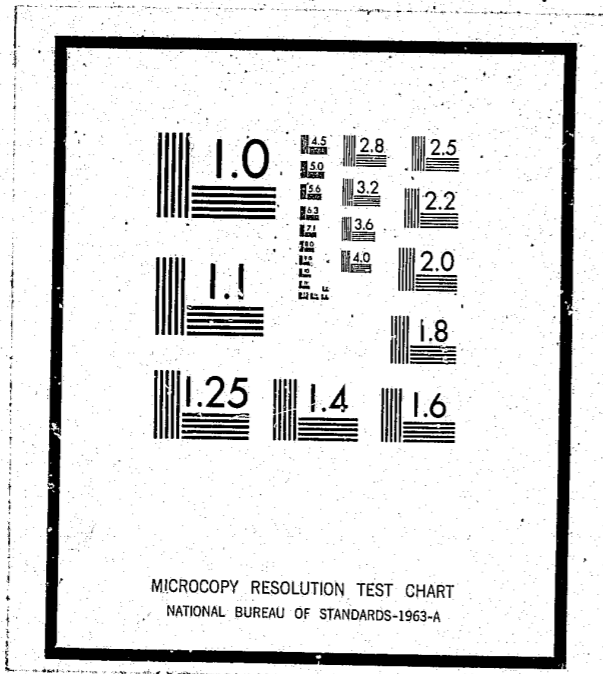


NCJRS

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U.S. Department of Justice.

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed

6/16/75

Guideline Manual

M 5200.1A

LAW ENFORCEMENT EDUCATION PROGRAM



FEBRUARY 15, 1974

UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

013609

Page ii

Initiated By: Office of Regional Operations

RECORD OF CHANGES

After removing obsolete pages and filing revised pages, initial and date the block following the change number.
Request any missing changes from your distribution point.

Change No.	Initial	DATE FILED	Change No.	Initial	DATE FILED	Change No.	Initial	DATE FILED	Change No.	Initial	DATE FILED
1			35			69			103		
2			36			70			104		
3			37			71			105		
4			38			72			106		
5			39			73			107		
6			40			74			108		
7			41			75			109		
8			42			76			110		
9			43			77			111		
10			44			78			112		
11			45			79			113		
12			46			80			114		
13			47			81			115		
14			48			82			116		
15			49			83			117		
16			50			84			118		
17			51			85			119		
18			52			86			120		
19			53			87			121		
20			54			88			122		
21			55			89			123		
22			56			90			124		
23			57			91			125		
24			58			92			126		
25			59			93			127		
26			60			94			128		
27			61			95			129		
28			62			96			130		
29			63			97			131		
30			64			98			132		
31			65			99			133		
32			66			100			134		
33			67			101			135		
34			68			102			136		

FOREWORD

1. **PURPOSE.** This Guideline Manual sets forth current and effective policies for the Law Enforcement Education Program. All LEEP administration will be in accordance with policies and procedures prescribed herein.
2. **SCOPE.** The provisions of this Manual apply to LEEP-participating institutions of higher education and to student recipients of LEEP grants and loans. It also guides the activities of all LEAA personnel who are involved with the administration of LEEP.
3. **CANCELLATION.** Guideline Manual M 5200.1, Law Enforcement Education Program, April 5, 1973, is cancelled effective July 1, 1974.
4. **EXPLANATION OF CHANGES.**
 - a. **Statutory Changes.** The Crime Control Act of 1973 (P.L. 93-83) changed three program provisions previously set forth in P.L. 90-351, amended by P.L. 91-644. All references to statutory authority for the program, to the maximum size of grants and/or loans, and to the grant recipient's employment obligation have been changed to reflect the new statute. The LEEP grantee no longer is required to remain with the same employing agency during the two-year period of obligatory employment. (See paragraph 50.)
 - b. **Other Policy and Procedural Changes.**
 - (1) The institutional requirement concerning designation of an institutional representative is expanded to include financial management. (See paragraphs 4b and 14.)
 - (2) The institutional accreditation requirement is changed to conform with the elimination of the "correspondent" status by the Federation of Regional Accrediting Commissions of Higher Education. (See paragraph 10.)
 - (3) Procedures for executing the LEEP Terms of Agreement are clarified. (See paragraph 12.)
 - (4) The name of the LEEP-3 form is changed to LEEP Student Certification and Note, and use of the LEEP-4 is rescinded.
 - (5) LEAA approval is required for awards to students enrolled in the institution's extension or external degree program(s).
 - (6) Grants for study outside the United States are prohibited. (See paragraph 38.)
 - (7) Guidelines for law enforcement academy courses are set forth. (See paragraph 39.)

February 15, 1974

- (8) Provisions regarding program exclusions prescribed in the 1970 Appropriations Act are deleted. (See paragraph 41.)
- (9) The provision for matching Educational Opportunity Grants is deleted. (See paragraph 42a.)
- (10) The requirement regarding financial support from sources other than LEEP is expanded to address applicants who are residents of states which administer scholarship programs. Institutional responsibility is defined. (See paragraph 42b.)
- (11) In-service eligibility is clarified. Agents of the Drug Enforcement Administration are added, and Federal General Services Administration employees are deleted. (See paragraphs 45a through c and 47b.)
- (12) Wording in priority schedule is changed to clarify meaning and to reflect modified ruling on transfer students (paragraph 72a).
- (13) The definition of "returning recipient" is modified (paragraph 72b).
- (14) The rule governing pro-rating of awards is changed in order to eliminate the practice as nearly as possible (paragraphs 73b and c).
- (15) The academic-year maximum grant is defined. (See paragraph 76c.)
- (16) Designation of responsibility for book cost determination is assigned to institutions rather than students. (See paragraph 77d.)
- (17) The provision that funds shall not be restricted exclusively for a particular unit within a university is stated (paragraph 131).
- (18) Fiscal procedures reflect major changes in accounting and financial management procedures. (See chapter 7.)

5. EFFECTIVE DATE. This Guideline Manual becomes effective for all programs to be funded for the fiscal year 1975.

Donald E. Santarelli
DONALD E. SANTARELLI
Administrator

Distribution: LEEP-Participating Institutions, RO Manpower Specialists.
Information Copies: RO and CO Heads, Accounting and Audit Staffs, Staff of Office of Regional Operations.

February 15, 1974

TABLE OF CONTENTS

	<u>Page No.</u>
CHAPTER 1. AUTHORIZATION AND PURPOSE	1
1. The Act	1
2. Program Purpose	1
3. Types of Program Assistance	1
4. Administration of the Program	1
5-9. <u>RESERVED</u>	2
CHAPTER 2. INSTITUTIONAL ELIGIBILITY AND RESPONSIBILITY	3
SECTION 1. INSTITUTIONAL ELIGIBILITY	3
10. Accreditation Requirement	3
11. General Requirements	3
12. LEEP Terms of Agreement	4
13. Program Eligibility	4
SECTION 2. INSTITUTIONAL RESPONSIBILITY	4
14. Institutional Representative	4
15. Legislative and Administrative Provisions	4
16. Discrimination Prohibited	4
17-19. <u>RESERVED</u>	5
CHAPTER 3. PROGRAM ELIGIBILITY	7
20. Academic Programs Authorized	7
21. General Curricula Criteria	7
22. Training Programs and Courses Prohibited	8
23. Institutes and Short Courses	8
24. Remedial Courses	8
25. Extension Courses and External Degree Programs	8
26. Special Requirements for Extension Courses Offered by Non-affiliated Departments	9
27. Correspondence Courses	9
28. Proficiency Tests and Past Work Experience	9
29. Consortium Arrangements	9
30-34. <u>RESERVED</u>	10
CHAPTER 4. STUDENT ELIGIBILITY	11
SECTION 1. GENERAL CONDITIONS OF STUDENT ELIGIBILITY	11
35. Basic Standards of Eligibility	11
36. Citizenship or Nationality Status	11

Page No.

37. Social Security Number	11
38. Enrollment Standards	12
39. Academy Courses	12
40. Age and Physical Limitations	12
41. Exclusions for Students Involved in Campus Disorders	12
42. Concurrent Financial Assistance	13
43-44. <u>RESERVED</u>	13
SECTION 2. IN-SERVICE ELIGIBILITY	14
45. State and Local Eligibility	14
46. Teachers Eligible for In-Service Awards	14
47. Federal Eligibility	14
48. Full-Time Employment Status	16
49. Leave Status	16
50. Two-Year Grantee Obligation	16
51. Temporary Employees	17
52. Quasi-Public Agencies	17
53-57. <u>RESERVED</u>	17
SECTION 3. PRESERVICE ELIGIBILITY	17
58. Career Intent and Employment Counseling	17
59. Loans for Teacher Preparation	18
60-70. <u>RESERVED</u>	18
CHAPTER 5. DETERMINING AWARDS	19
SECTION 1. FUNDING AVAILABILITY AND PRIORITIES	19
71. Types of Financial Aid Available	19
72. Priorities	19
73. Full Eligibility	20
74. Planning for Priorities	20
SECTION 2. DETERMINING GRANTS	21
75. Eligibility	21
76. Grant Amounts	21
77. Grant Coverage	21
78. Grants for Intersessions	22
79. Summer Study	22
80. No Needs Test for Grants	22
SECTION 3. DETERMINING LOANS	22
81. Eligibility	22

Page No.

82. Loan Amounts	22
83. Loan Coverage	23
84. Loan Amounts for Intersessions	23
85. Summer Study	23
86. Financial Need Assessment for Loans	23
SECTION 4. CONCURRENT RECEIPT OF GRANT AND LOAN	23
87. Eligibility	23
88. Coverage	24
89. Choice of Single Form of Assistance	24
90-99. <u>RESERVED</u>	24
CHAPTER 6. RECIPIENT OBLIGATIONS AND REPAYMENT PROVISIONS	25
SECTION 1. GENERAL RESPONSIBILITIES	25
100. Application for Assistance	25
101. Academic Leave of Absence for In-Service Students	25
102. Preservice Student Obligations	25
SECTION 2. GRANT OBLIGATIONS AND REPAYMENT	26
103. Two-Year Obligation	26
104. Repayment Upon Employment Termination	26
105. Employment Credit Earned as Student	26
106. Employment Credit for Teachers	26
107. Withdrawal, Failure, Incomplete Study	27
108. Grant Repayment Provisions	27
SECTION 3. LOAN CANCELLATION AND REPAYMENT	27
109. Loan Cancellation for Employment	27
110. Cancellation Not Applicable to Full-Time Students	27
111. Teacher Eligibility for Loan Cancellation	27
112. Certification of Teacher Eligibility	28
113. Loan Cancellation for Disability	28
114. Death	28
115. Bankruptcy	29
116. Deferment of Loan Repayment	29
117. Loan Repayment Provisions	29
118-124. <u>RESERVED</u>	30

	<u>Page No.</u>
CHAPTER 7. PROGRAM ADMINISTRATION PROCEDURES	31
SECTION 1. GENERAL ADMINISTRATION	31
125. LEEP Appropriations	31
126. Regional Allotments	31
127. Institutional Application	31
128. LEEP Terms of Agreement	31
129. Awards to Institutions	31
SECTION 2. THE LEEP SYSTEM	
130. Forms for Centralized System	32
131. Form LEEP-3, LEEP Student Certification and Note	34
132. LEEP Renewal Note (LEEP-4)	36
133. Summary and Certification Sheet (LEEP-5)	37
134. Student Statement of LEEP Account	38
SECTION 3. INSTITUTIONAL RECORDS AND ACCOUNTING	40
135. Rebates (Refunds)	40
136. Institutional Accounting Responsibilities	40
137. Unused Funds	40
138. Interest Earned on LEEP Funds	41
139. Maintenance and Retention of Records	41
140. Documentation Required under Prior Guidelines	42
141. Audits of Institution Accounts	42
142. Access to Record	43
APPENDIX 1. THE CRIME CONTROL ACT OF 1973 (P.L. 93-83)	1
APPENDIX 2. REGIONAL OFFICE ADDRESSES	1
APPENDIX 3. DEFINITIONS	1
APPENDIX 4. CIVIL RIGHTS ACT OF 1964, TITLE VI, SECTION 601	1
APPENDIX 5. EDUCATION AMENDMENTS OF 1972 (P.L. 92-318), TITLE IX, SECTION 901	1
APPENDIX 6. TITLE 28, SECTION 42, PART D OF THE CODE OF FEDERAL REGULATIONS	1
APPENDIX 7. LEEP FORMS	1

CHAPTER 1. AUTHORIZATION AND PURPOSE

1. THE ACT. Title I, Part D, Section 406, of the Omnibus Crime Control and Safe Streets Act of 1968 (Public Law 90-351), authorized the establishment of the Law Enforcement Education Program (LEEP). This Act was amended by Public Law 91-644, the Omnibus Crime Control Act of 1970 and by Public Law 93-83, the Crime Control Act of 1973. Section 406 (a) through (d), as amended, is included as appendix 1 to this Guideline Manual.
2. PROGRAM PURPOSE. The Omnibus Crime Control and Safe Streets Act provides for and encourages "training, education, research, and development for the purpose of improving law enforcement . . ." One method of improving the effectiveness of the nation's criminal justice system is to increase the education level of its personnel. To this end, LEEP provides financial assistance to allow in-service criminal justice personnel to continue their education at the college and university level. It also provides funds to men and women preparing for careers in criminal justice.
3. TYPES OF PROGRAM ASSISTANCE. Two types of financial assistance are offered under LEEP:
 - a. Grants of up to \$250 per academic quarter or \$400 per semester for qualified full-time employees of publicly-funded law enforcement and criminal justice agencies.
 - b. Loans of up to \$2,200 per academic year for qualified students enrolled in a program of study "directly related to law enforcement and criminal justice or suitable for persons employed in law enforcement and criminal justice." Preference is given to police and corrections personnel of states or units of general local government on academic leave from their agencies.
4. ADMINISTRATION OF THE PROGRAM. The Act established the Law Enforcement Assistance Administration (LEAA) which administers LEEP. LEAA operates under the general authority of the Attorney General and is headed by an Administrator and two Deputy Administrators who are appointed by the President, by and with the advice and consent of the Senate.
 - a. LEAA. LEAA administers LEEP through its Office of Regional Operations and ten regional offices. The regional offices direct, monitor, and evaluate LEEP activities within their respective jurisdictions. Also, they promote cooperation

February 15, 1974

and coordination among State Criminal Justice Planning Agencies, the higher education community, and criminal justice operational agencies in efforts to upgrade criminal justice education. LEEP financial records are maintained in the Office of the Comptroller in Washington. This office processes all institutional awards and student notes and supervises billing and collection activities on student awards.

- b. Institutions of Higher Education. LEAA authorizes institutions of higher education to use fiscal year LEEP allocations to assign grants and loans to eligible students. LEAA requires each participating institution to designate at least one institutional representative to be responsible for program administration and financial management. If LEEP functions are assigned to more than one representative, the institution should clearly define the authority and responsibilities of each individual. One of these should be designated as the LEEP Coordinator, or person with primary responsibility for contact with LEAA.
- c. Regional Office Addresses. Regional office addresses and telephone numbers appear in appendix 2 to this Guideline Manual.

5-9. RESERVED.

February 15, 1974

M 5200.1A

CHAPTER 2. INSTITUTIONAL ELIGIBILITY AND RESPONSIBILITY

SECTION 1. INSTITUTIONAL ELIGIBILITY

10. ACCREDITATION REQUIREMENT. An institution of higher education must meet one of the following standards of accreditation to participate in LEEP:
- a. Full accreditation by a member of the Federation of Regional Accrediting Commissions of Higher Education. Members of the Federation are as follows:
 - (1) Middle States Association of Colleges and Secondary Schools,
 - (2) New England Association of Colleges and Secondary Schools,
 - (3) North Central Association of Colleges and Secondary Schools,
 - (4) Northwest Association of Secondary and Higher Schools,
 - (5) Southern Association of Schools and Colleges,
 - (6) Western Association of Schools and Colleges.
 - b. Designation as a Candidate for Accreditation by one of the above accrediting commissions.
11. GENERAL REQUIREMENTS. In addition to the accreditation requirements above, an institution must meet the following general eligibility criteria to apply for LEEP participation:
- a. It admits as regular students only persons having a certificate of graduation from a secondary school or the recognized equivalent, consistent with the institution's enrollment policy;
 - b. It is legally authorized within the State to provide a program of education beyond secondary education;
 - c. It provides an educational program for which it awards a bachelor's or higher degree; or it provides an associate degree, the course work for which is creditable toward the bachelor's degree at regionally accredited institutions of higher education;

February 15, 1974

d. It is a public institution of higher education operated by an agency of State government or a political subdivision thereof, but is not an institution of an agency of the United States Government; or it is a nonprofit institution, no part of the net earnings of which inures or may lawfully inure to the benefit of any private stockholder or individual.

12. LEEP TERMS OF AGREEMENT. Form LEEP-2, LEEP Terms of Agreement, must be executed by the institution as a precondition for participation in the LEEP program. A fully executed LEEP-2 is a legal agreement between LEAA and the institution of higher learning. Procedures for submission of the LEEP-2 are outlined in paragraph 128. No grant awards will be authorized to an institution until an executed copy of the LEEP Terms of Agreement for that fiscal year is in LEAA's files. (See appendix 7.)
13. PROGRAM ELIGIBILITY. The LEEP program provides grants and/or loans to students who are employed full time in the criminal justice system or who intend to enter the criminal justice system. All institutions accepted for participation in LEEP are eligible to make grants and loans.

SECTION 2. INSTITUTIONAL RESPONSIBILITY

14. INSTITUTIONAL REPRESENTATIVE. An institution accepted for participation in LEEP shall designate at least one institutional representative to be responsible for LEEP administration and financial management. If LEEP functions are assigned to more than one representative, the institution should clearly define the authority and responsibilities of each individual. One of these should be designated as the LEEP Coordinator, or person with primary responsibility for contact with LEAA.
15. LEGISLATIVE AND ADMINISTRATIVE PROVISIONS. In administering the program the institution shall comply with all stipulations in the Act (P.L. 90-351) as amended, the LEEP Terms of Agreement, and this Guideline Manual. Terms used frequently in this Guideline Manual are defined in appendix 3.
16. DISCRIMINATION PROHIBITED. The institution shall administer LEEP in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to regulations of the Department of Justice (28 C.F.R. Part 42) and Title IX, Section 901, of the Education Amendments of 1972 (P.L. 92-318) to the end that no person shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the

February 15, 1974

Department of Justice. Further, public institutions shall comply with the Equal Employment Opportunity provisions of Title 28, Section 42, Part D of the Code of Federal Regulations. Relevant sections of these statutes are included in appendices 4, 5, and 6.

17-19. RESERVED.

CHAPTER 3. PROGRAM ELIGIBILITY

20. ACADEMIC PROGRAMS AUTHORIZED. The Act authorizes LEEP funds for "programs of academic educational assistance." The Act stipulates that students who receive LEEP funds shall enroll in courses or programs that lead to a degree or certificate in an area related to law enforcement or suitable for persons employed in law enforcement.
- a. The institution shall exercise conscientious judgment in ascertaining that the LEEP recipient's academic program relates to the employee's duties and/or those job functions that reasonably can be anticipated by the student. Programs that lead to professions other than those related to criminal justice (e.g., engineering and medicine) generally would not be appropriate. It is intended, however, that grant recipients be allowed to enroll for degrees or majors in areas other than police, courts or corrections if other programs which enhance their professional qualifications are available.
 - b. The ultimate authority for determining which programs comply with the intent of the law rests with LEAA. Any questions concerning suitability of programs for which LEEP recipients enroll should be directed to the appropriate LEAA regional office (See appendix 2 for addresses).
 - c. The Student Certification and Note form includes the LEEP recipient's certification that the courses for which he enrolls lead to a certificate or degree in areas related to law enforcement or suitable for persons employed in law enforcement. (Sample form appears in appendix 7.)
21. GENERAL CURRICULA CRITERIA. To be supported by LEEP a curriculum must meet the criteria set forth below:
- a. Each course shall be approved by the regular curriculum-approving body of the institution, e.g., by the student-faculty senate, the curriculum committee, the State Board of Regents, etc., and shall be creditable toward a catalog-listed academic degree or certificate.
 - b. Each class shall be open to all students. The scheduling of two identical classes for the same course does not satisfy the requirement if one class serves preservice students and the other serves in-service students. Courses shall be convened in academic or neutral environments. A police department squad room, for example, would not be considered a neutral setting.
 - c. The instructor shall have full-time or part-time faculty status at the institution, be paid by the institution, and possess required credentials comparable to those of instructors in other academic fields offered at the institution. The use of qualified guest lecturers is not precluded, provided the major responsibility for the course rests with the qualified faculty member of record.

February 15, 1974

- d. Transferability of credits is required. At least 80 percent of all credits shall be applicable towards bachelor's degrees offered by regionally accredited institutions.
22. TRAINING PROGRAMS AND COURSES PROHIBITED. Basic recruit and in-service training programs shall not be supported by LEEP funds even though the institution may offer credit or give credit equivalency for them. If credit or credit equivalency is given, it shall not be considered as part of the student's academic load in determining full-time status for loan eligibility.
23. INSTITUTES AND SHORT COURSES. Study done in seminars, short-term institutes, or workshops normally is not eligible for LEEP funds. These courses are usually training oriented, and training cannot be supported by LEEP monies. An institution which proposes to offer a short course as academically equivalent to its regular offerings, and therefore eligible for LEEP, shall first verify to LEAA that the course meets the criteria listed in paragraph 21. The school will be required to restore any grant or loan funds awarded to students for attendance at an institute or short course that does not meet the criteria in paragraph 21. All questions concerning eligibility of a short course for LEEP support shall be directed to the appropriate LEAA regional office before funds are offered to students.
24. REMEDIAL COURSES. Remedial courses cannot be supported with LEEP funds.
25. EXTENSION COURSES AND EXTERNAL DEGREE PROGRAMS. Participating institutions are encouraged to provide criminal justice personnel with every opportunity to obtain a meaningful higher education. It is desirable that in-service and preservice students. When this plan is not practicable because of geographic factors, extension courses and external degree programs may have to be established.
- a. In order for these courses and programs to be supported by LEEP funds, the institution shall verify to LEAA that extension courses and external degree programs meet all the course criteria in paragraph 21 and that they respond to an otherwise unmet educational need in that particular geographic area.
- b. Funds shall be assigned only to students at the institution's main campus unless written approval for awards to extension and external degree students is obtained from LEAA.

February 15, 1974

- c. All questions concerning eligibility of an extension course or external degree program for LEEP support must be directed to the appropriate LEAA regional office before funds are offered to students. (See appendix 2 for address.)
26. SPECIAL REQUIREMENTS FOR EXTENSION COURSES OFFERED BY NON-AFFILIATED DEPARTMENTS. In some States extension courses are administered by a Continuing Education Department or division which is not affiliated with any college or university. If such a department is an accredited degree-granting institution with contractual authority and administers its own fiscal matters, it should apply directly for LEEP participation to the appropriate LEAA regional office. Departments which merely coordinate and administer the extension courses offered by institutions within the State are not eligible to participate in LEEP as separate entities. Students enrolled in such extension courses can obtain LEEP assistance from the parent campus if the following prerequisites are met:
- a. The class, although administered by the Continuing Education Department, is an extension course of the LEEP-participating institution.
- b. The course meets the eligibility criteria set forth in paragraph 21 above.
27. CORRESPONDENCE COURSES. A correspondence course is eligible for LEEP support only if it is offered through a LEEP-participating institution, transfer credit is awarded for course completion, and all other course eligibility criteria are met.
28. PROFICIENCY TESTS AND PAST WORK EXPERIENCE. LEEP funds cannot be used to pay for credits earned by passing a proficiency test or for credits given for past work experience.
29. CONSORTIUM ARRANGEMENTS. LEEP-participating institutions may want to establish consortium arrangements with other accredited participating and non-participating institutions. A consortium is an official amalgamation of academic programs, staff and facilities of two or more institutions. Such an arrangement is a significant organizational development undertaken to maximize the resources available to each institutional member. A consortium contrasts with a simple bilateral agreement between institutions which permits students enrolled in one school to take a course at another. Students enrolled in consortia are eligible for LEEP assistance provided:
- a. When a LEEP-participating institution enters into a consortium with a non-participating institution, the participating institution, i.e., the institution which executes the LEEP Terms

February 15, 1974

of Agreement with LEAA, has the sole authority for the control and maintenance of LEEP funds as well as LEEP administrative responsibility.

- b. When more than one of the institutions participating in the consortium is a LEEP participant, the institutions must decide whether one or more of them shall exercise control over LEEP funds for the purposes of the consortium.
- c. No student shall receive LEEP funds from more than one institution in any one academic term.

30-34. RESERVED.

February 15, 1974

CHAPTER 4. STUDENT ELIGIBILITY

SECTION 1. GENERAL CONDITIONS OF STUDENT ELIGIBILITY

35. BASIC STANDARDS OF ELIGIBILITY.

- a. LEEP grants are available only to full-time criminal justice personnel (in-service students) as defined in this chapter. A grant recipient may be a part-time or full-time student. He or she may be on official academic leave from the employing agency.
- b. LEEP loans are available only to full-time students (in-service or preservice). An in-service student may qualify for both a loan and grant only if he is both a full-time student and a full-time criminal justice employee.
- c. A full-time student for purposes of LEEP is defined as follows:
 - (1) An undergraduate student who is enrolled for a minimum of 12 credit hours in a 15 credit hour system (or the equivalent).
 - (2) A graduate student enrolled in a minimum of 9 credit hours in a 12 credit hour system (or the equivalent).
 - (3) An exception is made for the final term. A student enrolled for his final term who received a LEEP loan in the prior academic term and who needs less than the minimum full-time enrollment to complete his degree requirements is eligible for a loan.

36. CITIZENSHIP OR NATIONALITY STATUS.

- a. The applicant must be a citizen or national of the United States or a person who is in the United States, its possessions, or its territories, for other than a temporary purpose and is, or intends to become, a permanent resident. Puerto Rico and the District of Columbia are considered as States under the Act. The Virgin Islands, Guam, and American Samoa are defined as territories or possessions of the United States.
- b. Residents of the Trust Territory of the Pacific Islands are eligible for LEEP awards through schools located in "States," the Virgin Islands, Guam, or American Samoa if the residents are in those areas for other than temporary purposes.

- 37. SOCIAL SECURITY NUMBER. An applicant shall possess a social security number before his request for funds can be approved. An application will not be accepted by LEAA without a proper social security number.

February 15, 1974

38. ENROLLMENT STANDARDS. An applicant must be accepted for admission by a LEEP-participating college or university. He or she must be a degree candidate or meet current requirements to petition for acceptance into a degree program. A student not seeking a degree at the time of course enrollment and who therefore is classified as a "special" student must be earning full credit for course work completed. A LEEP award may not be used for courses conducted outside of the United States or its territories, as defined by the Act.
39. ACADEMY COURSES. Enrollment in any academic course to fulfill the requirements of a law enforcement academy shall receive LEEP support only if the following stipulations are observed and regional office approval obtained:
- The courses offered must comply with all the criteria set forth in paragraph 21.
 - The academy program shall not require students to use LEEP funds; the option shall be given for the recruits to use their own funds. Recruits shall be counseled regarding financial or service obligations incurred by the use of LEEP funds.
 - The academy program shall not require a recruit to take a course which he or she already has completed successfully.
 - If the recruit resigns or is dismissed from the police department, the educational institution shall permit the recruit to complete the courses in which he or she is enrolled.
40. AGE AND PHYSICAL LIMITATIONS. There is no age or physical requirement for LEEP eligibility. However, the institution must advise preservice students to inform themselves regarding employment requirements (especially physical limitations) in the criminal justice area of their choice. Physical limitations may affect employability.
41. EXCLUSIONS FOR STUDENTS INVOLVED IN CAMPUS DISORDERS.
- Exclusions for FY 1971 LEEP Support. Public Law 91-372, the 1971 Appropriations Act for Departments of State, Justice, and Commerce, the Judiciary, and related agencies, contains certain restrictions with respect to the funding of students engaged in activities detrimental to the operations of educational institutions. It reads:
"SEC. 705. No part of the funds appropriated under this Act shall be used to provide a loan, guarantee of a loan, a grant, the salary of, or any remuneration whatever to any individual applying for admission, attending, employed by, teaching at or doing research at an institution of higher education who has engaged in conduct on or after August 1, 1969, which involves the use of (or the assistance to others in the use of) force or threat of force or the seizure of

February 15, 1974

- property under the control of an institution of higher education, to require or prevent the availability of certain curriculum, or to prevent the faculty, administrative officials or students in such institutions from engaging in their duties or pursuing their studies at such institution."
- It is the responsibility of the institution to take action to insure dissemination and enforcement of this provision. Fair notice shall be given to an affected individual of any proposed cessation of payments. Opportunity shall be given to him to be heard as to whether he has engaged in conduct included under the above provision of the Appropriations Act.
42. CONCURRENT FINANCIAL ASSISTANCE.
- Support from Other Federal Programs. A student receiving LEEP assistance under this Act is not prevented by LEAA from receiving educational funds from the Veterans Administration, Social Security benefits, or funds from student financial aid programs authorized by the Higher Education Act (P.L. 89-329), as amended, and administered by the U.S. Office of Education. Because this OE assistance relates to both educational and maintenance costs of students, a LEEP award could pay for tuition, books, and fees and the OE student aid could meet the individual's additional demonstrated financial need.
 - Support from Other Resources. LEEP loans or grants shall not be assigned to a student whose educational costs are being fully paid through a private scholarship program or from public resources EXCEPT for Veterans Administration benefits. If the applicant is a resident of a state which administers a state scholarship or incentive program, the applicant must apply for those state benefits. If the costs of education are only partially covered by sources other than LEEP, then LEEP funds may be used to cover those costs not covered by outside funds. The institution must apprise applicants of this guideline and should make known to students the existence of state scholarship programs.
 - Retroactive Reimbursement. LEEP funds shall NOT be awarded in those instances where state and local governments retroactively reimburse law enforcement officers for expenses incurred in satisfactorily completing course work that is normally eligible for support under LEEP.
 - Salary Incentives. A bona fide salary incentive program in which permanent salary increases that are taxable by the Federal Internal Revenue Service are given for educational accomplishments is not considered a duplication of LEEP benefits.

43-44. RESERVED.

SECTION 2. IN-SERVICE ELIGIBILITY

45. STATE AND LOCAL ELIGIBILITY. All in-service students must qualify as sworn officers or civilian professional or paraprofessional employees as defined in this section. In-service eligibility of state and local criminal justice personnel is based on agency eligibility. Eligible state and local agencies are publicly-funded agencies, the PRINCIPAL ACTIVITIES of which pertain to crime prevention, control or reduction or the enforcement of the criminal law, including, but not limited to police efforts to prevent, control or reduce crime or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies, activities of corrections, probation or parole authorities, and problems relating to the prevention, control or reduction of juvenile delinquency or narcotic addiction.
- SPA Personnel. A full-time professional employee of a State Planning Agency or of an SPA regional or local unit is eligible for a grant.
 - Campus Police. A member of a campus police force is eligible for a LEEP grant if he or she possesses under authority of state or local law either concurrently with or in lieu of the jurisdictional law enforcement agency, full powers to enforce the criminal statutes, including the power to make arrests.
 - Component Units of Ineligible Employing Agencies. Sometimes a large administrative agency which is itself ineligible as an employing agency contains a large section or division the primary activity of which is criminal justice and law enforcement. Grant eligibility of such personnel will be determined on the basis of documentation as to statutory authorization, jurisdiction, and other details deemed pertinent by LEAA.
 - Supportive Employees. Supportive employees, such as clerical, janitorial, equipment maintenance personnel, etc., are ineligible for grants. Questionable cases must be referred to the appropriate LEAA regional office.
46. TEACHERS ELIGIBLE FOR IN-SERVICE AWARDS. Full-time teachers of courses related to law enforcement and criminal justice or suitable for persons employed in law enforcement, in institutions of higher education which are eligible to receive LEEP funds shall be eligible to receive LEEP grants.
47. FEDERAL ELIGIBILITY. In-service eligibility at the Federal level is based on employee function. Only Federal officers having PRIMARY criminal law enforcement, correctional or judicial responsibility are eligible for in-service awards.

- Government Employees Training Act. All Federal employees must first use available Government Employees Training Act funds for their educational benefits. Only after Government Employees Training Act funds have been exhausted can LEEP funds be available to Federal employees. The institution must apprise the Federally employed applicant of this guideline in order to assure student compliance.
- Eligible Employees. Federal positions not specifically listed in this paragraph are not eligible for LEEP support, regardless of the functions performed. All supportive personnel at the Federal level are INELIGIBLE. ALL MILITARY employees, whether civilian or members of the Armed Forces, are INELIGIBLE. Eligibility of Federal officers is restricted to the following:
 - U. S. Department of Justice
 - Agents of the Federal Bureau of Investigation (FBI)
 - Agents of the Drug Enforcement Administration
 - U. S. Marshals
 - Correctional Officers, U. S. Bureau of Prisons
 - Correctional Treatment Specialists, U. S. Board of Parole
 - Investigators and Patrol Agents, U. S. Immigration and Naturalization Service
 - U. S. Treasury Department
 - Special Agents, U. S. Secret Service
 - Executive Protection Service (includes White House Police)
 - Special Investigators, Alcohol, Tobacco and Fire Arms
 - Intelligence Special Agents, Internal Revenue Service (IRS Agents are not eligible.)
 - Special Agents, Customs Patrol Officers and Customs Security Officers, U. S. Bureau of Customs

- (3) U. S. Department of Interior
 - (a) U. S. Park Police in Washington, D. C.
 - (b) Investigators and Indian Police, U. S. Bureau of Indian Affairs (BIA)
- (4) Federal Judiciary
 - (a) Employees of the Federal Court system, including Federal probation officers, who work on criminal matters are eligible.
 - (b) Federal supportive personnel (e.g., clerical, custodial and equipment maintenance employees) are ineligible.
- (5) U. S. Capitol Police

48. FULL-TIME EMPLOYMENT STATUS. To be eligible for LEEP as an in-service student, the student shall maintain full-time employee status (a minimum of 30 hours per week) in a publicly funded agency or full-time status as a criminal justice teacher. The student who is in an officially organized cadet program is considered a full-time in-service employee for purposes of receiving LEEP benefits. Each student shall certify his status as a permanent, full-time employee of a criminal justice agency.

49. LEAVE STATUS. Personnel on leave of absence are considered employees of an agency and are eligible for LEEP grants.

- a. For LEEP purposes, leave classifications include leave of absence for temporary disability, for recuperation and for academic leave. Neither terminal leave or leave for military service is an acceptable leave-of-absence category. In the case of criminal justice teachers, the "agency" is the employing college or university, and the academic leave is a sabbatical. (Leave status indicates a contract or certain commitment from the employer for the employee to return to the agency at the same or higher grade/rank or salary level.)
- b. The institution must receive and retain agency verification of the student's status and its estimated duration if a student is on leave.

50. TWO-YEAR GRANTEE OBLIGATION. Grant funds shall be advanced only to an in-service applicant who enters into an agreement with the Department of Justice to remain in full-time criminal justice employment for a period of two years following completion of any course for which grant

funds are advanced. This provision is effective for grants for which the period of obligatory employment commenced after June 30, 1973. In other words, if the course completion date on the student note is July 1, 1973 or later, the provision applies as stated herein. The employment agreement is part of the note forms. The student who fails to remain with criminal justice employment the required length of time must repay the grant plus interest. See paragraph 104.

51. TEMPORARY EMPLOYEES. A temporary employee or regular employee of a temporarily funded program is not eligible for a LEEP grant or in-service loan.

52. QUASI-PUBLIC AGENCIES. Employees of private organizations which provide detention and rehabilitation services are not eligible for LEEP grants. Although the agency financial support might be primarily public, the administrative control or charter is non-public. This category includes some child care centers, narcotic treatment centers, halfway houses, and release centers.

53-57. RESERVED.

SECTION 3. PRESERVICE ELIGIBILITY

58. CAREER INTENT AND EMPLOYMENT COUNSELING.

- a. The preservice applicant SHALL BE COMMITTED to obtaining full-time employment in a law enforcement and criminal justice agency.
- b. At the time of entering the program, preservice students shall be counseled fully regarding such employment specifications as physical, psychological, and educational requirements and character qualifications as they pertain to positions within the criminal justice system. The counseling session shall also include the following:
 - (1) A discussion of course work, degree plans and sincerity of occupational intent.
 - (2) A clear understanding of the student's repayment responsibility upon failure to obtain employment in the criminal justice system upon completion of course work.
 - (3) An effort to identify any applicant who has been convicted of a felony, since many criminal justice agencies cannot hire a convicted felon.
- c. Institutions shall certify in writing that the counseling required in paragraph 58b has occurred. This certification shall be countersigned by the student and retained in the institution's files.

February 15, 1974

59. LOANS FOR TEACHER PREPARATION. A full-time student who is preparing for a career as a full-time teacher of courses related to criminal justice or suitable for persons employed in criminal justice is eligible for a LEEP loan.

60-70. RESERVED.

February 15, 1974

CHAPTER 5. DETERMINING AWARDS

SECTION 1. FUNDING AVAILABILITY AND PRIORITIES

71. TYPES OF FINANCIAL AID AVAILABLE. LEEP provides two types of financial aid to criminal justice students enrolled in colleges and universities:

- a. Grants for in-service students to pay for tuition, mandatory fees, and books, not to exceed \$400 per semester or \$250 per quarter for part-time or full-time study of degree-creditable courses related and/or useful in criminal justice.
- b. Loans not to exceed \$2,200 per academic year for full-time study in courses related to criminal justice or suitable for persons employed in criminal justice. (See paragraph 20 concerning authorized academic programs.)

72. PRIORITIES. The Act makes it clear that Congress feels that "crime is essentially a local problem." This language makes it mandatory that funds be made available primarily to local and state personnel, with secondary emphasis upon federal employees and preservice students.

a. Order of Priorities. The order of priority for assigning available LEEP funds shall be:

- (1) New or returning applicants who are state or local criminal justice personnel on academic leave
- (2) Returning in-service LEEP recipients except transfers
- (3) Returning in-service LEEP recipients who are transfers holding associate degrees or equivalent credit hours
- (4) Returning preservice LEEP recipients except transfers
- (5) Returning preservice LEEP recipients who are transfers holding associate degrees or equivalent credit hours
- (6) New applicants who are state or local criminal justice personnel
- (7) New preservice applicants, excluding pre-law students and candidates for law degrees
- (8) New applicants who are eligible in-service teachers
- (9) New applicants who are eligible federal criminal justice personnel
- (10) New in-service applicants who are candidates for law degrees

February 15, 1974

- b. Returning Recipients. The term returning recipients, as used herein, refers to those students who participated in LEEP during the previous academic term as well as those who received assistance during the preceding fiscal year.
- c. Consideration for Non-police. Applications from personnel in corrections, probation, parole, and courts must be given equal treatment with applications from police officers.

73. FULL ELIGIBILITY.

- a. Definition. Full grant eligibility is the cost of tuition, fees, and books, not to exceed \$250 per quarter or \$400 per semester. Full loan eligibility is the cost of tuition, fees, and books, not to exceed \$733 per quarter or \$1100 per semester. In the case of in-service persons on academic leave, full loan eligibility also includes any additional demonstrated financial need.
- b. Meeting Maximum Eligibility. The full eligibility of all applicants for the complete fiscal year must be met in descending order of priorities. When funds are inadequate for meeting the full eligibility of all applicants in any given priority group, applicants shall be assisted on a first-come, first-serve basis. Awards shall not be pro-rated. There is ONE EXCEPTION to this ruling. With regional office approval, ONE group of awards may be pro-rated, but ONLY IF funds are insufficient to serve the full eligibility of the FIRST FIVE PRIORITY GROUPS. In this instance, awards may be pro-rated in the last group which can be served.
- c. Adjusting Awards. The method used for pro-rating awards must be applied uniformly to all affected applicants. Procedures for adjusting awards might be:
 - (1) Limiting the awards to a predetermined number of credit hours per person, or
 - (2) Assigning each eligible applicant a set percentage of his maximum entitlement.
 - (3) The institution shall retain documentation of the justification for assigning any award which does not meet the applicant's full eligibility.
- d. First-come, First-serve Procedures. To process application forms on a first-come, first-serve basis, the institution must sequentially number the applications of eligible students in order of receipt. Such applications shall be retained until the student can be assisted or until he or she terminates enrollment at that institution or ceases to qualify for LEEP.

February 15, 1974

74. PLANNING FOR PRIORITIES.

- a. Application Schedules. Institutions should notify their local law enforcement communities of registration deadlines and of LEEP application calendars.
- b. Reservation of Funds for Late In-Service Applicants. While it may be reasonable to expect preservice students to apply for financial aid at a relatively early date, it would be unrealistic to impose this restriction on in-service officers because of the nature of their employment schedules. Four weeks before registration begins most institutions should reserve some LEEP funds for late in-service applicants. The amount reserved should relate to the number of late in-service applications which historically have been filed during the days immediately preceding registration.

SECTION 2. DETERMINING GRANTS.

- 75. ELIGIBILITY. The grant program is restricted to in-service criminal justice personnel, as defined in chapter 4.
- 76. GRANT AMOUNTS. In no event can the grant exceed the statutory limit of \$250 per academic quarter or \$400 per semester.
 - a. Whole Dollars. All grants must be issued in whole-dollar figures. If actual costs are not whole dollars, the grant shall be rounded downward. That is, if tuition, fees and books cost \$215.97, the grant will be \$215.
 - b. Minimum Awards. If a student does not qualify for at least \$20 in any single academic term, no award should be assigned.
 - c. Academic-Year Maximum Grant. The academic-year maximum student grant is \$750 for students enrolled in institutions which operate on a quarter schedule and \$800 for students enrolled in institutions which operate on a semester schedule.
- 77. GRANT COVERAGE. Grant funds shall be used only to cover the cost of tuition, mandatory fees, and books.
 - a. Mandatory Fees. "Mandatory fees" shall be interpreted to mean only those essential fees (laboratory, activity, out-of-state) which are assessed by the institution to all students, as outlined in the institution's catalog. The cost of supplies or transportation cannot be reimbursed from LEEP funds.
 - b. Ineligible Costs. Retroactive awards are not permitted with LEEP monies. Costs incurred in a prior semester or quarter cannot be carried forward for payment in the current period. Expenses

incurred by the student incident to the initial filing of the application for admission to the institution, such as testing and application fees, cannot be paid by LEEP funds.

- c. Advance Costs. A payment required by the institution in advance of the official registration day but creditable against the cost of tuition may be covered by the grant.
- d. Cost of Books. Grant coverage for the cost of books shall be a flat whole-dollar rate per term or per credit hour. This rate shall be determined by the institution on the basis of current average costs for books required in courses for which most students enroll.
78. GRANTS FOR INTERSESSIONS. An eligible in-service employee enrolled in one course which constitutes a full-time interim term may receive a grant for tuition, books, and any special fees charged for the course. Such a student shall not receive more than the maximum grant per academic year (\$750 a year for institutions having quarters and \$800 a year for institutions having semesters). E.g., the student may receive up to \$400 (not to exceed tuition, books, and fees) for any one semester or interim term, but shall not receive more than \$800 for any one academic year (two semesters AND the interim term).
79. SUMMER STUDY. In summer sessions, no more than \$250 shall be advanced for the equivalent of a quarter's course work or no more than \$400 shall be advanced for the equivalent of a semester's course work. The summer grant may be in addition to the institution's academic-year maximum for grants.
80. NO NEEDS TEST FOR GRANTS. Grant funds shall be awarded without regard to financial need.

SECTION 3. DETERMINING LOANS

81. ELIGIBILITY. Any full-time student who meets the qualifications in chapter 4 is eligible for a LEEP loan, not to exceed \$2200 per academic year.
82. LOAN AMOUNTS. The loan shall not exceed \$1100 per semester or \$733 per quarter. There is no multiple-year limit on the aggregate amount that may be borrowed other than the \$2200 maximum on each academic year.
- a. Whole Dollars. All loans must be issued in whole-dollar figures. If actual costs are not whole dollars, the loan shall be rounded downward. That is, if tuition, fees, and books cost \$425.96, and the award does not include a grant, the loan shall be \$425.
- b. Minimum Awards. The total amount approved for any student for a single academic term must be at least \$20.

83. LOAN COVERAGE. Loan funds shall be used only to cover the cost of of tuition, mandatory fees and books. All stipulations set forth in paragraphs 77a through d shall apply to loans.
84. LOAN AMOUNTS FOR INTERSESSIONS. In determining loan amounts, a single course which constitutes a full-time interim term is considered as part of the normal academic year. No loans shall be made separately for the period between semesters, but loans assigned to full-time students during and for a semester may include costs incurred in the interim terms, up to the maximum of \$1,100 per semester. Enrollment in an interim term only without enrollment in either the preceding or following semester does not constitute full-time enrollment.
85. SUMMER STUDY.
- a. Eligibility. A student enrolled full time in summer session is eligible for a loan provided he or she was a full-time student in the term immediately preceding summer school.
- b. Amount. The amount a summer session student borrows may be in addition to the \$2,200 which he borrows for the regular academic year. In summer sessions, the loan shall be limited to the cost of tuition, mandatory fees and books, NOT TO EXCEED \$733 for the equivalent of a quarter's course work or \$1100 for the equivalent of a semester's course work.
86. FINANCIAL NEED ASSESSMENT FOR LOANS. A loan shall be assigned to cover the costs of tuition, mandatory fees and books without regard to financial need. The loan shall not exceed the cost of tuition, mandatory fees and books EXCEPT in the case of an in-service employee on ACADEMIC LEAVE who demonstrates financial need for additional assistance. Special effort shall be made to provide adequate LEEP funds to in-service students on academic leave. The assessment of financial need for these students shall take into full consideration the cost of school supplies and transportation as well as the extent to which the family income has been reduced by student status. In no case shall the amount of the loan exceed \$2200 per academic year.

SECTION 4. CONCURRENT RECEIPT OF GRANT AND LOAN

87. ELIGIBILITY. A full-time student employed full-time by a criminal justice agency or on academic leave from such agency is eligible to receive both grant and loan funds.
88. COVERAGE. The combined award cannot exceed the cost of tuition, mandatory fees and books unless the applicant is an in-service student on academic leave with demonstrated financial need for additional funds. In the latter case, the combined award

February 15, 1974

cannot exceed the amount of financial need or the institutional academic-year maximum grant (as defined in paragraph 75c) plus \$2,200, whichever is less.

89. CHOICE OF SINGLE FORM OF ASSISTANCE. Some in-service students prefer to limit their obligations to those of one program rather than two. That is, they prefer all assistance to be under the loan program rather than in the form of grant and loan. Such use of funds is permissible.

90-99. RESERVED.

February 15, 1974

CHAPTER 6. RECIPIENT OBLIGATIONS AND REPAYMENT PROVISIONS

SECTION 1. GENERAL RESPONSIBILITIES

100. APPLICATION FOR ASSISTANCE. Students should apply for LEEP assistance at the time of application for admission to an institution of higher education.
- a. Application Forms. Students shall accurately complete appropriate parts of Form LEEP-3, Student Certification and Note. Spaces for entering amount of award (Part 4 of LEEP-3) shall be completed by the institutional representative. (See sample form in appendix 7.)
 - b. Updating Application Data. Recipients of LEEP assistance shall promptly notify LEAA through the institutional representative of all changes in names, address, student status, including change of institution, and employment.
101. ACADEMIC LEAVE OF ABSENCE FOR IN-SERVICE STUDENTS. An in-service student who seeks leave status should apply for and receive written approval for academic leave of absence from his employing agency for full-time study before applying for admission to the educational institution.
102. PRESERVICE STUDENT OBLIGATIONS.
- a. Application Deadlines. Preservice students should apply for LEEP early so that the institution can have a firm idea of how many preservice students are requesting aid. Institutional application deadlines may be as early as six months before opening fall enrollment.
 - b. Career Counseling. The preservice student shall commit himself or herself to a career in criminal justice in order to qualify for loan assistance. The student should counsel with institutional officials and potential employers to obtain guidance regarding courses needed to satisfy future initial employment qualifications.
 - c. Employment Obligations. The preservice student is obligated to seek and obtain full-time employment with a publicly funded law enforcement and criminal justice agency after completion or termination of his education, or else must repay the LEEP loan within the terms of the notes.

SECTION 2. GRANT OBLIGATIONS AND REPAYMENT

103. TWO-YEAR OBLIGATION. Grant funds will be advanced only to an in-service applicant who enters into an agreement with the Department of Justice to remain in full-time criminal justice employment for a period of two years following completion of any course for which grant funds are advanced to him. (The 1973 statutory change in the employment requirement set forth in Guideline Manual M 5200.1A is effective for all student notes for which the course completion date is after June 30, 1973.) The two-year obligation is interpreted to mean two complete continuous years after completion of funded study. The date for determining the beginning of any two-year period of obligatory employment will be the date verified as the course completion date by the institution on the student note form.
104. REPAYMENT UPON EMPLOYMENT TERMINATION. Grant recipients who terminate full-time criminal justice employment shall begin repayment of grants for which the two-year service obligation has not been fully completed. Under such conditions, a student is obligated to repay the FULL amount of grant funds advanced to him plus interest. No prorating of employment credit will be allowed for completion of a fraction of the two-year employment obligation period.
105. EMPLOYMENT CREDIT EARNED AS STUDENT. A student who is employed full time as a criminal justice officer or an officer on leave of absence is entitled to employment credit while in school. Ongoing employment is credited against each grant awarded in previous academic terms. A student may enroll for a new academic year, continue his employment, and be earning employment credit on the earlier grants. This provision does not apply to loan cancellation.
106. EMPLOYMENT CREDIT FOR TEACHERS. Full-time criminal justice teachers are entitled to employment credit for teaching service which complies with the provisions set forth in paragraph 46. In such a case, the "employing criminal justice agency" may mean the criminal justice college, school, or department of the employing educational institution. Otherwise, the provisions of paragraphs 103 through 105 apply.

107. WITHDRAWAL, FAILURE, INCOMPLETE STUDY. Failure to complete satisfactorily any course for which a grant has been advanced does not cancel the student's obligation with regard to repayment of funds used to support that course. All recipients, whether they pass, withdraw from study, or fail, enter the two-year obligatory employment period on the date verified on the student note form as the course completion date. See paragraphs 137 a through c concerning award adjustments for students who withdraw.
108. GRANT REPAYMENT PROVISIONS.
- Payment Computation. Repayment of grants for failure to complete required employment shall include a seven percent simple interest charge per annum on the outstanding principal. Minimum payments of principal and interest shall be \$50 monthly, payable quarterly.
 - Repayment Period. The grantee enters repayment status the first day of a calendar month after the recipient terminates full-time criminal justice employment. The total repayment period shall not exceed ten years.
 - Disability, Death, Bankruptcy. Disability, death, bankruptcy and hardship provisions applicable to loan cancellation also apply to defaulted LEEP grants. See paragraphs 114a and b.

SECTION 3. LOAN CANCELLATION AND REPAYMENT

109. LOAN CANCELLATION FOR EMPLOYMENT. Forgiveness of indebtedness for full-time criminal justice service is provided for in the Act:
- "the total amount of any...loan, plus interest, shall be canceled for service as a full-time officer or employee of a law enforcement and criminal justice agency at the rate of 25 percentum of the total amount of such loans plus interest for each complete year of such service or its equivalent of such service, as determined under regulations of the Administration."
110. CANCELLATION NOT APPLICABLE. Full-time students who are current loan recipients cannot earn cancellation during periods of full-time student status.
111. TEACHER ELIGIBILITY FOR LOAN CANCELLATION. Certain full-time teachers qualify for 25 percent loan cancellation. To earn cancellation, a former borrower must teach subjects related to criminal justice or suitable for persons employed in criminal justice at an accredited institution.

112. CERTIFICATION OF TEACHER ELIGIBILITY. A teacher eligible for loan cancellation shall submit to LEAA certification of the following by the chief administrative officer of the department in which he teaches:
- Name of college, school, or department and name of the academic program.
 - That teaching service covers a complete academic year (or its equivalent). A complete academic year of teaching service shall be comprised of any two complete and successive half-years, not including a summer session. Teaching full time during the second half of one academic year and the first half of the following academic year shall be considered as a complete academic year of teaching.
 - That the teacher is not a full-time student. Loan cancellation cannot be earned concurrently with student status.
113. LOAN CANCELLATION FOR DISABILITY. A borrower's loan(s) shall be canceled for permanent and total disability.
- Definition. Permanent and total disability normally is construed to mean inability to engage in any substantial gainful activity because of a medically determinable impairment which is expected to continue for a long and indefinite period of time or to result in death.
 - Determination. A student's qualification for cancellation on a disability basis will be determined by LEAA, based on medical evidence supplied by the borrower.
114. DEATH. A borrower's loan(s) shall be canceled upon his death if a certificate of death or other official proof is filed with LEAA.
115. BANKRUPTCY. A LEEP recipient's indebtedness may be canceled in the event the recipient is duly determined as bankrupt or insolvent if the indebtedness is due and payable at the time of the adjudication.
- Recipient Earning Cancellation or Employment Credit. If the recipient is earning annual loan cancellation or employment credit on any grant at the time of filing for bankruptcy or insolvency, his LEEP liability is considered to be contingent and unliquidated. Therefore, a legal determination of bankruptcy or insolvency will not affect his LEEP responsibilities.

- Notification. Official notice of a determination of bankruptcy or insolvency must be filed with LEAA.
116. DEFERMENT OF LOAN REPAYMENT.
- Armed Forces Service. Interest shall not accrue and installments need not be paid on any loan during any period, not in excess of four (4) years, in which the borrower is a member of the Armed Forces of the United States. A copy of DD-214 (Armed Forces of the United States Report of Transfer or Discharge) shall be submitted to LEAA at such time as the borrower terminates his tour of duty in the Armed Forces.
 - Continuing Student Status. As long as a borrower is a full-time student, even though he may transfer to another institution, no loan repayment is required and no interest accrues.
 - Undue Hardship. A borrower who is unable, due to extraordinary circumstances, to comply with his repayment obligation may apply to LEAA for deferment of repayment. Interest will continue to accrue even though repayment may be deferred.
117. LOAN REPAYMENT PROVISIONS.
- Repayment Phase. A LEEP loan enters the repayment phase when a borrower ceases to be a full-time student. If a borrower fails to complete or withdraws from the program in which he is enrolled or if he becomes a part-time student, his loan enters the repayment phase.
 - Repayment Requirement. Loan repayment is required if, after loss of full-time status, a borrower is not employed by a criminal justice agency.
 - The Grace Period. This is the time between which the borrower terminates full-time student status and the repayment period begins. During this period, no payment is required and no interest accrues. The LEEP grace period is of six months' duration and applies only to the loan.

February 15, 1974

- d. Computation of Payments. A LEEP borrower agrees to repay the principal amount of his loan plus simple interest within ten years after the repayment period begins, or within a shorter period if indicated. Interest accrues at the rate of seven percent per annum on the unpaid loan balance, but only during the period of repayment. Repayment must be not less than \$50 per month, paid in regular quarterly installments of \$150. The first payment is due nine months after a student ceases to be a full-time student.

118-124. RESERVED.

February 15, 1974

CHAPTER 7. PROGRAM ADMINISTRATION PROCEDURES

SECTION 1. GENERAL ADMINISTRATION

125. LEEP APPROPRIATIONS. The Congress annually appropriates funds to support LEEP in response to a request in the President's budget and authorizing legislation. Until Congress takes action on the appropriation request, the total amount available for fiscal-year allocation to participating institutions is not known. Under such circumstances, the initial funding of institutions is determined under a Continuing Resolution. The Continuing Resolution authorizes LEAA to commit funds at the level of the previous fiscal year's expenditures or the level of the President's budget request, whichever is less.
126. REGIONAL ALLOTMENTS. LEAA allots a portion of the annual appropriation to each of the ten LEAA regions. Regional allotments are based on extent of fund utilization by institutions within a region, percentage of criminal justice practitioners, and extent of program participation by in-service and preservice students.
127. INSTITUTIONAL APPLICATION. Institutional applications to participate in LEEP shall be submitted annually to the LEAA regional offices. Applications shall be submitted by institutions already participating in the program as well as by those making their first application. Questions concerning the application should be directed to the appropriate LEAA regional office.
128. LEEP TERMS OF AGREEMENT. Three copies of Form LEEP-2, Terms of Agreement, shall be prepared by the institution upon entry into the program or as required subsequently by LEAA. The original and one copy will be signed by an institutional official who is authorized to contract for the institution. The signed copies shall be submitted to the LEAA regional office. THE THIRD COPY SHALL BE RETAINED BY THE INSTITUTION. One duplicate copy will be executed by the Regional Administrator and returned for the institution's permanent files.
129. AWARDS TO INSTITUTIONS.
- a. LEEP Fiscal Year. All awards to institutions are made on a fiscal-year basis (July 1 through June 30). The authorization to use LEEP funds extends for a period of 12 months, beginning July 1 in one calendar year and continuing through June 30 of the next calendar year.

February 15, 1974

- b. Administrative Costs Not Allowable. The institutional award consists of funds for student grants and loans only, subject to restrictions set forth in the LEEP Grant Award document. Funds cannot be used for administrative cost reimbursement.
- c. Estimated Appropriation. Whenever the new appropriation has not been determined at the time LEEP awards must be announced, institutions will be informed of two funding levels: (1) a Grant Award based on the Continuing Resolution level, and (2) a projected total award, subject to the new Congressional appropriation.
- d. LEEP Grant Awards. An official LEEP Grant Award document notifies each institution of the current approved fiscal-year award, or grant. The grant to the institution provides funds which can be used for either student grants or loans in accordance with provisions of this Guideline Manual. LEEP funds CANNOT BE RESTRICTED for the exclusive use of students attending a particular division, school or department of a college or university if there are available other programs related to law enforcement and criminal justice or suitable for persons employed in law enforcement and criminal justice.
- e. Adjustments to Institutional Awards. The institutional award may be increased or decreased during the fiscal year. A Supplemental Grant Award document will be produced to announce increases to the initial grant award, and a Grant Adjustment Notice will announce deobligations, or decreases, in the award. A deobligation in the institutional award may necessitate a return of funds previously advanced by LEAA to the institution. Institutional requests for changes in awards should be addressed to the LEAA regional office.

SECTION 2. THE LEEP SYSTEM

130. FORMS FOR CENTRALIZED SYSTEM. The Law Enforcement Education Program centralizes the handling of billing and collections and maintenance of institutional and student accounts. The following forms are required for program operations. (Sample forms appear in appendix 7.)

February 15, 1974

- a. LEEP-1. The LEEP Institutional Application is the fiscal-year application to participate in the program.
- b. LEEP-2. The LEEP Terms of Agreement when executed is a legal agreement between LEAA and the LEEP-participating institution of higher education. (See paragraph 128.)
- c. LEEP-3. The LEEP Student Certification and Note is the form to complete for the student award transaction at any given institution. (See paragraph 131.)
- d. LEEP-5. The LEEP Summary and Certification Sheet is the form to be used in transmitting executed student notes to LEAA in Washington, for recording institutional LEEP expenditures, and for recording expenditures confirmed by LEAA. (See paragraph 133.)
- e. LEEP-6. The Statement of LEEP Account is a form mailed quarterly to students in repayment status and annually to all other recipients; also used by students to inform LEAA of employment or deferment status or to request deferment, cancellation or information.
- f. LEEP-10. The Change in Status form, which is supplied to the institution by LEAA, shall be submitted promptly by the institution or LEEP recipient in the event of change in student status, name or permanent address.
- g. LEEP-12. The Note Control Log is a form which lists the award recipient, dollar amount and reason for rejection for each note rejected by LEAA which must be returned to the institution. It also shows the total number and dollar amount of notes received and processed by LEAA in Washington. Rejected notes must be corrected and included in the institution's next submission of notes to LEAA in Washington and will be reflected on the new LEEP-5 as original submissions.
- h. LEEP 13. This form is the Application for Cancellation of Debt on Grounds of Permanent and Total Disability. It is available from the LEAA Washington or regional office.

131. FORM LEEP-3, LEEP STUDENT CERTIFICATION AND NOTE.

- a. Use. The LEEP-3 must be completed each academic semester, quarter, or term. All students shall contact the institution before each school term begins in order to obtain LEEP funds for the subsequent term.
- b. Course Data Section. The bottom section of the LEEP-3, entitled Course Data, is intended for institutional use and retention in the student's file. A space is available for recording an estimate of the amount of aid a student will need for the term following the one for which the LEEP-3 is written. This section appears on the institution's copy only, and should NOT be forwarded to Washington.
- c. Immediate Degree Objective (Part 1 of LEEP-3). This objective is NOT necessarily the applicant's long-range educational goal. An application submitted to a junior college, for example, must show an ASSOCIATE degree objective.
- d. Degree Completion Date (Part 1 of LEEP-3). This response must be the most realistic estimate possible. The reply relates to the Immediate Degree Objective, defined in paragraph 131c.
- e. Note Section (Part 4 of LEEP-3). Part 4 of the LEEP-3 contains the actual Note. The student shall sign the original copy, acknowledging and establishing his legal obligation with the Department of Justice for a specific dollar amount. ALL AMOUNTS MUST BE IN WHOLE DOLLAR FIGURES.
- f. NCIC Number. NCIC (National Crime Information Center) code must be provided when available.
- g. Award Adjustments. Changes to dollar amounts of awards after the original award amounts have been entered on the LEEP-3 must be acknowledged by the appropriate individuals.

- (1) If the award is reduced through a refund or rebate, the amount of the reduction must be entered on the rebate line of the Note. The adjusted total must be recorded and the Institutional Representative must initial the transaction in the space provided for that purpose.
 - (2) If the award is increased after the figures have been entered on the Note, BOTH the student and the Institutional Representative must acknowledge the alteration by initialing all changed entries. DO NOT use the Rebate line for INCREASES in the award.
 - (3) DO NOT submit photocopies of corrected Notes to LEAA in Washington in an effort to change amounts of awards previously submitted.
- h. Date of Note. The date of Note identifies the fiscal year institutional award to which the Note is charged. All Notes representing expenditure for a fiscal year shall be dated on or before June 30 of that fiscal year.
 - i. Comaker Requirement. A comaker who must be of majority status shall sign the LEEP application in states where the signature of a minor is not legally binding.
 - j. Distribution of Copies. Original copies of all Forms LEEP-3 shall be forwarded to LEAA in Washington no later than 10 days after the close of the student rebate period for each academic term. One copy shall be retained in the student's file at the institution for review and subsequent audit. One copy of the fully executed Note shall be given to the student. One copy shall be given to the comaker if any.
 - k. Improper Awards. Information provided on the promissory Note section shall be legible, complete, and accurate. Improperly completed forms will be returned to the appropriate institution for correction. Such action will delay the delivery of the next advance of funds to the school and may reduce the amount of cash that will be advanced for the succeeding term. Improper awards will not be considered legitimate LEEP fund expenditures.
 - l. Reimbursement of Improper Awards. Awards not in compliance with Manual regulations will have to be reimbursed from institutional funds, NOT LEEP funds.

February 15, 1974

m. Common Errors. Institutions are cautioned to avoid the following errors in completing the LEEP-3:

- (1) Signature of student or date of Note is missing;
- (2) Dollar amount omitted, or award in excess of statutory limits;
- (3) Student's name and/or address is missing or incomplete;
- (4) Missing, illegible or inaccurate Social Security Number;
- (5) Missing or inaccurate vendor code;
- (6) Name, title, or signature of the Institutional Representative is illegible or not shown;
- (7) Date of birth is incomplete, inaccurate or omitted;
- (8) Signature of comaker (when required) is missing;
- (9) Full-time or part-time student status not indicated;
- (10) Improper grants, such as those to employees of ineligible agencies;
- (11) Loans to part-time students;
- (12) Alterations to the Note which modify the legal stipulations of the contract;
- (13) Citizenship status not indicated;
- (14) Curriculum or area of concentration not shown;
- (15) Certificate or degree objective not shown;
- (16) Degree completion date is confused with course completion date.

132. LEEP RENEWAL NOTE (LEEP-4). The use of this form has been rescinded.

February 15, 1974

133. SUMMARY AND CERTIFICATION SHEET (LEEP-5). Form LEEP-5 serves as a transmittal sheet for all executed student note forms. Additionally, when completed by LEAA and returned to the institution it serves as a receipt for the dollar value of accepted LEEP-3's

- a. Transmittal of Notes. Executed Notes are negotiable documents and must be handled accordingly. No later than 10 days after the end of the rebate period for EACH TERM, the institution shall forward all executed Forms LEEP-3 to LEAA in Washington with a completed LEEP-5. The Notes shall be packaged securely and sent by REGISTERED MAIL. A single wrapping is insufficient to assure safe delivery to LEAA.
- b. Cash Record. The LEEP-5 shall report accurately all cash transactions. In Section A, line 8 CANNOT reflect a negative balance. No space on the form can be left blank. If a question has no answer or if the school wants to report no value for an entry, a -0- must be entered in the space. In other respects, the LEEP-5 is self-explanatory. Failure to submit a LEEP-5 as required may result in a discontinuation of funding.
- c. Unused Funds and Return of Funds. No later than 30 days following the close of the fiscal year unused funds shall be returned to LEAA. A check for the excess amount, payable to "LEEP - Law Enforcement Assistance Administration," must be remitted to LEAA. Unused funds are equal to the difference between total money received by the institution and the dollar value of LEEP-3 forms received by LEAA in Washington and dated within the fiscal year that has just terminated. Failure to refund monies required by Washington may result in discontinuation of funding. Checks must be payable to "LEEP - Law Enforcement Assistance Administration" and must include the institution's vendor code.
- d. Fiscal-Year Records.
 - (1) An institution should file its copies of submitted LEEP-5 forms according to fiscal year of expenditures reported thereon as amended by LEAA. For any given fiscal year of program participation the total of LEAA-verified entries on line 7, per edit, of the Summary and Certification Sheets will represent total expenditures for the fiscal year (Notes dated from July 1 of one calendar year through June 30 of the succeeding calendar year).

- (2) The final fiscal-year closing of LEEP accounts shall be completed no later than July 31. Any summer school Notes executed in June shall be submitted to Washington before this date.

134. STUDENT STATEMENT OF LEEP ACCOUNT. Form LEEP-6, Statement of LEEP Account, serves two purposes. It notifies former LEEP recipients of required quarterly repayments, and it provides LEAA a means of maintaining an up-to-date record of each recipient's current status. LEAA mails the form quarterly to recipients who are in repayment status and annually to all other LEEP recipients. All inquiries concerning individual LEEP accounts should be addressed to the Office of the Comptroller. See address in paragraph 134f.

- a. Completion of Section B. Upon receipt of the LEEP-6 the borrower or grant recipient who is NOT required to make cash repayment must complete Section B and submit the form to LEAA. On the LEEP-6, the recipient can report any of the following conditions which pertain to his repayment schedule:

- (1) Full-time employment with a criminal justice agency;
- (2) Service with the Armed Forces;
- (3) Permanent and total disability;
- (4) Resumption of full-time student status;
- (5) Completion of two-year employment obligation; or
- (6) Other circumstances justifying a request for repayment cancellation or deferment.

- b. Determination of Cancellation Eligibility. Whether or not employment with a specific agency qualifies a former borrower for cancellation is determined by LEAA.

- c. Initial Statement. The first loan statement will be mailed to a borrower six months after his departure from full-time enrollment. The total indebtedness outstanding on more than one promissory note will be consolidated for purposes of repayment or loan cancellation.

- d. Account Number. The student's Social Security number becomes his LEEP account number. The Social Security number shall be included in all correspondence. LEEP recipients shall notify LEAA of all changes of address.
- e. Billing. Former LEEP recipients will receive billing statements on a quarterly basis. All changes in status which affect repayment will be adjusted to one of the billing dates. Payment or a completed Certification Statement which is included on the back of the LEEP-6 form is due no later than 30 days from the date of billing.
- f. Repayment. Repayment checks must be made payable to "LEEP-Law Enforcement Assistance Administration," and the student's Social Security number should be indicated on the face of the check. Repayment should be mailed with the carbon copy of the LEEP-6 to the following address:

Law Enforcement Assistance Administration
U. S. Department of Justice
Washington, D.C. 20530

Attention: Office of the Comptroller

- g. Recipients Entitled to Cancellation or Credit. A former LEEP recipient who is entitled to loan cancellation or employment credit on a grant should not send a remittance for that obligation.

February 15, 1974

SECTION 3. INSTITUTIONAL RECORDS AND ACCOUNTING

135. REBATES (REFUNDS). If a LEEP recipient withdraws from a course or from the institution shortly after the beginning of the academic term and is eligible for a rebate of tuition and fees, rebates or refunds must be processed.
- Original LEEP-3 at Institution. When the executed student Note is at the institution, the reimbursement should be returned to the institutional LEEP fund, and NOT to the student. Student Notes must be adjusted to reflect the partial return of the grant or loan. Rebate alterations to the Note must be initialed and dated by the Institutional Representative.
 - Original LEEP-3 at LEAA. If in an unusual circumstance a rebate is approved after the original executed student Note has been forwarded to LEAA in Washington, the institution's checks in the amount of the rebate will be forwarded to LEAA, Washington. The check must be payable to "LEEP-Law Enforcement Assistance Administration." The student's name and Social Security number must be indicated on the face of the check to assure that the proper accounting action can be taken. The check should be mailed to the Office of the Comptroller, Law Enforcement Assistance Administration, U. S. Department of Justice, Washington, D. C. 20530.
 - Check Control and Reporting System. Most institutions have instituted a check control and reporting system that alerts the appropriate office or offices when students receiving financial support withdraw from classes. This procedure is intended to assure that rebates are not given to students whose tuition is paid through a student financial aid program. It is suggested that an institution adopt such a system if one is not now in force.
136. INSTITUTIONAL ACCOUNTING RESPONSIBILITIES. Institutions may use any auditable document or form to evidence the delivery of awarded funds to a student or student account. Institutions are responsible for assuring that all LEEP awards are used for legitimate educational expenses. Institutional records must account adequately for the utilization of LEEP funds, including interest earned on LEEP monies. Any generally accepted accounting practice, regardless of whether the institution uses a cash disbursement, accrued cost accounting or funds accounting basis, will be acceptable for audit purposes.
137. UNUSED FUNDS. Unutilized funds shall be returned to LEAA no later than 30 days following the close of the fiscal year. Make checks payable to "LEEP - Law Enforcement Assistance Administration" for the excess amount. (See paragraph 133c.)

February 15, 1974

138. INTEREST EARNED ON LEEP FUNDS. Any interest which accrues on LEEP Federal funds must be returned by separate check to the LEEP Accounting Branch in Washington, together with the submission of the LEEP-5, Summary and Certification Sheet. Checks must be made payable to "LEEP-Law Enforcement Assistance Administration." The institutional vendor code and the words LEEP INTEREST REFUND must be indicated directly on such checks. It is not intended, however, that funds NOT required for student awards remain at the institution long enough to earn interest.
139. MAINTENANCE AND RETENTION OF RECORDS. All accounting records and documentation must be retained for a period of five (5) years after the close of the fiscal year in which a transaction occurred. In addition to normal accounting records maintained by the institution, documentation of student awards should include at least the following:
- Institutional copy of LEEP-3, LEEP Student Certification and Note, including the Course Data section;
 - Documents supporting the actual cost of tuition, books, fees and rebates;
 - Needs analysis documents for loans made on the basis of financial need;
 - Any correspondence from the Department of Justice concerning a specific student or institutional LEEP procedures;
 - Certification of preservice counseling, countersigned by the student;
 - Written evidence from criminal justice agency verifying employee's leave status and its estimated duration;
 - Written approval from LEAA to use LEEP funds in support of a specific seminar, institute or workshop;
 - Institutional letters on file substantiating full transferability of seminar, institute or workshop for which LEEP support is given.
 - Written evidence of LEAA approval for using LEEP funds to support extension courses and external degree programs.
 - Documentation of justification for less than maximum awards;

- k. Documentation verifying other special eligibility (such as campus police or students involved in campus unrest activities);
 - l. Written explanation of reason for rejecting an application;
 - m. Documentation required under the guidelines set forth in the 1971 edition of the LEEP Manual. See paragraph 140, below.
140. DOCUMENTATION REQUIRED UNDER PRIOR GUIDELINES. Certain documentation requirements set forth in the 1971 edition of the LEEP Manual are modified or rescinded by the current Guideline Manual. Institutions which participated in LEEP any time between June 30, 1971, and July 1, 1973, must retain, in accordance with provisions of paragraph 142, the following documentation for awards used before July 1, 1973:
- a. Course Data section of each executed LEEP-3;
 - b. Written certification by preservice graduate student of intent to pursue a career in the field of criminal justice;
 - c. Letter from employing agency for eligible police or correctional officer who is studying for a law degree. Letter must recommend the study and certify that the officer meets the length of service requirement;
 - d. For convicted felon, documentation of Student Financial Aid Office, or other designated office, of decision to make or deny award;
 - e. For GRANT-ONLY institutions, documentation verifying that each student who received a loan prior to July 1, 1973, did complete at least 15 semester hours in courses directly related to criminal justice at another institution.
141. AUDITS OF INSTITUTION ACCOUNTS. From time to time institutional LEEP accounts will be audited for compliance with program guidelines and for fiscal accountability. Any grant or loan funds awarded to ineligible students or otherwise utilized in non-compliance with the LEEP Terms of Agreement, stipulations set forth in this Guideline Manual or with conditions otherwise specified by LEAA must be repaid to LEAA from institutional funds. For auditing and examination purposes, LEAA shall have access to any books, documents, papers, and records of the recipients that are pertinent to the grants received.

142. ACCESS TO RECORD. The Comptroller General of the United States (General Accounting Office) shall, until the expiration of three years after the completion of the program or project with which the assistance is used, have access for auditing or examination purposes to any books, documents, papers and records of recipients of federal assistance which in the opinion of the Comptroller General may be related or pertinent to the grants, under Title I, Part D, of the Act.

February 15, 1974

M 5200.1A
Appendix 1

APPENDIX 1. CRIME CONTROL ACT OF 1973 (P.L. 93-83)
TITLE I, PART D, SECTION 406(a) THROUGH (d)

"Sec. 406. (a) Pursuant to the provisions of subsections (b) and (c) of this section, the Administration is authorized, after appropriate consultation with the Commissioner of Education, to carry out programs of academic educational assistance to improve and strengthen law enforcement and criminal justice. Educational assistance programs.

"(b) The Administration is authorized to enter into contracts to make, and make payments to institutions of higher education for loans, not exceeding \$2,200 per academic year to any person, to persons enrolled on a full-time basis in undergraduate or graduate programs approved by the Administration and leading to degrees or certificates in areas directly related to law enforcement and criminal justice or suitable for persons employed in law enforcement and criminal justice, with special consideration to police or correctional personnel of States or units of general local government on academic leave to earn such degrees or certificates. Loans to persons assisted under this subsection shall be made on such terms and conditions as the Administration and the institution offering such programs may determine, except that the total amount of any such loan, plus interest, shall be canceled for service as a full-time officer or employee of a law enforcement and criminal justice agency at the rate of 25 per centum of the total amount of such loans plus interest for each complete year of such service or its equivalent of such service, as determined under regulations of the Administration. Contract authority.

Tuition and fees.

"(c) The Administration is authorized to enter into contracts to make, and make, payments to institutions of higher education for tuition, books and fees, not exceeding \$250 per academic quarter or \$400 per semester for any person, for officers of any publicly funded law enforcement agency enrolled on a full-time or part-time basis in courses included in an undergraduate or graduate program which is approved by the Administration and which leads to a degree or certificate in an area related to law enforcement and criminal justice or an area suitable for persons employed in law enforcement and criminal justice. Assistance under this subsection may be granted only on behalf of an applicant who enters into an agreement to remain in the service of a law enforcement and criminal justice agency employing such applicant for a period of two years following completion of any course for which payments are provided under this subsection, and in the event such service is not completed, to repay the full amount of such payments on such terms and in such manner as the Administration may prescribe.

Service agreements.

"(d) Full-time teachers or persons preparing for careers as full-time teachers of courses related to law enforcement and criminal justice or suitable for persons employed in law enforcement, in institutions of higher education which are eligible to receive funds under this section, shall be eligible to receive assistance under subsections (b) and (c) of this section as determined under regulations of the Administration.

February 15, 1974

M 5200.1A
Appendix 2

APPENDIX 2. REGIONAL OFFICE ADDRESSES

REGION 1 - BOSTON

Regional Administrator
LEAA - U. S. Dept. of Justice
147 Milk Street, Suite 800
Boston, Massachusetts 02109
617/223-4671

REGION 2 - NEW YORK

Regional Administrator
LEAA - U. S. Dept. of Justice
Federal Office Building, Rm. 1351
26 Federal Plaza
New York, New York 10007
212/264-9196

REGION 3 - PHILADELPHIA

Regional Administrator
LEAA - U. S. Dept. of Justice
325 Chestnut Street, Suite 800
Philadelphia, Pennsylvania 19106
215/597-9443

REGION 4 - ATLANTA

Regional Administrator
LEAA - U. S. Dept. of Justice
730 Peachtree Street, N.E., Rm. 985
Atlanta, Georgia 30308
404/526-3414

REGION 5 - CHICAGO

Regional Administrator
LEAA - U. S. Dept. of Justice
O'Hare Office Center, Room 121
3166 Des Plaines Avenue
Des Plaines, Illinois 60018
312/353-1203

REGION 6 - DALLAS

Regional Administrator
LEAA - U. S. Dept. of Justice
500 S. Ervay Street, Suite 313-C
Dallas, Texas 75201
214/749-7211

REGION 7 - KANSAS CITY

Regional Administrator
LEAA - U. S. Dept. of Justice
436 State Avenue
Kansas City, Kansas 66101
816/374-4508

REGION 8 - DENVER

Regional Administrator
LEAA - U. S. Dept. of Justice
Federal Building, Room 6324
1961 Stout Street
Denver, Colorado 80202
303/837-4265

REGION 9 - SAN FRANCISCO

Regional Administrator
LEAA - U. S. Dept. of Justice
1860 El Camino Real
Burlingame, California 94010
415/697-4046 (FTS 415/341-3401)

REGION 10 - SEATTLE

Regional Administrator
LEAA - U. S. Dept. of Justice
130 Andover Building
Seattle, Washington 98188
206/442-4844

APPENDIX 3. DEFINITIONS

1. **Academic Leave:** Official permission to be absent, granted by an employing criminal justice agency to a permanent employee for full-time enrollment in an educational institution.
2. **Academic Term:** A period of instruction at a college or university, most frequently called a semester or quarter.
3. **Academic Year:** Any two complete semesters, two complete trimesters, or three complete quarters normally falling between September and June. Intersession or interim terms falling between September and June are considered part of the academic year.
4. **Accredited Institution:** An institution which has received general accreditation by one of the six commissions of the Federation of Regional Accrediting Commissions of Higher Education. For the purposes of this program, accredited will also include classification by the regional accrediting agency as a Candidate for Accreditation.
5. **The Act:** The Omnibus Crime Control and Safe Streets Act of 1968 (Public Law 90-351), as amended.
6. **Annual Level of Activity:** Total fiscal-year allocation to institution. Maximum amount of funds an institution can award to students in a given fiscal year.
7. **Grant Award Document:** The official notification from LEAA to an institution, authorizing the expenditure of Federal funds for purposes of LEEP under prescribed conditions.
8. **Bankruptcy:** A legal state or condition in which a person has been adjudicated bankrupt or insolvent by a court of competent jurisdiction.

February 15, 1974

9. Cadet/Trainee/Aide: A civilian employee of a public criminal justice agency enrolled in a program to prepare individuals below minimum entry age for appointment or regular service. A cadet does not have the police authority of a sworn officer, but is considered eligible for LEEP in-service awards.
10. Course Completion Date: Date of end of term to which award pertains.
11. Criminal Justice: Police, courts, corrections, probation and parole activities, including those pertaining to juvenile delinquency and narcotic addiction.
12. Deferment: Temporary postponement of repayment of loan or grant due to special circumstances.
13. Degree Completion Date: Estimated month and year when a student's immediate degree objective will be attained.
14. Financial Need (for in-service employees on academic leave) Difference between the student's total financial requirements for pursuing his program of education and the total of the student's resources exclusive of Veterans' benefits. In no case may the amount of the loan awarded to cover the total of the student's tuition, fees, books and financial need exceed the statutory limit of \$2,200 in one academic year.
15. Fiscal Year: A 12-month period commencing on the first day of July and ending on the 30th day of the following June. The period to which an institutional LEEP award pertains. For example, Fiscal Year 1975 would be July 1, 1974 through June 30, 1975.
16. Full-time Employment: An employee-employer relationship in a public criminal justice agency characterized by the following factors:
- (a) Employment of a permanent or indefinite duration.
 - (b) Paid employment for a minimum of 30 clock hours per week.

February 15, 1974

- (c) Compensation is equivalent to that received by regular employees.
- An enrollee in a police cadet program who is carried on the agency rolls as a salaried employee qualifies for in-service eligibility. Temporary assignment of less than one year to an eligible agency is considered part-time or seasonal employment and therefore the employee is ineligible for LEEP grants. Volunteer employment with token pay with an agency does not qualify a worker for a LEEP grant.
17. Full-time Student:
- (a) An undergraduate student who is enrolled for a minimum of 12 credit hours in a normal 15 credit-hour system (or the equivalent).
 - (b) A graduate student enrolled for a minimum of 9 credit hours in a normal 12 credit-hour system (or the equivalent).
 - (c) A student enrolled in his final term who received a LEEP loan in the prior academic term and who needs less than the minimum full-time load to complete his degree requirements.
18. Grace Period: The interval between termination of full-time study and commencement of the loan repayment period. The "grace period" is of six months' duration beginning with the termination of full-time study. During this period payments need not be made and interest does not accrue. There is no grace period for the grant.
19. In-service Students: Individuals who are currently employed full-time by public criminal justice agencies.
20. Law Enforcement: Term used interchangeably in this Guideline Manual with the term criminal justice.

February 15, 1974

21. Loan Cancellation (partial): Twenty-five percent annual forgiveness of outstanding loan principal and interest for each complete year of full-time employment with a public criminal justice agency. This feature does not apply to grants.
22. National of the United States: A citizen of the United States or a person who though not a citizen of the United States owes permanent allegiance to the United States.
23. Obligatory Employment (for Grantees): A period of 24 consecutive months of full-time employment in public criminal justice service as approved by LEAA.
24. Permanent and Total Disability: Inability to engage in any substantial gainful activity because of a medically determinable impairment, which impairment is expected to continue for a long and indefinite period of time, or to result in death.
25. Planning Officer: A full-time professional employee of a State law enforcement planning agency, or its regional or local units officially established by P.L. 90-351, as amended.
26. Preservice Student: A full-time student preparing to work in a public law enforcement agency upon completion of his studies. Interns are preservice students.
27. Public Criminal Justice Agency: A publicly funded and publicly controlled agency which acts primarily to enforce the criminal laws of a local, State, or designated Federal unit of government, as defined in Section 601 (a), Public Law 90-351, as amended.
28. Rebate: Total or partial refund of LEEP funds owed to students who withdraw from courses, wholly or in part, early in an academic term.

February 15, 1974

29. State: Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico and any territory or possession of the United States (the Virgin Islands, Guam, and American Samoa.)
30. State Planning Agency: The agency established pursuant to Title I of the Act (P.L. 90-351, as amended), appointed by the Governor to coordinate all State efforts to reduce and control crime.
31. Undue Hardship: Extreme circumstances other than military service which result in an individual's inability to make required repayments of LEEP awards.

February 15, 1974

M 5200.1A
Appendix 4

APPENDIX 4. CIVIL RIGHTS ACT OF 1964, TITLE VI

Sec. 601. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

February 15, 1974

M 5200.1A
Appendix 5

APPENDIX 5. EDUCATION AMENDMENTS OF 1972 (P.L. 92-318),
TITLE IX, SECTION 901

Sec. 901. (a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

- (1) in regard to admissions to educational institutions, this section shall apply only to institutions of vocational education, professional education, and graduate higher education, and to public institutions of undergraduate higher education;
 - (2) in regard to admissions to educational institutions, this section shall not apply (A) for one year from the date of enactment of this Act, nor for six years after such date in the case of an educational institution which has begun the process of changing from being an institution which admits only students of one sex to being an institution which admits students of both sexes, but only if it is carrying out a plan for such a change which is approved by the Commissioner of Education or (B) for seven years from the date an educational institution begins the process of changing from being an institution which admits only students of only one sex to being an institution which admits students of both sexes, but only if it is carrying out a plan for such a change which is approved by the Commissioner of Education, whichever is the later;
 - (3) this section shall not apply to an educational institution which is controlled by a religious organization if the application of this subsection would not be consistent with the religious tenets of such organization;
 - (4) this section shall not apply to an educational institution whose primary purpose is the training of individuals for the military services of the United States, or the merchant marine; and
 - (5) in regard to admissions this section shall not apply to any public institution of undergraduate higher education which is an institution that traditionally and continually from its establishment has had a policy of admitting only students of one sex.
- (b) Nothing contained in subsection (a) of this section shall be interpreted to require any educational institution to grant preferential or disparate treatment to the members of one sex on account of an imbalance which may exist with respect to the total number or percentage of persons of that sex participating in or receiving the benefits of any federally supported program or activity, in comparison with the total number or percentage of persons of that sex in any community, State, section, or other area: Provided, That this subsection shall

February 15, 1974

not be construed to prevent the consideration in any hearing or proceeding under this title of statistical evidence tending to show that such an imbalance exists with respect to the participation in, or receipt of the benefits of, any such program or activity by the members of one sex.

- (c) For purposes of this title an educational institution means any public or private preschool, elementary, or secondary school, or any institution of vocational, professional, or higher education, except that in the case of an educational institution composed of more than one school, college, or department which are administratively separate units, such term means each such school, college, or department.

February 15, 1974

APPENDIX 6. TITLE 28, SECTION 42, PART D OF
THE CODE OF FEDERAL REGULATIONS

Subpart D--Equal Employment Opportunity in Federally
Assisted Programs and Activities.

§ 42.201 Purpose and application.

(a) The purpose of this subpart is to enforce the provisions of the Fourteenth Amendment to the Constitution by eliminating discrimination on the grounds of race, color, creed, or national origin in the employment practices of State agencies or offices receiving financial assistance extended by this Department.

February 15, 1974

M 5200.1A
APPENDIX 7

APPENDIX 7. LEEP FORMS

Included for reference by Guideline users are the following forms:

LEEP-1	3
LEEP-2	9
LEEP-3	13
LEEP-5	15
LEEP-6	17
LEEP-10	19
LEEP-12	21
5250/2	23
5250/3	25

February 15, 1974

M 5200.1A
APPENDIX 7

LEEP INSTITUTIONAL APPLICATION - LEEP 1



UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D. C. 20530

LEEP INSTITUTIONAL APPLICATION (Fiscal Year 1975, July 1, 1974 - June 30, 1975)

READ ATTACHED INSTRUCTIONS BEFORE COMPLETING

RETURN ORIGINAL AND TWO COPIES NO
LATER THAN MIDNIGHT, MARCH 4, 1974
TO THE APPROPRIATE LEAA REGIONAL
OFFICE (ADDRESSES ATTACHED).

INSTITUTION (Name, address, zip code) VENDOR CODE

INSTITUTIONAL REPRESENTATIVE - PROGRAM (Name, title, signature)

AREA CODE & TELEPHONE

INSTITUTIONAL REPRESENTATIVE - FINANCIAL (Name, title, signature)

AREA CODE & TELEPHONE

CERTIFICATION: The applicant certifies that LEEP Guideline Manual provisions, the Terms of Agreement and LEEP administrative memos have been reviewed and compliance is assured.

PRESIDENT OR CHIEF ADMINISTRATOR (Name, title, signature)

DATE

PART 1. INSTITUTIONAL STATUS: Describe or amplify answers, as applicable, in Narrative, Part IV.

<p>1. Fiscal year of entry into LEEP: _____</p> <p>2. Level of Regional Accreditation: Fully Accredited <input type="checkbox"/> 1 Candidate for Accreditation <input type="checkbox"/> 2 Date current status was achieved: _____</p>	<p>6. Does institution offer a police recruit, courts or corrections training program on campus? <input type="checkbox"/> 1 YES <input type="checkbox"/> 2 NO If yes, what proportion of students in this program are pre-service students? _____ % Use the Narrative, Part IV, to indicate academic credits, classroom hours, and number of students enrolled in each complete training session. State whether the program is certified by your state standards and training commission, giving name and address of certifying organization and date of certification.</p>
<p>3. Type and Control of Institution: A. University <input type="checkbox"/> 1 Other four-year <input type="checkbox"/> 2 Two-year <input type="checkbox"/> 3 B. Public <input type="checkbox"/> 1 Private <input type="checkbox"/> 2</p>	<p>7. What term system is in effect at your institution? <input type="checkbox"/> 2 Semester <input type="checkbox"/> 4 Quarter <input type="checkbox"/> 3 Trimester <input type="checkbox"/> 6 Other (Describe) _____</p>
<p>4. Has your institution entered into any consortium arrangements with other schools for "cross registering" students receiving LEEP aid? <input type="checkbox"/> 1 YES <input type="checkbox"/> 2 NO If yes, describe in Narrative, Part IV.</p>	<p>8. In summer school, can students earn credits equivalent to one regular academic term? <input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No</p>

LEEP 1 (REV.) (11-73)

REPLACES LEEP - 1 (REV. 12-72) WHICH IS OBSOLETE

February 15, 1974

PART II. ESTIMATES FOR 1974 - 75

1. ENROLLMENT DATA.		ACTUAL FALL 1973	ESTIMATED FALL 1974	2. STUDENT COSTS. (Full-time for one term)		AMOUNT				
A. Undergraduate Students				A. Tuition						
1. Total number full-time (head count)				B. Mandatory Fees (lab, student activity, etc.)						
2. Total number part-time (head count)				C. Books						
3. Total full-time equivalent				D. Other costs (for criminal justice personnel on academic leave)						
B. Graduate students				E. Cost per credit hour						
4. Total number full-time (head count)				F. Averages		ACTUAL, FY 1974 ESTIMATED, FY 1975				
5. Total number part-time (head count)				1. Grant		\$ \$				
6. Total full-time equivalent				2. Loan		\$ \$				
C. Total enrollment				4. COURSE LOAD						
7. Head count				A. Full-time Status =		hours				
8. Full-time equivalent				B. Average Part-time Status =		hours				
D. Total number criminal justice students (including non-LEEP students)				3. LEEP DEGREES						
			TOTAL (1)	ASSOCIATE (2)	BACCALAUREATE (3)	MASTERS (4) DOCTORATE (5)				
A. Number of degrees to LEEP recipients, 1973-74.										
B. Projected number of degrees to LEEP recipients, 1974-75										
5. ESTIMATED ACTIVITY LEVEL FOR FISCAL YEAR 1975 (This question reports the institutional requirement for funds. Double check all entries for accuracy.)										
PRIORITY	POLICE		CORRECTIONS		COURTS		TEACHERS & PLANNERS		TOTAL	
	PART-TIME STUDENTS		PART-TIME STUDENTS		PART-TIME STUDENTS		PART-TIME STUDENTS		PART-TIME STUDENTS	
	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
A. TOTALS										
B. GRAND TOTAL OF FUNDS REQUESTED FOR FISCAL YEAR 1975										\$

* See LEEP Guideline Manual, paragraph 72a.
LEEP - 1 (REV. 11-73)

February 15, 1974

PART III. SURVEY OF CRIMINAL JUSTICE CURRICULUM AND FACULTY

I. FACULTY. Provide the following data for each faculty member projected to teach directly related criminal justice courses for FY 1975. Attach additional pages as needed.									
DEGREES (1)	SUBJECT AREAS (2) OF DEGREES (3)	TYPE AND PLACE OF POLICE, COURTS OR CORRECTIONS EXPERIENCE (3)			YEARS OF C.J. EXPERIENCE (4)	FULL OR PART TIME FACULTY (5)			
2. DEGREE PROGRAMS. A criminal justice degree program includes the police, courts, corrections or other directly related fields as a major area of study. Institutions which do not offer criminal justice degree programs should write "None".									
CRIMINAL JUSTICE DEGREE PROGRAM TITLES OFFERED IN 1974-75	NEW PROGRAM FY 75 (1)	DEGREE LEVEL (CHECK ALL APPROPRIATE DEGREES)				PROGRAM OFFERED IN POLICE, COURTS, CORRECTIONS, OTHER (6)	ADMINISTRATIVE DEPARTMENT (7)	NUMBER OF STUDENTS	
		AA (2)	BA (3)	MA (4)	PHD (5)			1973-74 YEAR (8)	1974-75 YEAR (9)
A.									
B.									
C.									
D.									
E.									
F.									
G.									
3. COURSES. List all courses directly related to Criminal Justice and attach a description for each. Use additional sheets if necessary. Do not list non-transferable courses. Such courses are not eligible for LEEP support. Submit a copy of your current catalog, referencing the pages which list criminal justice courses. If course is not listed in institution's catalog, explain why.									
SCHOOL'S COURSE NUMBER (1)	COURSE TITLE (2)				CHECK IF COURSE IS TAUGHT OFF CAMPUS (3)	NEW OFFERING (4)	NUMBER OF CREDITS (5)	NUMBER OF CLASSROOM HOURS (6)	
A.									
B.									
C.									
D.									
E.									
F.									

LEEP - 1 (11-73)

February 15, 1974

PART IV. NARRATIVE

Include here the amplifying information required for previous parts of the form. Attach additional sheets if necessary. Identify the source question by Part and Line number. Submit original and two copies.

February 15, 1974

**LEEP INSTITUTIONAL APPLICATION (LEEP 1)
Fiscal Year 1975 (July 1, 1974 - June 30, 1975)**

INSTRUCTIONS

To participate in the Law Enforcement Education Program (LEEP) for Fiscal Year 1975, submit the original and two copies of all materials (including narrative) and one copy of the institution's current catalog to the appropriate LEAA Regional Office (addresses attached). Retain one copy of all submitted material for your records.

SUBMISSION DEADLINE: March 4, 1974 - No funds will be set aside for applications postmarked after March 4, 1974.
July 1, 1974 - Deadline for establishing regional accreditation status.

READ ALL INSTRUCTIONS AND THE LEEP GUIDELINE MANUAL BEFORE COMPLETING APPLICATION. VERIFY ACCURACY AND COMPLETENESS OF INFORMATION BEFORE SUBMITTING TO REGIONAL OFFICE.

CERTIFICATION: This application may be signed by any official authorized by the institution to execute agreements or contracts for the institution.

PART I

Item 1 - 8: All applicants must complete items 1 through 8.

PART II

Item 2: Student costs. If costs reported here are different from those of the preceding year, explain in Narrative, Part IV.

Item 5: Estimated activity level for Fiscal Year 1975. Report total amount of money that will be needed for the projected number of students.

The numbers of students reported by priority group are to be unduplicated numbers; i.e., they should include only the number of individuals who will receive LEEP aid during the fiscal year. A student attending summer school only is counted once; likewise, a student attending every term all year is counted only once. The dollar amounts, however, are total figures summing all terms.

PART III

Item 1: Faculty. Indicate the degree(s) held, subject area(s) of degrees, years of criminal justice experience and type and place of experience for each full-time and part-time faculty member projected to teach directly related criminal justice courses for FY 1975. "C. J. Experience" (column 4) refers to employment by a criminal justice agency and does not include teaching experience. Column 5 refers to teaching status.

Item 2: Degree Programs. If a new program was introduced during the current academic year or is proposed and approved for the next, place a check (✓) in column (1). In columns (2) to (5) list only degrees which currently are approved by the institution. Do not include proposed courses not yet approved; these courses may be listed and described in the Narrative, Part IV.

In column (6) indicate the career area toward which the program is oriented: Police, courts, corrections, comprehensive study, or other. In column (7) identify the department(s), division(s), etc., which are responsible for administering the academic program(s).

Item 3: Courses. In the "New Offering" column, check (✓) those courses that have been added since your last LEEP application.

February 15, 1974

M 5200.1A
APPENDIX 7

LEEP TERMS OF AGREEMENT - LEEP 2



UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D. C. 20530

LEEP TERMS OF AGREEMENT

TERMS OF AGREEMENT WITH AN INSTITUTION OF HIGHER EDUCATION FOR PARTICIPATION IN THE LAW ENFORCEMENT EDUCATION PROGRAM AUTHORIZED BY SECTION 406 OF THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968, AS AMENDED.

I. General Terms of Agreement. Pursuant to Title I of the Omnibus Crime Control and Safe Streets Act of 1968, Public Law 90-351, 82 Stat. 197, as amended (hereinafter referred to as the "Act"), it is hereby agreed between

(Name and Location of Institution)

(hereinafter referred to as the "Institution") and the Law Enforcement Assistance Administration (hereinafter referred to as the "Administrator") that:

A. LEEP Account. A Law Enforcement Education Program (LEEP) Account (hereinafter referred to as the "Account") shall be established by the Institution for the purpose of making: (1) interest bearing loans to eligible students, and (2) grants to eligible personnel of publicly-funded municipal, county, State, and Federal law enforcement agencies in accordance with (i) Section 406 (a), (b), (c), (d) of the Act, (ii) this Agreement, (iii) the Administration's Law Enforcement Education Program Guideline Manual and (iv) any regulations which may be prescribed by the Administration for implementation of Section 406 (a) through (d) of the Act.

B. Student Loans. Loans from the Account shall be made by the Institution only to students who are enrolled or accepted for enrollment on a full-time basis in undergraduate or graduate programs approved by the Administration and leading to degrees or certificates in areas related to law enforcement or suitable for persons employed in law enforcement (as defined and approved by the Administration) and who are preparing for employment in law enforcement with special consideration to police or correctional personnel of States or units of general local government on academic leave to enroll and to undertake such curricula.

C. Student Grants. Grants from the Account shall be made by the Institution only to students who are eligible personnel (as defined in the Law Enforcement Education Program Guideline Manual) of publicly-

February 15, 1974

funded law enforcement agencies of municipal, county, state and federal government enrolled in or accepted for enrollment on a full-time or part-time basis in an undergraduate or graduate program in an area related to law enforcement or suitable for persons employed in law enforcement (as defined and approved by the Administration) and who agree to remain in full-time criminal justice employment for a period of two years following the completion of study supported by such grants.

D. Institution Responsibilities. The Institution will (1) maintain adequate records reflecting transactions under the Law Enforcement Education Program, which shall include sufficient information to indicate the basis of determination of award for each application; (2) retain such records for a period of five years from the date of note signature and permit access to such records for the purpose of audit and examination by the Administration or its authorized representatives; (3) use its best efforts to make accurate and reasonable estimates of funds needed from the Administration; (4) determine the size of each loan and grant; and (5) authorize an Institutional Representative to prepare and submit institutional applications and reports to the Administration.

E. Promissory Notes. A loan and/or a grant may be made only upon the student recipient's execution of a promissory note, supplied by the Administration, which execution is witnessed by a responsible officer of the Institution. The original note shall be forwarded to the Administration upon completion of the student award transaction each academic term. One copy shall be retained in the records of the Institution for a period of five years from the date of note signature, and one copy shall be given to the recipient. All advances on loans or grants to students must be by check or a reasonable and auditable alternative.

F. Loan Repayment. Repayment of all loans shall be made directly to the Administration. The Administration shall assume responsibility for the collection of such loans.

G. Authorized Federal Fund Management. The Administration shall issue from time to time an Award letter to each participating institution which sets forth terms and conditions governing use of funds appropriated for the program. Funds not utilized in a specified fiscal year shall be returned to the Administration within 90 days from the close of the Federal fiscal year.

Program operations are subject to the availability of appropriated funds for this purpose and the provisions of paragraph J below. The LEEP Terms of Agreement currently in force are superseded as of the date of this new contract.

February 15, 1974

H. Notification of Cessation of Studies. The Institution shall notify the Administration promptly of the date on which each student borrower or grantee ceases to be a full-time or part-time student.

I. Discrimination Prohibited. The Institution agrees to comply with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and all requirements imposed by or pursuant to regulations of the Department of Justice issued pursuant to those Titles, to the end that no person shall, on the ground of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Department of Justice. The Institution, if public, agrees to comply with the Equal Employment Opportunity provisions of Title 28, Section 42, Part D of the Code of Federal Regulations.

J. Termination. This Agreement may be terminated by either party upon 90 days' written notice to the other party. Such termination shall not affect any obligations incurred pursuant to this Agreement prior to such termination.

II. Institutional Certification. The Institution hereby certifies that it meets the following criteria for participation in the Administration's Law Enforcement Education Program:

A. Admits as regular students only persons having a certificate of graduation from a secondary school or the recognized equivalent of such certificate, and

B. Is legally authorized within the State to provide a program of education beyond secondary education, and

C. Provides an appropriate educational program for which it awards a bachelor's or graduate degree; or provides not less than a two-year program which is acceptable for full credit towards a bachelor's degree and for which it awards an associate degree or certificate, and

D. Is a public institution of higher education operated by an agency of a State government or a political subdivision thereof, except that it is not an institution of any agency of the United States Government; or is a non-profit institution, no part of the net earnings of which inure or may lawfully inure to the benefit of any private stockholder or individual, and

E. Is accredited as defined in the Law Enforcement Education Program Guideline Manual by one of the six regional accrediting associations, and

F. Offers a program of courses related to law enforcement or suitable for persons employed in law enforcement as defined in the Law Enforcement Education Program Guideline Manual.

February 15, 1974

The Administration
(for LEAA use only)

The Institution*

BY: _____ BY: _____

TITLE: _____ TITLE: _____

LATE: _____ DATE: _____

*The agreement must be signed by an official duly authorized to execute agreements of this type for the Institution. The official's full title should be inserted below the signature.


February 15, 1974

LEEP STUDENT CERTIFICATION AND NOTE - LEEP 3

LEEP STUDENT CERTIFICATION AND NOTE										
PART I - BIOGRAPHIC DATA (TO BE COMPLETED BY STUDENT)								DATE OF BIRTH		
								MO.	DAY	YR.
LAST NAME	FIRST NAME	MI	MAIDEN NAME					SOCIAL SECURITY NUMBER		
								DATE OF APPLICATION		
PERMANENT ADDRESS										
NUMBER & STREET		CITY		STATE		ZIP CODE		AREA		TELEPHONE NO.
SEX	RACE		U.S. CITIZEN		MARRIAGE		VETERAN OF ARMED SERVICES			
1 <input type="checkbox"/> MALE 2 <input type="checkbox"/> FEMALE	1 <input type="checkbox"/> BLACK 2 <input type="checkbox"/> WHITE 3 <input type="checkbox"/> OTHER (Specify)	1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO	1 <input type="checkbox"/> MARRIED 2 <input type="checkbox"/> DIVORCED 3 <input type="checkbox"/> WIDOWED 4 <input type="checkbox"/> SINGLE	1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO		SERIAL NO.				
NAME (Last, First, MI)			NUMBER AND STREET			CITY & STATE		ZIP CODE		
PARENT(S)										
OTHER NEAREST RELATIVE										
SPOUSE										
MOST RECENT EMPLOYER										
STUDENT STATUS			IMMEDIATE DEGREE OBJECTIVE			AREA OF CONCENTRATION				
1 <input type="checkbox"/> FULL-TIME 2 <input type="checkbox"/> PART-TIME			1 <input type="checkbox"/> CERTIFICATE 2 <input type="checkbox"/> BACHELORS 3 <input type="checkbox"/> NONE 4 <input type="checkbox"/> OTHER (Specify)			1 <input type="checkbox"/> POLICE 2 <input type="checkbox"/> SOCIAL SCIENCE 3 <input type="checkbox"/> HUMANITIES 4 <input type="checkbox"/> PLANNING			5 <input type="checkbox"/> COURTS 6 <input type="checkbox"/> MASTERS 7 <input type="checkbox"/> EDUCATION 8 <input type="checkbox"/> MANAGEMENT 9 <input type="checkbox"/> PHYSICAL SCIENCE 10 <input type="checkbox"/> RESEARCH 11 <input type="checkbox"/> OTHER (Specify)	
CHECK HERE IF PREVIOUS LEEP RECIPIENT <input type="checkbox"/>										
ESTIMATED CERTIFICATION OR DEGREE COMPLETION DATE										
MONTH YEAR										
LAW ENFORCEMENT OBJECTIVE										
TYPE OF AGENCY										
LEVEL OF AGENCY										
1 <input type="checkbox"/> POLICE 2 <input type="checkbox"/> COURTS 3 <input type="checkbox"/> CORRECTIONS 4 <input type="checkbox"/> OTHER (Specify)										
1 <input type="checkbox"/> FEDERAL 2 <input type="checkbox"/> STATE 3 <input type="checkbox"/> COUNTY 4 <input type="checkbox"/> MUNICIPAL 5 <input type="checkbox"/> OTHER (Specify)										
PART 1 - TO BE COMPLETED BY INSERVICE STUDENTS ONLY										
NAME OF AGENCY OR INSTITUTION		NUMBER AND STREET		CITY		STATE		COUNTY		ZIP CODE
TYPE OF AGENCY			LEVEL OF AGENCY			POSITION OF EMPLOYEE		EMPLOYEES ON ACADEMIC LEAVE		
1 <input type="checkbox"/> POLICE 2 <input type="checkbox"/> COURTS 3 <input type="checkbox"/> CORRECTIONS 4 <input type="checkbox"/> OTHER (Specify)			1 <input type="checkbox"/> FEDERAL 2 <input type="checkbox"/> STATE 3 <input type="checkbox"/> COUNTY 4 <input type="checkbox"/> MUNICIPAL 5 <input type="checkbox"/> OTHER (Specify)			1 <input type="checkbox"/> FULL-TIME 2 <input type="checkbox"/> PART-TIME 3 <input type="checkbox"/> NO PAY		1 <input type="checkbox"/> FULL 2 <input type="checkbox"/> PARTIAL 3 <input type="checkbox"/> NO PAY		
PART 3 - CERTIFICATION OF AWARD RECIPIENT										
I certify: (1) that educational funds are not available to me through other sources, excluding VA and Social Security benefits, which will duplicate the benefits covered by my LEEP loan and/or grant; (2) that should I receive duplicated funds other than VA or Social Security benefits, I will repay the Department of Justice the entire amount of the duplicated aid; (3) that the course(s) for which this LEEP award is approved leading to a certificate or degree in areas related to law enforcement or suitable for persons employed in law enforcement; (4) that I have read the terms of the loan and/or grant on the reverse side and acknowledge my indebtedness for the amount indicated in Part 4 of this form; and (5) that the information contained in this form is true and complete to the best of my knowledge and belief and is made in good faith; (6) a grant recipient further certifies that I am a permanent, full-time employee of a public criminal justice agency or a full-time criminal justice teacher. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in this application shall be subject to prosecution under the provision of Section 1001 of Title 18, U. S. Code.										
SIGNATURE OF AWARD RECIPIENT										
DATE OF NOTE										
PART 4 - TO BE COMPLETED BY INSTITUTION										
ITEM		WHOLE DOLLARS ONLY			INITIAL OF INSTITUTION REP.	COMPLETION DATE OF COURSE(S)		INSTITUTION DISBURSEMENT CONTROL NUMBER		VENDOR CODE
AMOUNT OF AWARD		GRANT	LOAN	TOTAL AMOUNT		MO. YR.				
IF REQUIRED, REBATE AMOUNT										
ADJUSTED AMOUNT										
PART 5 - TO BE COMPLETED BY COMAKER										
I the undersigned, as comaker, being 21 years of age or older and having read the terms above, guarantee payment of the loan and/or grant in the amount indicated herein.										
TYPED NAME & ADDRESS OF COMAKER										
SIGNATURE & SOCIAL SECURITY NO. OF COMAKER										
DATE										
NAME OF INSTITUTION										
TYPED NAME & TITLE OF INSTITUTION REPRESENTATIVE										
I have verified the information in Part 4 of this certification and note and certify that the student is eligible for the grant and/or loan amount(s) indicated.										
SIGNATURE OF INSTITUTION REPRESENTATIVE										
DATE										
LEEP 3 (REV. 6-73) REPLACES LEAA FORM 3010/3 REV. 10-71 WHICH IS OBSOLETE. ORIGINAL—RETURN TO WASHINGTON, D.C.										
DATE										
SIGNATURE OF INSTITUTION REPRESENTATIVE										
DATE										
LEEP 4 (REV. 6-73) REPLACES LEAA FORM 3010/3 REV. 10-71 WHICH IS OBSOLETE. COMAKER COPY										
COMAKER										
DATE										
SIGNATURE OF INSTITUTION REPRESENTATIVE										
DATE										
LEEP 5 (REV. 6-73) REPLACES LEAA FORM 3010/3 REV. 10-71 WHICH IS OBSOLETE. STUDENT COPY										
STUDENT COPY										

- Amendments of 1972, no person in the United States shall, on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- The student must be given a copy of the fully executed note.
- The "Course Data" section is to be filled with the institution's copy of the fully executed note and retained in the participant's folder for review and audit.
- The original Student Certification and Note (LEEP-3) is to be summarized, with all other Certifications and Notes for the current term, on a "Summary and Certification Sheet," LEEP-5, and forwarded to Washington no later than 10 days after the institution's deadline for tuition rebates.
- A co-signature is required if the borrower is a minor and the note would not constitute a valid and enforceable obligation under applicable local law.

February 15, 1974



U. S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D. C. 20530

OMB APPROVAL: 43-8048
APPROVAL EXPIRES: 9/30/78

TO STUDENT:

- This form is to be submitted to the college or university which you attend.
- Complete all entries except Part 4, inserting "N/A" (not applicable) where appropriate. All date entries should be numeric, e.g., February 9, 1942 should be entered as 02-09-42.
- The lower section of the form, "Course Data," is to be completed to show courses and costs for the term for which aid is requested.
- Continued educational assistance under LEEP at this institution must be requested on the abbreviated version of this form, LEEP-4.
- ERASURES, CHANGES OR ADDITIONS MUST BE INITIALED BY APPLICANT AND INSTITUTIONAL REPRESENTATIVE.
- READ Grant Note and Loan Note provisions carefully before signing this application.
- Refer to your Social Security Number in all correspondence with the Department of Justice.

GRANT NOTE

I, the recipient of the grant acknowledged by my signature, agree to remain in full-time public law enforcement employment for at least two years after completion of the courses of study covered by this grant - after which period my obligation incurred under this grant terminates. I also agree to the following terms of this grant: (1) Employment credit for this grant shall commence on the first day of the month after which I complete the courses covered by this award. (2) If for any reason I fail to complete the two-years' employment obligation, the grant will enter into a repayment status. When the employment obligation is not fulfilled, the total amount of the grant shall accrue seven percent (7%) simple interest commencing on the first day of the month following departure from my agency. Repayments shall be made quarterly consisting of at least \$150 which includes principal and accrued interest. In no case will repayments be extended beyond a ten (10) year period. (3) I agree to notify the LEAA - U. S. Department of Justice of changes in employment and address, and to promptly answer all correspondence which arises out of this grant. I agree that the funds awarded under this grant shall be used only for my tuition, books and fees while enrolled at this institution.

LOAN NOTE

I, the recipient of the loan acknowledged by my signature, agree to enter or remain in public law enforcement employment or repay to the LEAA - U. S. Department of Justice, hereafter called the lender, or its designee, the principal amount of the loan outstanding, plus simple interest on the unpaid loan balance at the annual rate of seven (7) percent.

REPAYMENT PERIOD - Repayment period begins six months after the last day of the month in which the borrower completes the course of study as a full-time student. The borrower will immediately notify the lender of the completion or termination date of full-time student status and changes of name or address. The student will be provided with a billing statement reflecting quarterly payments of principal and interest.

ACCELERATED PAYMENTS - The borrower may at anytime repay without penalty any or all of the outstanding loan balance and accrued interest.

REPAYMENT DEFAULTS - The total outstanding loan balance plus accrued interest shall become payable upon demand if the borrower makes any misrepresentation of fact, or provides incomplete information, or fails to meet regularly scheduled quarterly payments. If a regularly scheduled repayment is not made within 90 days, the loan is in default.

REPAYMENT CANCELLATION - The total amount of this loan, plus accrued interest, shall be cancelled at the rate of 25 percent for each complete year of certified service as a full-time employee of a public law enforcement agency. Certification of employment shall be made by the borrower's employer on forms provided by the lender. When employment commences after any amount of the loan has been repaid, such employment will not require a refund to the borrower.

In the event of the borrower's death, or permanent and total disability, the total unpaid principal loan balance plus accrued interest will be cancelled. Proof will be requested by the lender on appropriate forms.

All communications should be directed to the LAW ENFORCEMENT EDUCATION PROGRAM, Law Enforcement Assistance Administration, U. S. Department of Justice, Washington, D. C. 20530, Attention: Budget and Finance Division.

TO INSTITUTIONAL REPRESENTATIVE:


- DISCRIMINATION PROHIBITED** - In compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, no person in the United States shall, on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- The student must be given a copy of the fully executed note.
- The "Course Data" section is to be filed with the institution's copy of the fully executed note and retained in the participant's folder for review and audit.
- The original Student Certification and Note (LEEP-3) is to be summarized, with all other Certifications and Notes for the current term, on a "Summary and Certification Sheet," LEEP-5, and forwarded to Washington no later than 10 days after the institution's deadline for tuition rebates.
- A co-signature is required if the borrower is a minor and the note would not constitute a valid and enforceable obligation under applicable local law.

STUDENT CERTIFICATION AND NOTE:

- Only full-time students in approved fields are eligible to receive Law Enforcement Student Loans.
- Only an enrolled part-time or full-time student currently employed full-time by a public law enforcement agency, who agrees to remain in full-time criminal justice employment for at least two years after completing a course or courses, is eligible for a Law Enforcement Student Grant.
- Full-time students currently employed full-time by public law enforcement agencies are eligible for both a Law Enforcement Student Loan and Grant.
- A full-time degree enrolled student not currently employed by a public law enforcement agency is eligible only for a Law Enforcement Student Loan, and only if he promises to seek employment with a public law enforcement agency, either during or upon completion of his course of study.

February 15, 1974

SUMMARY AND CERTIFICATION SHEET - LEEP 5



U. S. DEPARTMENT OF JUSTICE
Law Enforcement Assistance Administration
Washington, D. C. 20530

LAW ENFORCEMENT EDUCATION PROGRAM - SUMMARY AND CERTIFICATION SHEET

THIS FORM IS USED TO CONTROL THE TRANSMITTAL OF LEEP STUDENT NOTES FROM THE INSTITUTION TO THE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION AND CONSTITUTES A CERTIFICATION OF THE INSTITUTION'S LEEP ACCOUNT BALANCE AS OF THE DATE SUBMITTED. THIS FORM IS TO BE SUBMITTED AT THE END OF THE REBATE PERIOD FOR THE TERM ASSOCIATED WITH THE NEW AND RENEWAL NOTES ENCLOSED. FUNDS WILL BE ADVANCED FOR THE NEXT ACADEMIC TERM BASED UPON ITS TIMELY AND ACCURATE SUBMISSION. MAIL TO LEEP AT THE ABOVE ADDRESS.

SEND BY REGISTERED MAIL.

NAME OF INSTITUTION _____ STATE _____ VENDOR NUMBER _____

CURRENT FISCAL YEAR (JULY 1 THRU JUNE 30) _____ AWARD AMOUNT \$ _____

NUMBER OF LEEP-3'S SUBMITTED THIS FISCAL YEAR (INCLUDING THIS DOCUMENT) _____ CUMULATIVE RECEIVED \$ _____

A SUMMARY OF NOTES ENCLOSED

	INSTITUTIONS MUST COMPLETE COLUMNS (1) AND (3) ONLY			
	NUMBER		DOLLARS	
	PER INSTITUTION 1	PER EDIT 2	PER INSTITUTION 3	PER EDIT 4
1 CASH BALANCE FROM LINE 8 OF PREVIOUS LEEP-5			.00	.00
2 CHECKS RECEIVED FROM LEAA			.00	.00
3 AMOUNTS REFUNDED BY INSTITUTION			.00	.00
4 CASH BALANCE, BEGINNING CURRENT TERM			.00	.00
5 NEW CERTIFICATIONS (LEEP-3)			.00	.00
6 RENEWAL NOTES			.00	.00
7 TOTAL NOTES			.00	.00
8 CLOSING CASH BALANCE			.00	.00
9 DIFFERENCES (LEAA ONLY)			.00	.00

B ESTIMATED FUND REQUIREMENTS FOR NEXT TERM (COMBINE ALL SUMMER-INTERSESSION SESSIONS)

	(NUMBER)	(DOLLARS ONLY)
10 ACADEMIC TERM COVERED BY SECTION A ABOVE: (FALL, WINTER, SPRING, SUMMER, ETC.):		
11 ANTICIPATED NEW NOTES (LEEP-3)		
12 ANTICIPATED RENEWAL NOTES (LEEP-4)		
13 ANTICIPATED TOTAL FUNDS REQUIRED FOR NEXT TERM (ITEM 11 PLUS 12)		.00

C CLASSIFICATION OF AWARD RECIPIENTS

COMPLETE THE FOLLOWING FOR STUDENTS IN SECTION A, LINE 7, ACCORDING TO EACH STUDENT PRIORITY GROUP.

	PART-TIME STUDENTS		FULL-TIME STUDENTS		NUMBER OF ELIGIBLE STUDENTS REJECTED
	NUMBER	DOLLARS	NUMBER	DOLLARS	
14 PRIORITY 1					
15 PRIORITY 2					
16 PRIORITY 3					
17 PRIORITY 4					
18 PRIORITY 5					
19 PRIORITY 6					
20 PRIORITY 7					
21 PRIORITY 8					
22 PRIORITY 9					

D CERTIFICATION

(NOTE: PLEASE FORWARD CHECK COVERING INTEREST ACCRUED, IF ANY, ON LEEP FUNDS WHEN SUBMITTING THIS FORM)

DATE _____	TITLE _____	I CERTIFY THAT THE INFORMATION IN THIS SUMMARY AND CERTIFICATION SHEET IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. AUTHORIZED SIGNATURE _____
TYPED NAME AND PHONE NUMBER _____		

February 15, 1974

M 5200.1A
APPENDIX 7

BILLING STATEMENT OF LEEP ACCOUNT - LEEP 6

FOR LEEP USE ONLY		SOCIAL SEC. NO. CODE	DOCUMENT NO.	AMOUNT	DATE	NCIC CODE	FORM APPROVED			
1-8		10-11	14-21	22-24	25-28	29-33	OMB NO. 4310-0182			
U.S. DEPARTMENT OF JUSTICE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION WASHINGTON, D.C. 20530						STATEMENT OF LEEP ACCOUNT				
LAST NAME						FIRST NAME		MIDDLE NAME		
STREET ADDRESS						CITY		STATE		
ZIP CODE						LIFE		LEAP USE ONLY		
SHOW ANY CHANGE OF NAME OR ADDRESS										
MEMO COPY	DATE						AMOUNT		REMARKS	
	BALANCE						DUE		DATE	
15. CANCELLED						16. BILLED		17. PAID		
18. DELINQUENT						19. TOTAL BALANCE OUTSTANDING		ACCOUNT ANALYSIS		
								20. AMOUNT SUBJECT TO REPAYMENT OR CANCELLATION		
								21. AMOUNT WITHIN AMOUNT CANCELLATION IS ACCRUING		
								22. TOTAL TO BE REPAYED		
								23. PAYMENT REQUIRED		

24. []
25. []

LEAP 6 (REV. 10-72)

PLEASE READ THE INSTRUCTIONS ON THE REVERSE OF THIS FORM CAREFULLY,
REPLACES LEAA FORM 3610/6 (REV. 4-72) WHICH IS OBSOLETE.

February 15, 1974

FOR LEEP USE ONLY

SOCIAL SEC. NO. CODE DOCUMENT NO. AMOUNT DATE NCIC CODE

FOUR APPROVED ONE NO. 42-111492

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20530

STATEMENT OF LEEP ACCOUNT

LAST NAME FIRST NAME MI MIDDLE NAME
STREET ADDRESS
CITY STATE ZIP CODE

NOTE IDENTIFICATION ACCRUED INTEREST AMOUNT PAID

RETAIN THIS COPY FOR YOUR RECORDS

RETURN THIS COPY IF REQUIRED

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20530

INSTRUCTIONS FOR RETURNING CERTIFICATION STATEMENT OR PAYMENT

1. Fold statement and insert in envelope
2. Remove strip on back of envelope
3. Melt seal this flap and seal

LAW ENFORCEMENT EDUCATION PROGRAM
U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20530

POSTAGE AND FEES PAID
U.S. DEPARTMENT OF JUSTICE
JUS 456



LAW ENFORCEMENT EDUCATION PROGRAM
U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20530



February 15, 1974

STUDENT CHANGE OF STATUS - LEEP 10

LEAA FORM 3610/10 (11-71) LAW ENFORCEMENT EDUCATION PROGRAM
CHANGE IN STATUS OMB : 43R0446 EXP : 3/31/74

1. ENTER NAME AND SOC. SECURITY NO. AS SHOWN ON LEEP DOCUMENTS

LAST NAME FIRST NAME MI SSN

2. INDICATE CHANGE IN NAME, ADDRESS, SSN, DATE OF BIRTH

LAST NAME FIRST NAME MI SSN DOB M M D D Y Y
STREET ADDRESS CITY STATE ZIP CODE

3. INDICATE CHANGE IN STUDENT STATUS (Check Appropriate Box)

FULL TIME 1 GRADUATED 3 TRANSFERRED 5
PART TIME 2 WITHDREW 4 DECEASED 6

4. ENTER EFFECTIVE DATE OF CHANGE
M M D D Y Y

5. COMPLETE IF SUBMITTED BY INSTITUTION
VENDOR NO. NAME OF INSTITUTION:

6. SIGNATURE OF PERSON SUBMITTING

INSTITUTION COPY - RETAIN FOR YOUR FILES

U. S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE
ADMINISTRATION
WASHINGTON, D. C. 20530

POSTAGE AND FEES PAID
U.S. DEPARTMENT OF JUSTICE



OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

Law Enforcement Education Program
Law Enforcement Assistance Administration
U. S. Department of Justice
Washington, D. C. 20530

ATTENTION: BUDGET AND ACCOUNTING

February 15, 1974

M 5200.1A
APPENDIX 7

LEEP SYSTEM NOTE CONTROL LOG - LEEP 12

**LEEP SYSTEM
NOTE CONTROL LOG**

Page _____ of _____

	Y	Y	M	M	V	V	V	V	V	V
(cc 12-21)										

	Number of Notes	Amount (Dollars)	Initials	Vendor Name
1. DATA FROM LEEP-5	_ _ _ _	_ _ _ _	_ _	_____
2. DATA MANUALLY REJECTED	_ _ _ _	_ _ _ _	_ _	_____
3. BATCH CONTROL	_ _ _ _	_ _ _ _	_ _	_____
4. EDIT REJECTS	(22-25)	(26-32)	_ _	_____
5. PROCESSED DATA	_ _ _ _	_ _ _ _	_ _	_____
6. UPDATE REJECTS	_ _ _ _	_ _ _ _	_ _	_____
7. TOTAL RECORDS ACCEPTED	_ _ _ _	_ _ _ _	_ _	_____

Comments _____

Preliminary Edit Submitted to KP
 Received from KP
 Edit Run
 Update Run
 Returned to Inst.
 Notes Filed

REJECTED APPLICATIONS AND NOTES								
NO.	SSN	LAST NAME	AMOUNT	SIGNATURE		NO LEAA 3610/3	ADDRESS	OTHER (Specify)
				STUDENT	SFAO			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								

LEAA Form 3610/12 (11/73)
IXOJ-1973-11

February 15, 1974

M 5200.1A
APPENDIX 7

GRANT AWARD DOCUMENT - LEAA 5250/2



UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
Washington, D. C. 20530

LAW ENFORCEMENT EDUCATION PROGRAM
GRANT AWARD FY 19 -

GRANTEE NAME AND ADDRESS	APPLICATION DATE	DOCUMENT CONTROL NO.
	AWARD DATE	
	GRANT AWARD AMOUNT	
	AMOUNT AWARDED TO DATE	
VENDOR CODE	ACCOUNTING CLASSIFICATION CODE	DOCUMENT CONTROL NO.
	FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB.	
GRANT PERIOD		
	_____ THRU _____	

In accordance with provisions of Part D of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (P. L. 90-351) as amended, and on the basis of the application submitted, the Law Enforcement Assistance Administration hereby awards to the foregoing grantee an award in the amount and for the period shown above.

Law Enforcement Education Program funds in the total amount of \$ _____ have been approved for the grantee for fiscal year 19__.

February 15, 1974

M 5200.1A
APPENDIX 7

GRANT AWARD DOCUMENT - LEAA/5250/3



UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
Washington, D. C. 20530

LAW ENFORCEMENT EDUCATION PROGRAM
GRANT AWARD FY 19 -

GRANTEE NAME AND ADDRESS	APPLICATION DATE	
	AWARD DATE	
	GRANT AWARD AMOUNT	
	AMOUNT AWARDED TO DATE	
VENDOR CODE	ACCOUNTING CLASSIFICATION CODE	DOCUMENT CONTROL NO.
	FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. DIV. REG. SUB:	
GRANT PERIOD		
	_____ THRU _____	

In accordance with provisions of Part D of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (P.L. 90-351) as amended, and on the basis of the application submitted, the Law Enforcement Assistance Administration hereby awards to the foregoing grantee an award in the amount and for the period shown above.

Law Enforcement Education Program funds in the total amount of \$ _____ have been approved for the grantee for fiscal year 19____, subject to the availability of funds.

Because Congressional action on the Law Enforcement Assistance Administration's appropriation for fiscal year 19____ has not yet been finalized, authorized expenditures cannot exceed the amount awarded to date as shown above. Additional Grant Award announcements will be issued during the fiscal year to provide increased expenditure authority, as funds become available.

END