

## ATTACHMENT A-1

**The State of New Jersey  
Commission on Higher Education  
EDUCATIONAL OPPORTUNITY FUND**

### RUTGERS, THE STATE UNIVERSITY

#### Additional Contract Provisions

Attachment A-1 is hereby annexed to and provides for additional contract provisions and conditions between the State of New Jersey, Commission on Higher Education and Rutgers, the State University as detailed below.

A. Redistribution of Article III Funds

1. The Educational Opportunity Fund (EOF) Program director of each college within the University and the financial aid office of the University will submit to the CHE/EOF and to the Higher Education Student Assistance Authority (HESAA) an initial billing tape containing all student data as required by the Commission no later than the end of the third week in August. In addition, a paper copy of the above initial billing tape data will be submitted.
2. If any of the colleges within the University require additional student allocations for funding under Article III, a formal written request shall be made by the University to the CHE/EOF Office as soon as such need becomes clear, but in no event later than the contractual deadline for such requests as set by the CHE/EOF Office for the fall and spring semesters, which will be separate and distinct from the contractual deadline for requesting payments.
3. Subsequent to the above-mentioned deadlines, the CHE/EOF will then review the formal written requests received from each college for additional allocations and:
  - a. Determine if there is need for more allocations by those colleges requesting them, and
  - b. Calculate the total pool of unused allocations from each of the three University regions of Newark, Camden and New Brunswick.
1. If one of the colleges of the University has made a formal written request for additional allocations and the CHE/EOF Office has determined that need for additional allocations exists at said college, such need shall first be satisfied from the unused allocation pool of the University region within which the requesting college is located. All adjustments made under this paragraph shall only be made under the authority of the University Administrator for the EOF Program, and upon prior notification to the CHE/EOF Office.

5. If one of the colleges of the University has made a formal written request for additional allocations and the CHE/EOF Office has determined that need for additional allocations exists at said college and the college's need cannot be met under the provisions of paragraph 4 above, then said college shall receive priority to receive unused allocations from another University region subsequent to each University region having completed its own redistribution of allocations under paragraph 4 above. Any requests for reallocations under this paragraph shall be subjected to the same deadlines for reallocation as set forth in paragraph 2 above.
6. If, after the application of paragraphs 4 and 5 above, a requesting college still has a need for more allocations, such need shall be satisfied through normal reallocation procedures established for all EOF programs within the State by the CHE/EOF Office.
7. All approved reallocations shall become part of each college's permanent allocation for that academic year.

A. Redistribution of Article IV Funds

1. Upon discussions between the college EOF director and the appropriate business manager for said college EOF program, a college shall submit a proposal to the CHE/EOF Office if it desires to make any budget changes within its own budget for the projected use of unexpended Article IV funds. Such proposals shall be submitted by the contract deadline for budget changes of the projected use of unexpended funds.
2. No later than the specified deadline for contract budget changes for the spring semester, the University will submit a budget change request package to the CHE/EOF Office which would transfer Article IV funds, within region, from one college where an under-expenditure exists, to another college where there is need for additional Article IV funds.
3. All Budget Change Request Forms (or other forms designated by the CHE/EOF Office) shall be submitted with the signatures of the college EOF Directors, the appropriate business managers, and the University Administrator of the EOF Programs.
4. Any reallocation of unexpended Article IV funds under the section must have the prior approval of the CHE/EOF Office.