) The total reimbursement amount per year shall not exceed the student's KEES award maximum.
- (6) Eligibility for reimbursement ends the earlier of:
  - (a) Five (5) years following the student's date of high school graduation or GED receipt;
  - (b) The student's successful completion of a registered apprenticeship, ~~or~~ qualified workforce training program, approved workforce solutions training program, qualified proprietary school program, or eligible college of art and design program; or
  - (c) Receipt of reimbursement for four (4) academic years.

Section 4. Conversion of Funding Pathway. A student may elect to change their funding pathway one (1) time after making their initial election.

- (1) The ***completed KEES Reimbursement Pathway Selection Form*** ~~change request~~ shall be submitted to KHEAA ~~in writing~~.
- (2) The change shall become effective at the beginning of the next academic year following KHEAA's receipt and approval of the request.
- (3) The KEES award maximum for a student transitioning from the traditional KEES pathway to the reimbursement ~~registered apprenticeship or qualified workforce training~~ pathway shall be based on the student's postsecondary renewal amount for the last academic year completed in the traditional pathway.

### **Section 5. Incorporation by Reference.**

- (1) **The following material is incorporated by reference:**
  - (a) **"KEES Expense Reimbursement Request", July 2024; and**
  - (b) **"KEES Reimbursement Pathway Selection Form", July 2024.**
- (2) **This material may be inspected, copied or obtained, subject to applicable copywrite law, at the Kentucky Higher Education Assistance Authority, 100 Airport Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.**

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CONTACT PERSON: Hon. Miles F. Justice, General Counsel, Kentucky Higher Education Assistance Authority, P.O. Box 798, Frankfort, Kentucky 40602-0798, phone (502) 696-7309, fax (502) 696-7293, email [mjustice@kheaa.com](mailto:mjustice@kheaa.com).