

MISSG Manual for Aid Administrators



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Overview of MiSSG

MiSSG allows financial aid professionals, referred to as School Users, to work with student records, clear errors, run reports, and perform awarding tasks such as certification, requesting reimbursement, and award adjustments. MiSSG also tracks and posts quarterly payments from SSG to postsecondary institutions for the supported grant programs.

MiSSG User Accounts

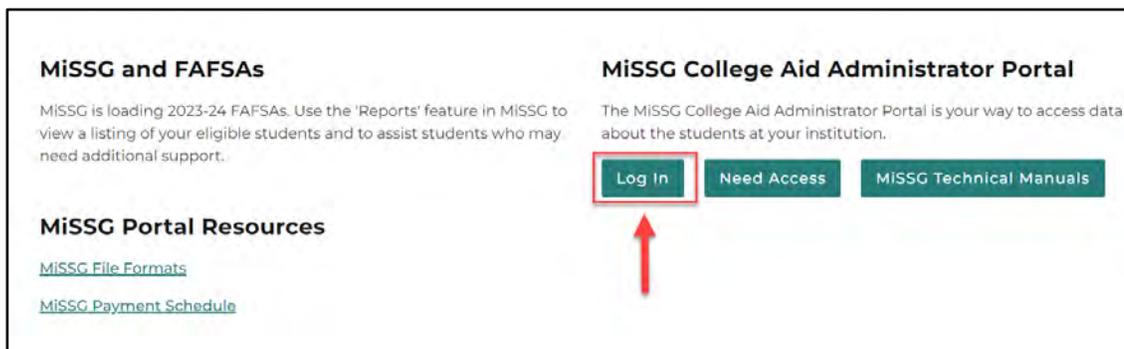
College Security Access Forms

For college financial aid professionals to have access to MiSSG, they must complete the [College Security Access Form](#) each academic year. A username and temporary password will be assigned by SSGO and emailed to the authorized MiSSG user.

Locating MiSSG

Navigate to MiSSG at michigan.gov/missg.

Click the 'Log In' button.

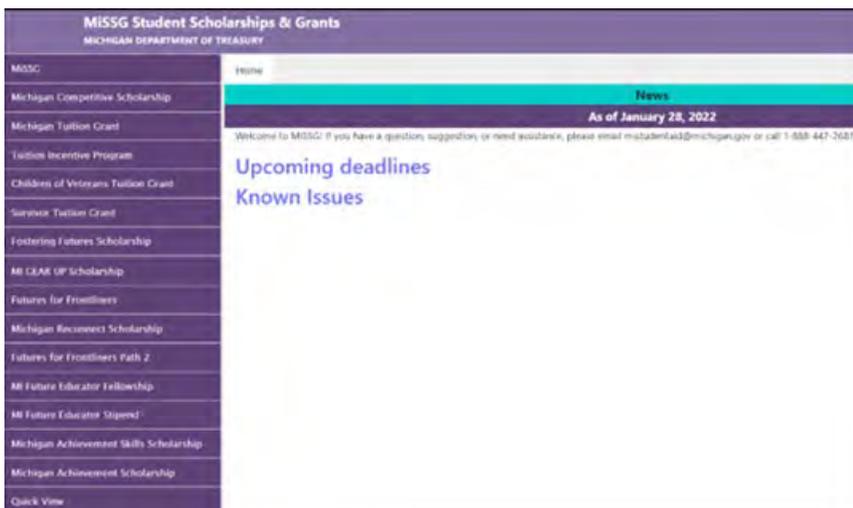


The screenshot shows the MiSSG website interface. On the left, there is a section titled "MiSSG and FAFSAs" with text about loading 2023-24 FAFSAs and a "MiSSG Portal Resources" section with links for "MiSSG File Formats" and "MiSSG Payment Schedule". On the right, there is a section titled "MiSSG College Aid Administrator Portal" with text about accessing data and three buttons: "Log In", "Need Access", and "MiSSG Technical Manuals". The "Log In" button is highlighted with a red box, and a red arrow points to it from below.

MiSSG Features

Home Tab

The Home tab displays MiSSG news and updates frequently, providing timely processing information, deadline dates, etc.

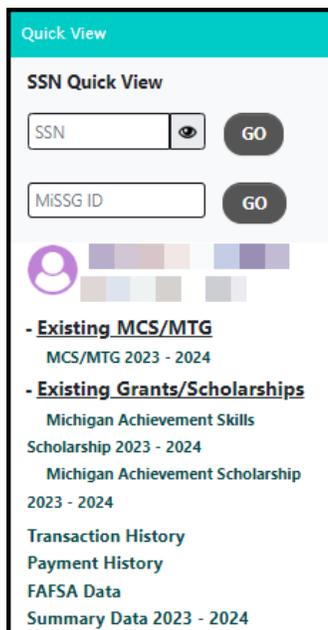


The screenshot shows the "MiSSG Student Scholarships & Grants" website. The header includes "MICHIGAN DEPARTMENT OF TREASURY". A sidebar on the left lists various scholarship programs: Michigan Competitive Scholarship, Michigan Tuition Grant, Tuition Incentive Program, Children of Veterans Tuition Grant, Survivor Tuition Grant, Fostering Futures Scholarship, MI CLEAR UP Scholarship, Futures for Frontliners, Michigan Reconnect Scholarship, Futures for Frontliners Path 2, MI Future Educator Fellowship, MI Future Educator Stipend, Michigan Achievement Skills Scholarship, and Michigan Achievement Scholarship. The main content area has a "Home" tab selected, a "News" section dated "As of January 28, 2022", and a "Welcome to MiSSG" message. Below the news, there are sections for "Upcoming deadlines" and "Known Issues".

Using Quick View

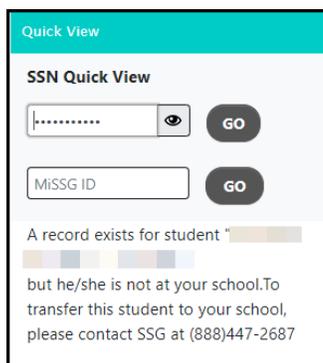
To view a student's record in MiSSG, enter the MiSSG ID or Social Security number (SSN) in the Quick View Box and click the 'Go' button. To use the Quick View Feature, one of the following MUST have occurred:

- Your institution is the 1st Michigan school listed on the student's FAFSA.
- The student was transferred to your institution.



The screenshot shows the 'Quick View' interface. At the top, there is a teal header with the text 'Quick View'. Below this, the section is titled 'SSN Quick View'. There are two input fields: one for 'SSN' with a toggle eye icon and a 'GO' button, and another for 'MiSSG ID' with a 'GO' button. Below the input fields is a blurred student profile picture. Underneath the profile picture, there are several menu items: '- Existing MCS/MTG' with a sub-item 'MCS/MTG 2023 - 2024', '- Existing Grants/Scholarships' with sub-items 'Michigan Achievement Skills Scholarship 2023 - 2024' and 'Michigan Achievement Scholarship 2023 - 2024', 'Transaction History', 'Payment History', 'FAFSA Data', and 'Summary Data 2023 - 2024'.

If a student has not filed a Free Application for Federal Student Aid (FAFSA) or has not updated their current year records in the MiSSG Student Portal by selecting your institution as their school of choice, you will get the following message:



The screenshot shows the 'Quick View' interface with the same search options as the previous image. Below the search options, there is a message: 'A record exists for student [blurred name] but he/she is not at your school. To transfer this student to your school, please contact SSG at (888)447-2687'.

Using MiSSG Search Feature

If you do not have a student's full SSN or MiSSG ID, search for the student's information by using MiSSG's Search feature. Click on the 'MiSSG' menu item on the left navigation bar. Then click on 'Search.' You may use as many fields as needed, using additional fields will improve the speed of your search.

- Student Search Criteria

Unique MISSG ID

Last Name

First Name

Date of Birth

SSN First 5

SSN Last 4

Phone Number

Email Address

- Additional Search Criteria

Academic Year

Aid Program

- Sort Criteria

Sort By

SUBMIT CRITERIA
RESET CRITERIA

Parameters for search fields:

1. Last Name – Not case sensitive, but punctuation matters.
2. First Name – Not case sensitive, but punctuation matters.
3. Date of Birth – Eight digits – mm/dd/yyyy (do not type slashes in datefield).
4. SSN First 5 – Up to five digits of SSN.
5. SSN Last 4 – Up to last four digits of SSN.

Additional Search Criteria

6. Select Academic Year from drop down menu.
7. Select Aid Program from drop down menu.

Click the ‘Submit Criteria’ button to begin the search. Below is an example of a search result.

Search Results			
Found 31 Student Records			
Page 1 of 2			
SSN	Name	Date Of Birth	Current Institution
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input style="width: 100%; height: 15px;" type="text"/> </div>	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>
Aid Program Michigan Achievement Skills Scholarship	AC Year 2023 - 2024	Eligibility Status Eligible	
SSN	Name	Date Of Birth	Current Institution
<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>
Aid Program Michigan Achievement Skills Scholarship	AC Year 2023 - 2024	Eligibility Status Eligible	

Reports and Rosters

Under the MiSSG menu tab, report and roster options are available to assist aid administrators with identifying eligible students, determining if ineligible reasons can be cleared, providing details on remaining TIP credits, and payment information.

Reports can be exported into PDF, Excel, Word, and other programs by clicking on the floppy disk icon on the top of the screen.

Activity Reports

Eligible Students Report

Identifies students who are eligible for the selected State aid program at the institution and the current award amount. Students listed on the Eligible Students Report have indicated to our office, either through the MiSSG Student Portal or the FAFSA, that they are attending a specific institution. These reports can also be used to verify enrollment. If a student is missing from the report, please contact our Customer Care Center to request that the student is transferred (if eligible). Reports indicate Date Eligible/Transferred In so institutions can filter and award based on newly transferred students.

Ineligible Students Report

Students on this report are not eligible for the ineligible reason(s) listed. If the ineligibility reason is resolved, they will be automatically removed from this report.

Remaining Credits Report

Report provides the student name, SSN, Date of Birth, Total Annual TIP Credits Remaining, Total Credits Remaining, Phase II Total Amount Remaining, and TIP Expiration Date.

School Totals Report

The report includes all students with payment records for the selected academic year and aid program.

Rosters

Certification Roster

The roster includes all students with a payment record in a status of "Ready to Certify" for the selected academic year and aid program. Can be used to prepare for the certification process by downloading certification lists as a spreadsheet. The roster will differ in format from the text file that can be downloaded under 'Certification.'

Information Roster

Contains students and additional data for the selected aid program and academic year.

Payment Roster

Includes all students with a payment/adjustment record in a status of "Paid" for the selected academic year and aid program. Can be sorted chronologically.

Children of Veterans Tuition Grant (CVTG)

School Profile

Contact information for your institution is stored in your school profile. It is important to keep this record up to date.

Contact information is program specific. If you have different staff working on different State of Michigan programs, you will need to provide separate contact information for each program under the 'School Profile' tab.

To view/update your profile information for CVTG, click the 'Children of Veterans Tuition Grant' menu item on the left navigation bar. Then click on 'School Profile.'



CVTG Payment History

The Payment History displays information about CVTG payments made to your institution during the selected academic year.

To view the 'Payment History,' click the 'Children of Veterans Tuition Grant' menu item on the left navigation bar.

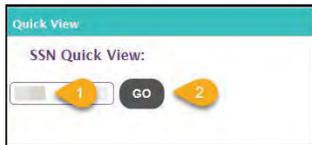
Then click on 'Payment History.'

Payment History						
Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
	Q15300131118	201811070958779	CVTG	1	Q1 Payment	\$45,850.00
Total:						\$45,850.00

- Current Balance
 - Will only display a value after the 4th Quarter payment. Shows the difference between the total paid to the institution, the total sum of all awards, and adjustments at year-end.
- Change Academic Year
 - Only data for the selected academic year will display.
- Date
 - The date that the table entry occurred.
- Batch Number
 - The unique code assigned to the overall payment that this payment was included in.
- Warrant/EFT Number
 - The unique code assigned to this payment to an institution.
- Program
 - The MiSSG program that the payment was generated for.
- Quarter
 - The fiscal quarter that this entry is associated with.
- Type
 - The type of action that describes this entry.
- Payment Amount
 - The amount of funds assigned to this entry.
- Total
 - The sum of all amounts of all entries.

View Students CVTG Records

1. Enter the student's complete SSN.
2. Click the 'GO' button.



1. Click on the desired academic year for CVTG under 'Existing Grants/Scholarships.'

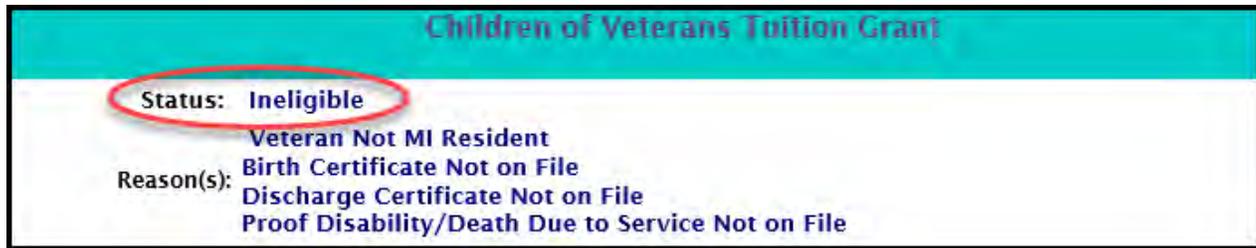


CVTG Application Status: Eligible and Ineligible Messages

At the top of the student's CVTG record, an eligibility status will be displayed for the academic year selected. Only students with the status of 'Eligible' may have a reimbursement requested for them.



If the student's status is "Ineligible," then a reason(s) will also be displayed.



Ineligible Status Reason Descriptions

Birth Certificate Not on File

A copy of the student's birth certificate showing both parents names is not on file with SSG.

Citizenship Status

Student must be a U.S. citizen, permanent resident, or approved refugee.

Convicted of a Felony

Student has been convicted of a felony involving an assault, physical injury, or death.

Death Certificate Not on File

If deceased, a copy of the veteran's death certificate is not on file with SSG.

Default or Refund Owed on State Financial Aid

The student cannot be in default on State financial aid.

Discharge Certificate Not on File

A copy of the veteran's discharge certificate (DD214) is not on file with SSG.

GPA Requirement Not Met

The student must maintain a minimum cumulative GPA of 2.25.

Ineligible Institution

The student's 'Current Institution' field must be set to an institution that has 'Yes' in the Active field for CVTG on the 'School Profile' screen.

Maximum Assistance

A student can only receive funds up to four academic years (does not have to be consecutive years) or can only receive up to the maximum lifetime amount of \$11,200, whichever comes first.

Proof Disability/Death Due to Service Not on File

Proof of the veteran's total and permanent disability or death due to service-connected causes is not on file with SSG.

Reached Maximum Age

The student must be less than 26 years old prior to the start of the Fall semester/term.

Satisfactory Academic Progress Not Met

The student must maintain Satisfactory Academic Progress (SAP) as determined by the institution.

Student Not MI Resident

Student must be a resident of Michigan for one year prior to application.

Veteran Not a MI Resident

Proof of the veteran's Michigan residency is not on file with SSG.

Student Application

The student application consists of seven sections:

1. Student Information
2. Comments
3. Application Information
4. Deceased or Disabled Veteran's Service Information
5. Reimbursement Information
6. Payment Information
7. Program Totals

Home

Children of Veterans Tuition Grant
Academic Year: 2017-2018

Status: Eligible

Student Information: SSN 1

Name	
Address	
City,State,Zip	
Home Phone Number	
Cell Phone Number	
Email Address	
Date Of Birth	
Gender	
CEPI UIC	

UPDATE STUDENT INFORMATION

Comments 2

SAVE
CANCEL

Application Information 3

Current Institution		Spring Institution	
Fall Institution		Summer Institution	
Winter Institution			

Convicted of felony involving assault, injury or death	No	Citizenship Override	
Residency Override		Veteran was a Michigan Resident	Yes
Birth Certificate on File	Yes	Discharge Certificate on File	Yes
Proof of Total/Permanent Disability or Death Due to Service-Incurred Causes on File	Yes	Death Certificate on File	Yes
Default/Refund Owed on State Aid	No	Maximum Assistance Override	
GPA Met		Eligibility Override	
SAP Met		Reached Maximum Assistance	

FAFSA Data (if available)		Parent State of Legal Residence	MI
Student State of Legal Residence	MI	Parent Residence Date	01/01/2012
Student Residence Date	01/01/2012	Dependency Status	Dependent
US Citizenship	US Citizen		

UPDATE APPLICATION INFORMATION

Deceased or Disabled Veteran's Service Information 4

Name of Veteran	CONV CONV	Military Service Number	CONV
Date of Entry into service	1/1/1900	US Dept. of Veterans Affairs Claim Number	CONV
Date of Separation	1/2/1900		
Veteran is Total and permanently disabled due to service-incurred causes			
Address Of Veteran	CONV		
City	CONV		
State	Michigan		
Zip Code	99999		

Reimbursement Information 5

Annual Amount Remaining	\$1,400.00
Lifetime Amount Remaining	\$4,200.00
Years Remaining (including current year)	2

Fall Reimbursement Data: **REIMBURSEMENT REQUEST**

Amount: \$1,400.00

Payment Information 6

Term	Aid Program	Institution	Enrollment	Status	Amount
Fall	CVTG		Full-time	Total	1400.00

Program Totals 7

Total Cumulative Paid \$7000.00

Student Information

School Users can update the student information by clicking on the 'Update' button, entering the information and clicking 'Save.'

The screenshot shows a web application window with a teal header bar containing the text "Children of Veterans Tuition Grant Academic Year 2017 - 2018". Below the header is a purple bar with the title "Update Student Information". The main content area is a form with the following fields: Last Name, First Name, Middle, Address, City, State (a dropdown menu currently showing "Michigan"), Zip Code, Home Phone Number, Cell Phone Number, Email Address, Date Of Birth, and Gender (a dropdown menu currently showing "Female"). At the bottom of the form are two dark buttons labeled "SAVE" and "CANCEL".

Comments

School Users can add a text comment to a student record and click 'Save.' Comment will appear in the student's 'Transaction History.'

The screenshot shows a web application window with a purple header bar containing the title "Comments". The main content area is a large, empty text input field. At the bottom of the form are two dark buttons labeled "SAVE" and "CANCEL".

Application Information

The 'Application Information' section displays many of the fields that MiSSG uses to evaluate CVTG eligibility for the selected academic year.

Application Information			
Current Institution		Spring Institution	
Fall Institution		Summer Institution	
Winter Institution			
Convicted of felony involving assault, injury or death	No	Citizenship Override	
Residency Override		Veteran was a Michigan Resident	Yes
Birth Certificate on File	Yes	Discharge Certificate on File	Yes
Proof of Total/Permanent Disability or Death Due to Service-Incurred Causes on File	Yes	Death Certificate on File	Yes
Default/Refund Owed on State Aid	No	Maximum Assistance Override	
GPA Met		Eligibility Override	
SAP Met		Reached Maximum Assistance	
FAFSA Data (if available)		Parent State of Legal Residence	MI
Student State of Legal Residence	MI	Parent Residence Date	01/01/2012
Student Residence Date	01/01/2012	Dependency Status	Dependent
US Citizenship	US Citizen		
UPDATE APPLICATION INFORMATION			

The fields displayed in the 'Application Information' include the following:

- Convicted of felony involving assault, injury, or death
 - Student will be ineligible for CVTG because of the "Convicted of a Felony" reason if 'Yes.'
- Residency Override
 - Student will be considered to meet Michigan residency requirements for program eligibility by MiSSG if 'Yes.'
- Birth Certificate on File
 - Yes: The applicant's (student) birth certificate is on file with SSG.
 - No: The applicant's (student) birth certificate is not on file with SSG.
- Proof of Total/Permanent Disability or Death Due to Service-Incurred Causes on file
 - Yes: Proof of total and permanent disability or death due to service-incurred cause is on file with SSG.
 - No: Proof of total and permanent disability or death due to service-incurred cause is not on file with SSG.
- Default/Refund Owed on State Aid
 - The student will be ineligible for CVTG because of the "Default or Refund Owed on State Financial Aid" reason if 'Yes.'
- GPA Met
 - The student did not obtain a GPA of 2.25, monitored annually at the end of Spring and is ineligible for CVTG because of the "GPA Requirement Not Met" reason if 'No.'
- SAP Met
 - Student did not maintain Satisfactory Academic Progress (SAP) and is ineligible for CVTG because of the "Satisfactory Academic Progress Not Met" reason if 'No.'
- Student State of Legal Residence
 - State that MiSSG uses to evaluate residency for the student if student is Independent.
- Student Residence Date
 - Date used by MiSSG to determine when the student became a Michigan resident.
- U.S. Citizenship
 - The citizenship type that MiSSG uses to evaluate if the student meets citizenship requirements.
- Citizenship Override
 - Student will be considered to meet citizenship requirements for program eligibility by MiSSG if 'Yes.'

- Veteran was a Michigan Resident
 - Parent veteran meets Michigan residency requirements if 'Yes.'
- Discharge Certificate on File
 - Yes: A copy of the veteran's discharge certificate (DD214) is on file with SSG.
 - No: A copy of the veteran's discharge certificate (DD214) is not on file with SSG.
- Death Certificate on File
 - Yes: If deceased, a copy of the veteran's death certificate is on file with SSG.
 - No: If deceased, a copy of the veteran's death certificate is not on file with SSG.
- Maximum Assistance Override
 - Professional judgment/special consideration was given to allow override on maximum assistance. Processed by SSG.
- Eligibility Override
 - MiSSG will ignore all CVTG Ineligible Reasons except "Ineligible Institution" when evaluating a student's CVTG Eligibility status.
- Reached Maximum Assistance
 - The student will be ineligible for CVTG because of the "Maximum Assistance" reason if 'Yes.'
- Parent State of Legal Residence
 - State that MiSSG uses to evaluate residency for the parent if student is Dependent.
- Parent Residence Date
 - Date used by MiSSG to determine when the parent became a Michigan resident.
- Dependency Status
 - The status that MiSSG will use when determining eligibility. If blank, then the student could not be determined to be Dependent or Independent and will be Ineligible because of the "Application Incomplete" reason.

School Users may update the following information on the 'Update Application Information' page:

The screenshot shows a web form titled "Children of Veterans Tuition Grant Academic Year 2017 - 2018" with a sub-header "Update Application Information". The form contains several input fields:

- "Convicted of felony involving assault, injury or death": A dropdown menu with "No" selected.
- "Residency Override": An unchecked checkbox.
- "GPA Met": A dropdown menu.
- "SAP Met": A dropdown menu.
- "Citizenship Override": An unchecked checkbox.

 At the bottom of the form are two buttons: "SAVE" and "CANCEL".

- Convicted of felony involving assault, injury, or death
 - If 'Yes,' then the student will be CVTG Ineligible due to the "Convicted of a Felony" reason.
- Residency Override
 - If checked, the student will not be Ineligible for the "Student Not MI Resident" reason.
 - Note: This override will impact all other program records that the student has in the same academic year.
- GPA Met
 - If blank (NULL) or 'Yes,' the student is considered to meet the GPA policy for CVTG.
 - If 'No,' the student will be Ineligible for CVTG for the "GPA Requirement Not Met" reason.
- SAP Met
 - If blank (NULL) or 'Yes,' the student is considered to meet the SAP policy for CVTG.
 - If 'No,' the student will be Ineligible for CVTG for the "Satisfactory Academic Progress Not Met"

reason.

- o Note: This selection will impact all other program records that the student has in the same academic year.
- Citizenship Override
 - o If checked, the student will not be Ineligible for the "Citizenship Status" reason.
 - o Note: This override will impact all other program records that the student has in the same academic year.

Deceased or Disabled Veteran's Service Information

Deceased or Disabled Veteran's Service Information is completed by the student in MiSSG at www.michigan.gov/missg.

Deceased or Disabled Veteran's Service Information	
Name of Veteran	Military Service Number
Date of Entry into service	US Dept. of Veterans Affairs Claim Number
Date of Separation	
Veteran Is	Total and permanently disabled due to service-incurred causes
Address Of Veteran	
City	
State	Michigan
Zip Code	

Note: This section is read-only for School Users.

Reimbursement Information

The 'Reimbursement Information' section displays information about remaining award data and existing reimbursements for the selected academic year.

Reimbursement Information	
Annual Amount Remaining	\$1,400.00
Lifetime Amount Remaining	\$4,200.00
Years Remaining (including current year)	2

- Annual Amount Remaining
 - o The maximum amount of CVTG funding a student may still receive in the selected academic year.
- Lifetime Amount Remaining
 - o The maximum cumulative amount of CVTG funding that the student may still receive.
- Years Remaining (including the current year)
 - o The maximum number of academic years that a student may still receive CVTG funds, including the current year.

Reimbursement Information	
Annual Amount Remaining	\$1,400.00
Lifetime Amount Remaining	\$4,200.00
Years Remaining (including current year)	2
Fall Reimbursement Data:	REIMBURSEMENT REQUEST
Amount	\$1,400.00

From this section, School Users with a minimum CVTG security level of Update 1 may also request additional reimbursement for an already existing reimbursement request by clicking the 'Reimbursement Request' button and following the instructions for Requesting Additional Funds on page 27.

Payment Information

The 'Payment Information' displays all CVTG payments for the student and includes the following fields:

- Term
 - The term that the award is associated with.
- Aid Program
 - The aid program that the award is for.
- Institution
 - The institution that was paid on the student's behalf.
- Enrollment
 - The reported enrollment status of the student for the awarded term.
- Status
 - The status message displayed depends on where the award is in the payment cycle.
- Ready To Pay
 - The award has been submitted successfully, but funds have not yet been dispersed to the institution.
- Paid
 - The award's funds have been dispersed to the institution.
- Amount
 - The total amount of the term's award with the displayed Status.
- Total
 - The sum of all Amounts for the selected academic year, regardless of Term, Institution, or Status.

Payment Information					
Term	Aid Program	Institution	Enrollment	Status	Amount
Fall	CVTG		Full-time	Paid	1400.00
				Total	1400.00

Program Totals

The 'Program Totals' displays the 'Total Cumulative Paid,' which is the sum of all CVTG funds the student has been awarded across all academic years.

Program Totals	
Total Cumulative Paid	\$7000.00

CVTG Reimbursement Request

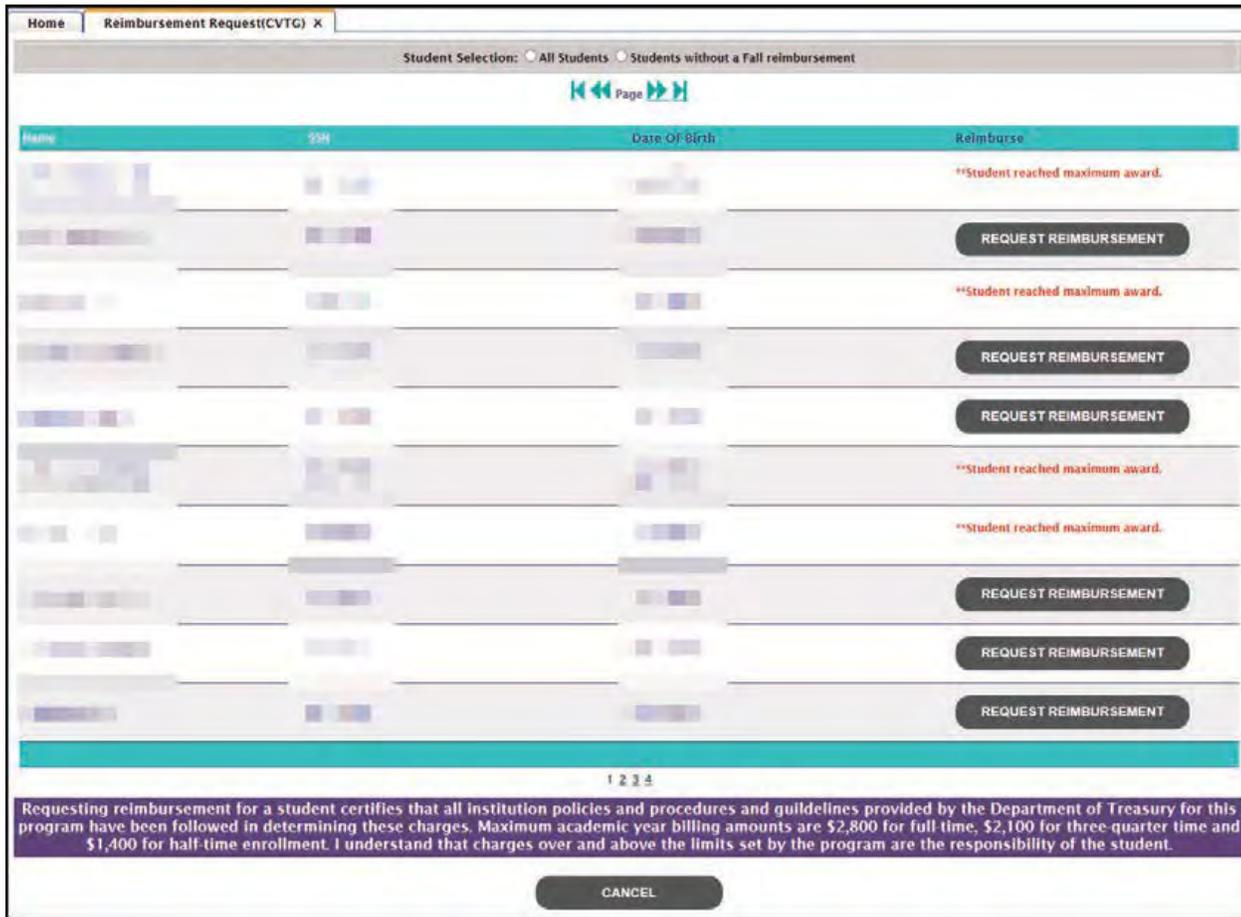
To request reimbursement, click the 'Children of Veterans Tuition Grant' menu item on the left navigation bar. Then click on 'Reimbursement Request.'



Select a term/semester to request reimbursement for and click the 'Reimbursement Roster' button.



Your roster will show all eligible CVTG students at your institution who are able to have a reimbursement request submitted for them for the term selected.



If you want to refine the displayed list of students who are available for reimbursement, there are two methods:

1. You may omit those students who already had a request submitted for Fall by clicking the 'Student Selection' radio button labeled 'Students without a Fall Reimbursement.'

 - Click the 'All Students' radio button to include the omitted records.



1. Entering a last name or Social Security number into the Filter field to omit students who do not match the criteria and clicking the 'Apply Filter' button.
 - Click the 'Remove Filter' button to include the omitted records.

Click the 'Request Reimbursement' button for the student you want to request reimbursement for.

Name	SSN	Date Of Birth	Reimburse
			**Student reached maximum award.
			REQUEST REIMBURSEMENT

To submit a reimbursement request on the 'CVTG Reimbursement Request' page:

1. Select the student's enrollment status from the 'Enrollment Status' drop down box if different than displayed.
2. Enter the total amount of tuition, in whole dollars, that you are requesting a reimbursement for in the 'Amount' field.
3. Click the 'Save' button.

Requesting Additional Funds

An additional reimbursement request can be made from the 'Reimbursement Request' screen as normal or directly from the student's current-year CVTG record.

1. Navigate to the student's 'Quick View' record.
2. Click the current-year CVTG record.



Quick View

SSN Quick View:

GO 1

Existing MCS/MTG

- MCS/MTG 2017 - 2018
- MCS/MTG 2016 - 2017
- MCS/MTG 2014 - 2015

Existing Grants/Scholarships

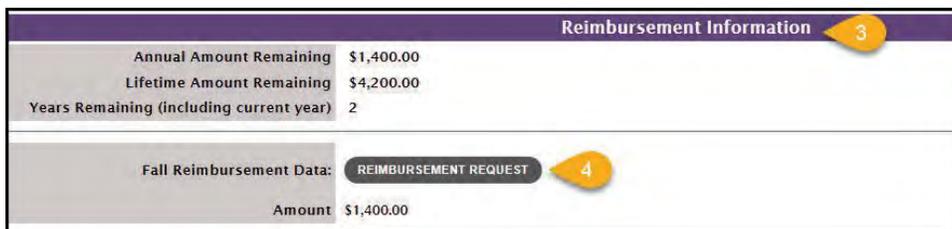
- CVTG 2017 - 2018 2
- CVTG 2016 - 2017
- CVTG 2015 - 2016

Transaction History

Payment History

FAFSA Data

3. Scroll down the student's record until you see 'Reimbursement Information.'
4. Click on the 'Reimbursement Request' button.



Reimbursement Information 3

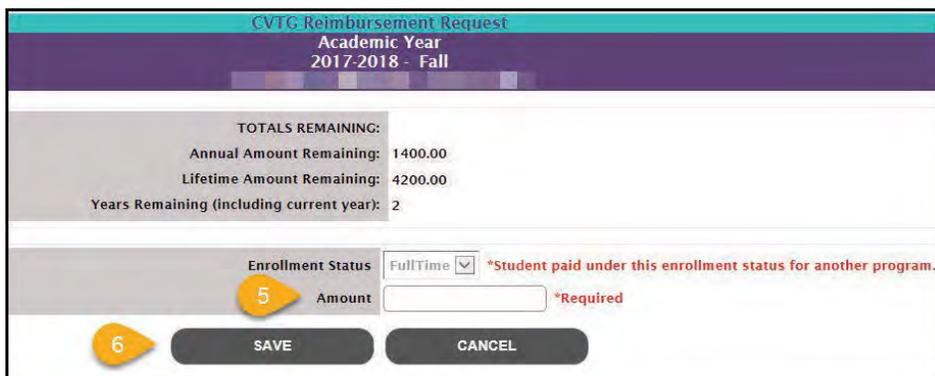
Annual Amount Remaining	\$1,400.00
Lifetime Amount Remaining	\$4,200.00
Years Remaining (including current year)	2

Fall Reimbursement Data:

REIMBURSEMENT REQUEST 4

Amount \$1,400.00

5. Enter total additional award amount that exceeds the existing CVTG reimbursement requests for that semester/term in the 'Amount' field.
6. Click the 'Save' button.



CVTG Reimbursement Request

Academic Year
2017-2018 - Fall

TOTALS REMAINING:

Annual Amount Remaining:	1400.00
Lifetime Amount Remaining:	4200.00
Years Remaining (including current year):	2

Enrollment Status: FullTime *Student paid under this enrollment status for another program.

Amount *Required 5

SAVE 6 CANCEL

Multiple Reimbursement Requests

Reimbursement Information Screen

When multiple requests for reimbursements exist for the same semester/term on a student's record, you will see all entries in the student's record under 'Reimbursement Information.'

1. Request for reimbursement for Fall semester in the amount of \$1,400.
2. Additional request for reimbursement for Fall semester in the amount of \$1,400.

Reimbursement Information	
Annual Amount Remaining	\$0.00
Lifetime Amount Remaining	\$5,600.00
Years Remaining (including current year)	3
Fall Reimbursement Data:	REIMBURSEMENT REQUEST
Amount	\$1,400.00
Fall Reimbursement Data:	DELETE
Amount	\$1,400.00

When multiple requests for reimbursement in different Statuses exist for the same semester/term on a student's record, you will see the Amounts separated by Status in the 'Payment Information' section.

There are now two payments showing:

1. This award has already had funds dispersed to the institution.
2. This award has not had funds dispersed yet.

Payment Information					
Term	Aid Program	Institution	Enrollment	Status	Amount
Fall	CVTG		Full-time	ReadyToPay	1400.00
Fall	CVTG		Full-time	Paid	1400.00
				Total	2800.00

After the additional request for reimbursement is paid, the entries in the 'Payment Information' section will consolidate under the Status of 'Paid,' but the individual requests will still display separately in the 'Reimbursement Information' section.

Reimbursement Information					
Annual Amount Remaining	\$0.00				
Lifetime Amount Remaining	\$8,400.00				
Years Remaining (including current year)	4				
FALL Reimbursement Data:	Amount \$1,438.00				
FALL Reimbursement Data:	Amount \$466.00				
SPRING Reimbursement Data:	Amount \$896.00				
Payment Information					
Term	Aid Program	Institution	Enrollment	Status	Amount
FALL	CVTG		Full-time	Paid	1904.00
SPRING	CVTG		Full-time	Paid	896.00
				Total	2800.00
Program Totals					
Total Cumulative Paid	\$4700.00				

Remove a Non-Paid CVTG Reimbursement Request

To remove a student's CVTG reimbursement request:

1. Navigate to the student's 'Quick View' record.
2. Click on the current-year CVTG record.



1. Scroll down the student's record until you see 'Reimbursement Information.'
2. Click on the 'Delete' button to remove the request. The corresponding award must still be in the 'Ready To Pay' Status; otherwise, the 'Delete' button will be unavailable.
 - a. After the previous request has been removed, a new reimbursement request can be made.

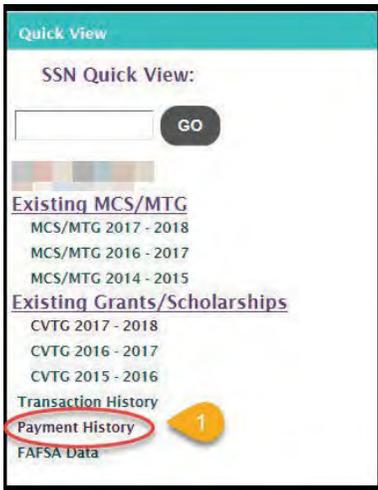


Refunding Paid CVTG Reimbursements

Institutions should never send refunds or other return funds to SSG without first having specifically received a billing notice. Any differences in aggregate amounts awarded and paid are designed to net out naturally over the course of the four quarterly payments.

To reduce an existing award, a Refund Adjustment must be applied to the award. Navigate to the student's record:

1. Click on 'Payment History' in the 'Quick View.'



2. Locate the academic year and corresponding payment that needs to be refunded on the list of existing payments.
3. Click the underlined amount for the award to navigate to the 'Enter Adjustment' screen where the refund adjustment can be performed.

Note: Only School Users with CVTG Administrator 1 security rights can use the 'Enter Adjustment' screen.

Note: Adjustments may only be made for current-year awards. If a prior-year needs to be adjusted, please email mistudentaid@michigan.gov.

Student Payment History

Student Information

Name
Address
City,State,Zip
Home Phone Number
Date of Birth
Email Address
Gender
MISSG ID
CEPI ID
Converted Check Count

Academic Year 2017 - 2018 2

Date	Program	Institution	Term	Type	Amount
2017/11/30	Children of Veterans Tuition Grant		Fall	Payment 3	\$1400.00

From the 'Enter Adjustment' screen:

1. Verify that the 'Enrollment Status' field is still accurate.
2. Enter the total amount of tuition, in whole dollars, in the 'Payment Adjustment Amount' field that you are reducing the award by.
3. Click the 'Save' button.

Enter Adjustment
Fall 2017 - 2018

School: [Redacted]

Program: CVTG

Amount Paid (including any prior paid adjustments and ready to pay payments): 1400.00

Enrollment Status: Full-time [v] 1

Payment Adjustment Amount: [] 2

3 [SAVE] [CANCEL]

Michigan Competitive Scholarship (MCS) Features

School Profile

The MCS School Profile is displayed for the current academic year. To view the School Profile for an alternative academic year, select the academic year from the Choose Academic Year field. To update the school profile, click the 'Update' button, then update the information, and click the 'Save' button.

Information that can be updated within the school profile are:

- School Branch
- Vendor ID
- Tax Identification Number (TIN)
- School Name, Address, Phone Number, Fax Number, Contact Name, Contact Title, Contact Email Address, Phone Number, and Fax Number

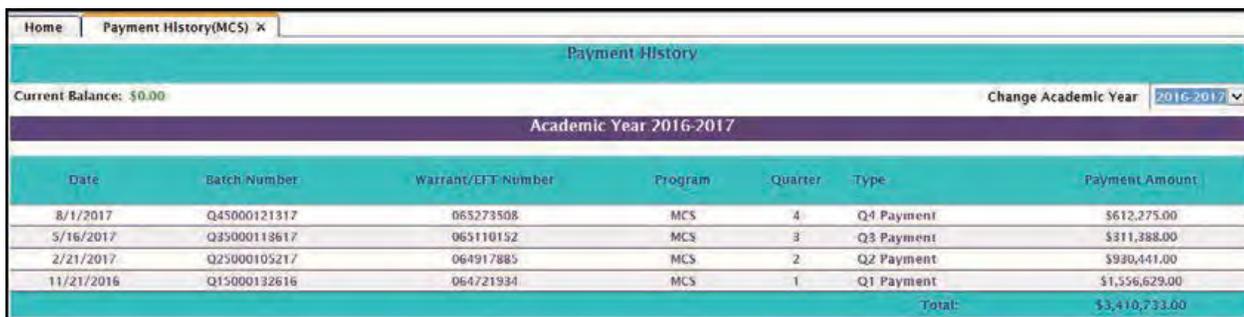
A primary and secondary contact can be listed. The primary contact should be the person at the institution who works closely with the MCS program. The secondary contact should be the person who assists the primary with MCS. Within the School Profile, a user can also view the institution's Transaction History, Payment History, and Budget. The budget amounts are updated yearly with Tuition and Fees/Room and Board. MiSSG requires prior year institutional budgets when calculating current year awards. MiSSG begins loading ISIRs and making tentative awards to students in late fall. Since institutional budgets are often not finalized until the following summer, prior year budgets must be used.

Example: 2019-20 ISIRs begin loading in October/November 2018. 2019-20 academic budgets are not finalized until June/July 2019.

Institutional budgets must be entered in MiSSG by late-September. For private non-profit institutions, budgets must be entered for both MCS and MTG.

MCS Payment History

The Payment History displays a summary of information for all payments and adjustments at the institution for MCS. By default, payments and adjustments for the current academic year are displayed. To view prior academic years, select the year from the 'Change Academic Year' option.



The screenshot shows a web application interface for 'Payment History'. At the top, there are tabs for 'Home' and 'Payment History(MCS)'. Below the tabs, the title 'Payment History' is centered. On the left, it says 'Current Balance: \$0.00'. On the right, there is a dropdown menu for 'Change Academic Year' set to '2016-2017'. Below this is a header for 'Academic Year 2016-2017'. The main content is a table with the following columns: Date, Batch Number, Warrant/EFT Number, Program, Quarter, Type, and Payment Amount. The table contains four rows of payment data and a total row.

Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
8/1/2017	Q45000121317	065273508	MCS	4	Q4 Payment	\$612,275.00
5/16/2017	Q35000113617	065110152	MCS	3	Q3 Payment	\$311,388.00
2/21/2017	Q25000105217	064917885	MCS	2	Q2 Payment	\$930,441.00
11/21/2016	Q15000132616	064721934	MCS	1	Q1 Payment	\$1,556,629.00
Total:						\$3,410,733.00

MCS Clear Ineligible Reasons

The Clear Ineligible Reasons displays a listing of students based on ineligible reasons of:

- Citizenship Status
- Non-Michigan Resident
- Loan Default and/or Refund Owed on Federal Financial Aid
- Satisfactory Academic Progress Not Met or GPA Requirement Not Met

The quantity of students on each list is next to each ineligible reason. In the example below, 62 students at the institution are currently not eligible due to Non-Michigan Resident status and two due to Loan Default. When one of the ineligible reasons is selected, it will provide the student SSN, name, address, and a checkbox. If your institution has documentation on file to clear the student of the ineligibility reason, check the box to do an override, and click on the 'Save' button.



MCS Certification

Exact dates for a term's certification request window are promoted through GovDelivery messages to aid administrators; however, estimated availability is Fall-September, Spring-January, and Summer-June. The certification process is conducted for the current academic year. The two methods of certifying awards in MiSSG are uploading a file to process awards in batch or using the online interface to process awards individually.

MCS Certification Rosters

Each MCS award is required to be certified prior to being included in quarterly payment files.

Awards can be certified with an uploaded text file that the institution can create from the Download Roster File. The uploaded file must meet the specifications listed in the MCS and MTG Upload Certification Roster File Format which is available at www.michigan.gov/missg in the 'MiSSG File Formats for College Administrators' section.

Alternatively, certification may occur for students individually by using the online interface method. To do so, navigate to the Certification menu item under the Michigan Competitive Scholarship menu, select a term, and click the 'Certification Roster' button.

Download Certification Roster

The user selects a term and selects 'Download Roster' and the Verify Criteria interface is displayed.



The user selects 'Download File' and the File Requests interface is displayed. The file's status is displayed as "File request has been received and is awaiting processing" until it is ready for downloading. The user can refresh the File Request interface (or may select 'File Requests' from the main menu) until the download icon is displayed for the requested file. The file status will display as "The file has completed successfully." The user can save the file to their computer.

A student is in the Download Certification Roster file if a payment record exists for the term. The layout of the Download Certification Roster file is Comma Separated Values (CSV) and all fields are delimited by a comma (,) and a Carriage Return Line Feed (CRLF) at the end of each row. A student is contained in the Download Certification Roster file if a payment record exists for the term in a status of "Ready to Certify." Below is the CSV file format.

To complete certification, the file can be processed through the upload feature.

Download Certification File Layout		
Download Certification File Layout – used to identify who is available for the school to certify for the term		
<ul style="list-style-type: none"> The format for the file is "Comma Separated Values" (CSV) All fields are delimited by a comma (,) Carriage Return Line Feed (CRLF) at the end of each row 		
Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file contain the same value) <i>Uses ending year - if the acyear is 2014-2015 this field will contain 2015</i>
Payment Term	Alphanumeric	Term being certified (all records in file contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
Aid Program	Alphanumeric	Aid Program being awarded (all records in file contain the same value) Valid values include: "MCS" "MTG"
SSN	Numeric	Student's Social Security Number
Last Name	Alphanumeric	Student's Last Name
First Name	Alphanumeric	Student's First Name
Middle Initial	Alphanumeric	Student's Middle Initial
Enrollment Status	Alphanumeric	Student's Enrollment Status for the term Valid values include: "FT" - Full-time
Award Amount	Numeric	Student's Award Amount for the term – will contain decimal
Grade Level	Numeric	Student's Grade Level Valid values include: "0" – 1 st Year, Never Attended "1" – 1 st Year, Attended Before "2" – 2 nd Year, Sophomore "3" – 3 rd Year, Junior "4" – 4 th Year, Senior "5" – 5 th Year, Other Undergraduate "6" – Graduate/Professional "7" – Continuing Graduate/Professional
Check Count Remaining	Numeric	Student's remaining check count – will contain decimal
Federal EFC	Numeric	Student's Estimated Family Contribution (EFC)

Upload Certification Roster

The layout of the Upload Certification Roster File is "Comma Separated Values" (CSV), fields are delimited by a comma (,) and there is a Carriage Return Line Feed (CRLF) at the end of each row.

Upload Certification File Layout				
Upload Certification File Layout – used to submit data to MiSSG to certify student awards for a term				
<ul style="list-style-type: none"> The format for the file is "Comma Separated Values" (CSV) All fields are delimited by a comma (,) Carriage Return Line Feed (CRLF) at the end of each row 				
MAX Len	Field Name	Type	Req	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) Use ending year - if the ayear is 2014-2015 this field must contain 2015
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
10	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: "MCS" "MTG"
9	SSN	Numeric	Y	Student's Social Security Number
16	Last Name	Alphanumeric	Y	Student's Last Name
20	First Name	Alphanumeric	Y	Student's First Name
1	Middle Initial	Alphanumeric		Student's Middle Initial
2	Enrollment Status	Alphanumeric	Y	Student's Enrollment Status for term Valid Values include: "FT" = Full-time "TT" = 3/4-time "HT" = Half-time "LT" = Less than half-time "NE" = Not Enrolled
7	Award Amount	Numeric	Y	School's Award Amount Can contain a decimal – for example, if sending an award amount for \$915, 915.00 will process the same way as 915
1	Certification	Alphanumeric	Y	Certification Status Valid values include: "Y" – Yes "N" – No

MAX Len	Field Name	Type	Req	Field Description
1	No Award Reason	Alphanumeric	Req if Certification Status = "N"	Reason student is not receiving award Valid values include: "H" – Less than Half-time "N" – Not Enrolled – Term "Y" – Not Enrolled - Year "C" – Co-op "S" – SAP Not Met "G" – GPA Not Met "O" – Overaward "L" – Leave of Absence "V" – Verification Incomplete "I" – Incarcerated "D" – Declined "P" – Ineligible Program "T" – Other
14	Reason Award Amount Lowered	Alphanumeric	Req if Award Amount Lowered	School reason award amount was lowered Valid Values include: "Overaward" "Other Gift Aid" "Other"

The user selects a term and selects 'Upload Roster' and the Verify Criteria interface is displayed. The user browses to the file they wish to upload, then selects the 'Upload' button. Once the user selects the 'Upload' button, the File Request screen will be displayed. The file's status is displayed as "File has been received and is awaiting processing" until it has completed uploading.

File Requests						
Select Institution: <input type="text"/>						
File Type	Request Date	Status	User Name	Aid Program	Term	Download
Download Certification Roster	06-15-2017	System errors were found.		Michigan Competitive Scholarship	Fall	
Upload TIP Reimbursement Request 2016-2017	05-11-2017	The File has been processed but errors were found.		Tuition Incentive Program	Summer	
Download Reimbursement Roster 2016-2017	05-08-2017	The File has completed successfully.		Tuition Incentive Program	Summer	
Download Certification Roster	02-16-2017	System errors were found.		Michigan Competitive Scholarship	Fall	
Download Reimbursement Roster 2016-2017	02-15-2017	The File has completed successfully.		Tuition Incentive Program	Spring	

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status "The file has completed successfully" will display if there were no rejected records. Non-rejected records will have processed though. "The file has been processed, but errors were found" status will display if there were rejected records.

To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The "System errors were found" status message will display if there was a problem with the file's layout. No records or awards were processed if this displays.

File Name: CertUpload_2017021013505101.txt	
Processing Messages	
Number of Records Read from File = 481	
Line:162 Error	The Award Amount exceeds the system's calculated award amount for the associated Enrollment Status.
Line:165 Error	- The Reduced Award Amount was missing a Reduced Reason.
Upload Students contained errors.	

A record will be rejected for the following:

Reject Reason Displayed in MiSSG	Meaning
Invalid XX value	Invalid data
Required fields not populated	Required fields not populated
Matching record not found for term certified	No match on SSN
Aid Program not valid for SSN	No match on Aid Program for the uploaded SSN
Inst OE Code in record does not match user info	No match on Institution OE Code
Payment terms are different	No match on Payment Term
First Name in MiSSG does not match	No match on First Name
Last Name in MiSSG does not match	No match on Last Name
ACYear is not current ACYear	Academic Year value in the file is not the current Academic Year
Matching payment is not "Ready to Certify"	Payment Status on database is not "Ready to Certify"
"Award Amount" cannot equal 0 if student is certified as "Yes"	Payment amount is "0" and Certification status in file is "Y"
"Award Amount" cannot be greater than 0 if student is certified as "No"	Payment amount is greater than "0" and Certification status in file is "N"
The "Award Amount" exceeds maximum award	The "Award Amount" cannot exceed the calculated award amount for the selected enrollment status
No Award Reason does not match "Enrollment Status"	If "No Award Reason" = "H" then "Enrollment Status" must = "LT" OR if "No Award Reason" = "N" then "Enrollment Status" must = "NE"
"Enrollment Status" does not match student certified as "Yes"	"Enrollment Status" must be "FT," "TT," or "HT" if Certification Status is "Y"

Payment will not be made for a line if any errors exist. The only exception is "No matching payment was found with a status of 'Ready to Certify.'" This error is generally thrown when a second attempt is made to certify an award that was already successfully certified by a previous upload file.

Online Certification

Completing certification through the Online Certification process is a slower process compared to utilizing the Upload File process. Using Online Certification is a manual process where students are processed individually. The user indicates to certify from Pending to Yes or No. The Enrollment Status is selected. If the award needs to be reduced or canceled, this is indicated in the field. A reason must be provided when reducing awards, i.e.:

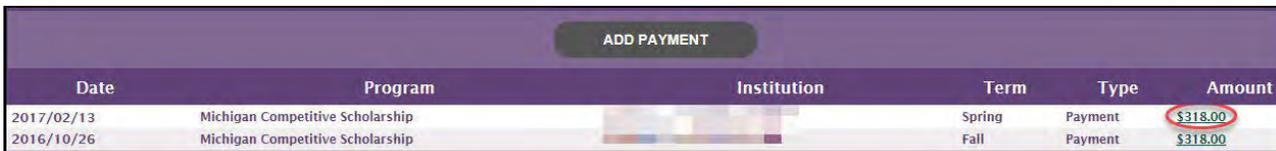
- Overaward
- Other Gift Aid
- Other

Zero award (\$0) reasons must also have a reason given which may be any of the following:

- Less Than Half-time
- Not Enrolled
- Co-op
- SAP Not Met
- GPA Not Met
- Overaward
- Leave of Absence
- Verification Incomplete
- Incarcerated
- Declined
- Ineligible Program
- Other

Adjusting MCS Awards

If an award needs to be adjusted after the certification process is complete, it can be adjusted in the Student Payment History. Enter the student's information in the MiSSG search options or Quick View. Click on 'Payment History' and select the award that needs to be updated.



ADD PAYMENT					
Date	Program	Institution	Term	Type	Amount
2017/02/13	Michigan Competitive Scholarship		Spring	Payment	\$318.00
2016/10/26	Michigan Competitive Scholarship		Fall	Payment	\$318.00

Select the adjustment type, a Disbursement or Refund. A Disbursement is selected when more funds are being requested. For example, if a student was certified incorrectly at half-time and should be full-time, select the correct enrollment level, then the Disbursement section, and then indicate in the Payment Adjustment Amount field the difference between what is currently paid and what the amount is increasing to.

For instance, if a student is half-time at \$159, but should be full-time, select full-time for the enrollment status, Disbursement, then adjustment amount of \$159 ($\$159 + \$159 = \318 full-time semester award amount). If a student's award needs to be canceled or reduced, select the correct Enrollment Status (if different, then select Refund and finally enter the amount that the award needs to be reduced by).

The screenshot shows a web form titled "Enter Adjustment Spring 2016 - 2017". The form has a teal header and a purple sub-header. Below the header, there are several input fields and buttons. The "School:" field is partially obscured. The "Program:" field is set to "MCS". The "Enrollment Status" is a dropdown menu currently showing "Full-time". The "Amount Paid (including any prior paid adjustments):" is "318.00". The "Adjustment Type" has two radio buttons: "Disbursement" (which is selected and circled in red) and "Refund". The "Payment Adjustment Amount:" field is empty. At the bottom, there are two buttons: "SAVE" and "CANCEL". Red arrows point to the "Enrollment Status" dropdown and the "Payment Adjustment Amount:" field.

Requesting Reinstatement

A student is on the Request Reinstatement interface if they were certified as 'No' for the term. To request reinstatement for one or more of these students, navigate to the Request Reinstatement menu item under the Michigan Competitive Scholarship and select the term of the award to make a request for, then select the checkbox for the student(s) and click the 'Save' button. This does not guarantee that an award can then be certified and paid on the account. Once a request is made, it is up to the discretion of our office whether the award will be released. If the award is released, the student will appear on the certification roster as normal.

Reporting GPA and SAP

Students must meet and maintain Satisfactory Academic Progress (SAP), as monitored by your institution. Students are eligible to receive program funds while in conditional SAP. For monitoring Grade Point Average (GPA), MCS requires a 2.0 GPA. GPA and SAP are to be monitored separately. The cumulative GPA for MCS is to be monitored annually. If the student is below the minimum required GPA, they are not eligible for the following year's award. If the student enrolls for Summer, and the cumulative GPA increases and the student meets the minimum GPA required, then the award for the following year may be given.

If a student does not meet the GPA or SAP requirements, go into the student record and select the 'Update Application Information' button. Use the scroll bar to select NO for the appropriate selection of SAP Met or MCS GPA Met and select the 'Save' button.

Michigan Competitive Scholarship/Tuition Grant

Update Application Information

Residency Override

Out of District

Undergraduate Override

Grade Level 1st Year, Never Attended ▾

Bachelors Degree No ▾

Degree/Certificate 1st Bachelors Degree ▾

Master/Doctorate No ▾

SAP Met ▾

MCS GPA Met ▾

EFC Update Reason ▾

High School ▾

High School Graduation Year 2018

High School Graduation Month 6 ▾

NSLDS Override

Default/Refund Owed on State Aid No ▾

Citizenship Override

Dependency Status Dependent ▾

Federal EFC 0

HS Diploma or Equivalent High School Diploma ▾

SAVE CANCEL

Determining 4th Quarter Payment and Balancing

Institutions can project the amount expected to receive or be owed back to our office during the 4th Quarter using the equation below. Since MCS and MTG are aggregate programs, the institution certifies the enrollment of awardees and receives a quarterly percentage of their total aggregate amount.

The equation:

(Total Award) - (Total Payment Amount) = 4th Quarter Payment Amount

Total Award = {Sum of all awards for program across all semesters for current-year}

Total Payment Amount = [1st Quarter Payment + 2nd Quarter Payment + 3rd Quarter Payment]

To gather this information, use the School Totals Report and look at the Total Award figure (calculated on the last page of the report). To find the Quarter 1 - Quarter 3 payment amounts, open the program's menu (Michigan Competitive Scholarship or Michigan Tuition Grant), then School Profile, then Payment History. The Payment Amount column indicates funds that were disbursed to your institution.

If you find a discrepancy between what you were expecting to receive and what you are projected to receive, please contact mistudentaid@michigan.gov or 1-888-447-2687. If your institution owes funds back, communication will be sent to your institution. If your institution is balanced and agrees with the amount listed within MISSG, please send notification to mistudentaid@michigan.gov confirming this.

Michigan Tuition Grant (MTG) Features

School Profile

The MTG School Profile is displayed for the current academic year. To view the School Profile for an alternative academic year, select the academic year from the 'Choose Academic Year' field. To update the school profile, click the 'Update' button, then update the information, and click the 'Save' button.

Information that can be updated within the school profile includes:

- School Branch
- Vendor ID
- Tax Identification Number (TIN)
- School Name, Address, Phone Number, Fax Number, Contact Name, Contact Title, Contact Email Address, Phone Number, and Fax Number

A primary and secondary contact can be listed. The primary contact should be the person at the institution who works closely with the MTG program. The secondary contact should be the person who assists the primary with MTG. Within the School Profile, a user can also view the institution's Transaction History, Payment History, and Budget. The budget amounts are updated yearly with Tuition and Fees/Room and Board. MiSSG requires prior year institutional budgets when calculating current year awards. MiSSG begins loading ISIRs and making tentative awards to students in late fall. Since institutional budgets are often not finalized until the following summer, prior year budgets must be used.

Example: 2019-20 ISIRs begin loading in October/November 2018. 2019-20 academic budgets are not finalized until June/July 2019.

Institutional budgets must be entered in MiSSG by late-September. For private non-profit institutions, budgets must be entered for both MCS and MTG.

MTG Payment History

The Payment History displays a summary of information for all payments and adjustments at the institution for MTG. By default, payments and adjustments for the current academic year are displayed. To view prior academic years, select the year from the 'Change Academic Year' option.

The screenshot shows a web application interface for 'Payment History (MTG)'. At the top, there is a navigation bar with 'Home' and 'Payment History(MTG) x'. Below this is a header section with 'Payment History' and a 'Current Balance: \$0.00' indicator. A 'Change Academic Year' dropdown menu is set to '2016-2017'. The main content area is titled 'Academic Year 2016 2017' and contains a table with the following data:

Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
8/1/2017	Q45100221317	254817827	MTG	4	Q4 Payment	\$54,487.00
5/16/2017	Q35100213617	254552203	MTG	3	Q3 Payment	\$103,669.00
2/21/2017	Q25100205217	254133292	MTG	2	Q2 Payment	\$311,009.00
11/21/2016	Q15100232616	253800131	MTG	1	Q1 Payment	\$567,533.00
Total:						\$1,036,698.00

MTG Clear Ineligible Reasons

The Clear Ineligible Reasons displays a listing of students based on ineligible reasons of:

- Citizenship Status
- Non-Michigan Resident
- Loan Default and/or Refund Owed on Federal Financial Aid
- Satisfactory Academic Progress Not Met or GPA Requirement Not Met

The quantity of students on each list is next to each ineligible reason. In the example below, six students at the institution are currently not eligible due to Non-Michigan Resident status and three due to Loan Default. When one of the ineligible reasons is selected, it will provide the student SSN, name, address, and a checkbox. If your institution has documentation on file to clear the student of the ineligibility reason, check the box to do an override, and click on the 'Save' button.



Clear Ineligible Reasons - Michigan Tuition Grant

Academic Year 2017-2018

Change Academic Year: Year 2017-2018

- Citizenship Status 0
- Non-Michigan Resident 6
- Loan Default and/or Refund Owed on Federal Financial Aid 3
- Satisfactory Academic Progress Not Met 0
- GPA Requirement Not Met 0

MTG Certification

Exact dates for a term's certification request window are promoted through GovDelivery messages to aid administrators; however, estimated availability is Fall-September, Spring-January, and Summer-June. The certification process is conducted for the current academic year. The two methods of certifying awards in MiSSG are uploading a file to process awards in batch or using the online interface to process awards individually.

MTG Certification Rosters

Each MTG award is required to be certified prior to being included in quarterly payment files.

Awards can be certified with an uploaded text file that the institution can create from the Download Roster File. The uploaded file must meet the specifications listed in the [MCS and MTG Upload Certification Roster File Format](#) which is available at www.michigan.gov/missg in the 'MiSSG File Formats for College Administrators' section.

Alternatively, certification may occur for students individually by using the online interface method. To do so, navigate to the Certification menu item under the Michigan Tuition Grant menu, select a term, and click the 'Certification Roster' button.

Download Certification Roster

The user selects a term and selects 'Download Roster' and the Verify Criteria interface is displayed.

Verify Criteria

Institution:

Aid Program: Michigan Tuition Grant

Term: Fall

You are about to download the Certification Roster in a Comma Separated Value (CSV) file format that can be loaded into your school based software for processing ([click here](#) to view the file layout specifications).

If you do not want to download a certification file, you can certify online via the Certification menu option.

DOWNLOAD FILE

The user selects 'Download File' and the File Requests interface is displayed. The file's status is displayed as "File request has been received and is awaiting processing" until it is ready for downloading. The user can refresh the File Request interface (or may select File Requests from the main menu) until the download icon is displayed for the requested file. The file status will display as "The file has completed successfully." The user can save the file to their computer.

A student is in the Download Certification Roster file if a payment record exists for the term. The layout of the Download Certification Roster file is Comma Separated Values (CSV) and all fields are delimited by a comma (,) and a Carriage Return Line Feed (CRLF) at the end of each row. A student is contained in the Download Certification Roster file if a payment record exists for the term in a status of "Ready to Certify." Below is the CSV file format.

To complete certification, the file can be processed through the upload feature.

Download Certification File Layout		
Download Certification File Layout – used to identify who is available for the school to certify for the term		
<ul style="list-style-type: none"> The format for the file is "Comma Separated Values" (CSV) All fields are delimited by a comma (,) Carriage Return Line Feed (CRLF) at the end of each row 		
Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file contain the same value) <i>Use ending year - if the ayear is 2014-2015 this field will contain 2015</i>
Payment Term	Alphanumeric	Term being certified (all records in file contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
Aid Program	Alphanumeric	Aid Program being awarded (all records in file contain the same value) Valid values include: "MCS" "MTG"
SSN	Numeric	Student's Social Security Number
Last Name	Alphanumeric	Student's Last Name
First Name	Alphanumeric	Student's First Name
Middle Initial	Alphanumeric	Student's Middle Initial
Enrollment Status	Alphanumeric	Student's Enrollment Status for the term Valid values include: "FT" – Full-time
Award Amount	Numeric	Student's Award Amount for the term – will contain decimal
Grade Level	Numeric	Student's Grade Level Valid values include: "0" – 1 st Year, Never Attended "1" – 1 st Year, Attended Before "2" – 2 nd Year, Sophomore "3" – 3 rd Year, Junior "4" – 4 th Year, Senior "5" – 5 th Year, Other Undergraduate "6" – Graduate/Professional "7" – Continuing Graduate/Professional
Check Count Remaining	Numeric	Student's remaining check count – will contain decimal
Federal EFC	Numeric	Student's Estimated Family Contribution (EFC)

Upload Certification Roster

The layout of the Upload Certification Roster File is "Comma Separated Values" (CSV), fields are delimited by a comma (,) and there is a Carriage Return Line Feed (CRLF) at the end of each row.

Upload Certification File Layout				
<p>Upload Certification File Layout – used to submit data to MISSG to certify student awards for a term</p> <ul style="list-style-type: none"> The format for the file is "Comma Separated Values" (CSV) All fields are delimited by a comma (,) Carriage Return Line Feed (CRLF) at the end of each row 				
MAX Len	Field Name	Type	Req	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) <i>Use ending year - if the ayear is 2014-2015 this field must contain 2015</i>
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
10	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: "MCS" "MTG"
9	SSN	Numeric	Y	Student's Social Security Number
18	Last Name	Alphanumeric	Y	Student's Last Name
20	First Name	Alphanumeric	Y	Student's First Name
1	Middle Initial	Alphanumeric		Student's Middle Initial
2	Enrollment Status	Alphanumeric	Y	Student's Enrollment Status for term Valid Values include: "FT" = Full-time "TT" = 3/4-time "HT" = Half-time "LT" = Less than half-time "NE" = Not Enrolled
7	Award Amount	Numeric	Y	School's Award Amount Can contain a decimal – for example, if sending an award amount for \$915, 915.00 will process the same way as 915
1	Certification	Alphanumeric	Y	Certification Status Valid values include: "Y" – Yes "N" – No

Upload Certification File Layout				
MAX Len	Field Name	Type	Req	Field Description
1	No Award Reason	Alphanumeric	Req if Certification Status = "N"	Reason student is not receiving award Valid values include: "H" – Less than Half-time "N" – Not Enrolled – Term "Y" – Not Enrolled – Year "C" – Co-op "S" – SAP Not Met "G" – GPA Not Met "O" – Overaward "L" – Leave of Absence "V" – Verification Incomplete "I" – Incarcerated "D" – Declined "P" – Ineligible Program "T" – Other
14	Reason Award Amount Lowered	Alphanumeric		School reason award amount was lowered Valid Values include: "Overaward" "Other Gift Aid" "Other"

The user selects a term and selects Upload Roster and the Verify Criteria interface is displayed. The user browses to the file they wish to upload, then selects the 'Upload' button. Once the user selects the 'Upload' button, the File Request screen will be displayed. The file's status is displayed as "File has been received and is awaiting processing" until it has completed uploading.

File Requests						
Select Institution: <input type="text"/>						
File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload Certification	02-02-2017	The File has been processed but errors were found.		Michigan Tuition Grant	Spring	
Upload Certification	02-02-2017	The File has been processed but errors were found.		Michigan Competitive Scholarship	Spring	
Upload TIP Reimbursement Request 2016-2017	02-02-2017	The File has been processed but errors were found.		Tuition Incentive Program	Spring	
Download Certification Roster	01-18-2017	System errors were found.		Michigan Competitive Scholarship	Fall	
Download Certification Roster	01-18-2017	System errors were found.		Michigan Competitive Scholarship	Fall	

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status "The file has completed successfully" will display if there were no rejected records. Non-rejected records will have processed though. "The file has been processed, but errors were found" status will display if there were rejected records.

To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The "System errors were found" status message will display if there was a problem with the file's layout. No records or awards were processed if this displays.

File Processing Information

File Date: 2/2/2017

File Name: CertUpload_2017020210591519.txt

Processing Messages

Number of Records Read from File = 589

Line:22 Error: - The Enrollment Status does not match student certified as "Yes".

Line:23 Error: - The Enrollment Status does not match student certified as "Yes".

Line:375 Error: - Last Name does not match.

Upload Students contained errors.

A record will be rejected for the following:

Reject Reason Displayed in MiSSG	Meaning
Invalid XX value	Invalid data
Required fields not populated	Required fields not populated
Matching record not found for term certified	No match on SSN
Aid Program not valid for SSN	No match on Aid Program for the uploaded SSN
Inst OE Code in record does not match user info	No match on Institution OE Code
Payment terms are different	No match on Payment Term
First Name in MiSSG does not match	No match on First Name
Last Name in MiSSG does not match	No match on Last Name
ACYear is not current ACYear	Academic Year value in the file is not the current Academic Year
Matching payment is not "Ready to Certify"	Payment Status on database is not "Ready to Certify"
"Award Amount" cannot equal 0 if student is certified as "Yes"	Payment amount is "0" and Certification status in file is "Y"
"Award Amount" cannot be greater than 0 if student is certified as "No"	Payment amount is greater than "0" and Certification status in file is "N"
The "Award Amount" exceeds maximum award	The "Award Amount" cannot exceed the calculated award amount for the selected enrollment status
No Award Reason does not match "Enrollment Status"	If "No Award Reason" = "H" then "Enrollment Status" must = "LT" OR if "No Award Reason" = "N" then "Enrollment Status" must = "NE"
"Enrollment Status" does not match student certified as "Yes"	"Enrollment Status" must be "FT," "TT," or "HT" if Certification Status is "Y"

Payment will not be made for a line if any errors exist. The only exception is "No matching payment was found with a status of 'Ready to Certify.'" This error is generally thrown when a second attempt is made to certify an award that was already successfully certified by a previous upload file.

Online Certification

Completing certification through the Online Certification process is a slower process compared to utilizing the Upload File process. Using Online Certification is a manual process where students are processed individually. The user indicates to certify from Pending to Yes or No. The Enrollment Status is selected. If the award needs to be reduced or canceled, this is indicated in the field.

A reason must be provided when reducing awards, i.e.:

- Overaward
- Other Gift Aid
- Other

Zero award (\$0) reasons must also have a reason given which may be any of the following:

- Less Than Half-time
- Not Enrolled
- Co-op
- SAP Not Met
- GPA Not Met
- Overaward
- Leave of Absence
- Verification Incomplete
- Incarcerated
- Declined
- Ineligible Program
- Other

Adjusting MTG Awards

If an award needs to be adjusted after the certification process is complete it can be adjusted in the Student Payment History. Enter the student's information in the MiSSG search options or Quick View. Click on 'Payment History' and select the award that needs to be updated.

Academic Year 2016 - 2017					
ADD PAYMENT					
Date	Program	Institution	Term	Type	Amount
2016/11/09	Michigan Tuition Grant		Fall	Payment	\$915.00

Select the adjustment type, a Disbursement or Refund. A Disbursement is selected when more funds are being requested. For example, if a student was certified incorrectly at half-time and should be full-time, select the correct enrollment level, then the Disbursement section, and then indicate in the Payment Adjustment Amount field the difference between what is currently paid and what the amount is increasing to.

For instance, if a student is half-time at \$458, but should be full-time, select full-time for the enrollment status, Disbursement, then adjustment amount of \$457 ($\$458 + \$457 = \915 full-time semester award amount). If a student's award needs to be canceled or reduced, select the correct Enrollment Status (if different, then select Refund and finally enter the amount that the award needs to be reduced by).

Enter Adjustment Fall 2016 - 2017

School: [redacted]

Program: MTG

Enrollment Status: Half-time ←

Amount Paid (including any prior paid adjustments): 457.00

Adjustment Type: Disbursement Refund

Payment Adjustment Amount: ←

Requesting Reinstatement

A student is on the Request Reinstatement interface if they were certified as 'No' for the term. To request reinstatement for one or more of these students, navigate to the Request Reinstatement menu item under the Michigan Tuition Grant and select the term of the award to make a request for, then select the checkbox for the student(s) and click the 'Save' button. This does not guarantee that an award can then be certified and paid on the account. Once a request is made, it is up to the discretion of our office whether the award will be released. If the award is released, the student will appear on the certification roster as normal.

Reporting SAP

Students must meet and maintain Satisfactory Academic Progress (SAP), as monitored by your institution. Students are eligible to receive program funds while in conditional SAP. If a student does not meet the SAP requirements, go into the student record and select the 'Update Application Information' button. Use the scroll bar to select NO for the appropriate selection of SAP Met and select the 'Save' button.

The screenshot shows the 'Update Application Information' form for the Michigan Competitive Scholarship/ Tuition Grant for the Academic Year 2017-2018. The form is divided into two columns of fields. The 'SAP Met' dropdown menu in the right column is highlighted with a red circle. Below the form are 'SAVE' and 'CANCEL' buttons.

Field	Value
Residency Override	<input type="checkbox"/>
State of Legal Residence	MI
Residence Date	02/01/2012
Parent State of Legal Residence	MI
Parent Residence Date	02/01/2012
SSN Match Flag	SSN, Name, and DOB match
NSLDS Override	<input type="checkbox"/>
Default/Refund Owed on State Aid	No
Citizenship Override	<input type="checkbox"/>
Dependency Status	Dependent
Federal EFC	7986
HS Diploma or Equivalent	High School Diploma
ACT/SAT Override	<input type="checkbox"/>
MTG Eligibility Override	<input type="checkbox"/>
ISIR Date Override	<input type="checkbox"/>
Cleared After Deadline Override	<input type="checkbox"/>
Out of District	<input type="checkbox"/>
Undergraduate Override	<input type="checkbox"/>
Grade Level	
Bachelors Degree	No
Degree/Certificate	1st Bachelors Degree
Master/Doctorate	No
SAP Met	SAP Met
MCS GPA Met	
EFC Update Reason	
High School	
MCS Eligibility Override	<input type="checkbox"/>
Force MTG Only	<input type="checkbox"/>
High School Graduation Year	
High School Graduation Month	6

Determining 4th Quarter Payment and Balancing

Institutions can project the amount expected to receive or be owed back to our office during the 4th Quarter using the equation below. Since MCS and MTG are aggregate programs, the institution certifies the enrollment of awardees and receives a quarterly percentage of their total aggregate amount.

The equation:

(Total Award) - (Total Payment Amount) = 4th Quarter Payment Amount

Total Award = {Sum of all awards for program across all semesters for current-year}

Total Payment Amount = [1st Quarter Payment + 2nd Quarter Payment + 3rd Quarter Payment]

To gather this information, use the School Totals Report and look at the Total Award figure (calculated on the last page of the report). To find the Quarter 1 - Quarter 3 payment amounts, open the program's menu (Michigan Competitive Scholarship or Michigan Tuition Grant), then School Profile, then Payment History. The Payment Amount column indicates funds that were disbursed to your institution.

If you find a discrepancy between what you were expecting to receive and what you are projected to receive, please contact mistudentaid@michigan.gov or 1-888-447-2687. If your institution owes funds back, communication will be sent to your institution. If your institution is balanced and agrees with the amount listed within MISSG, please send notification to mistudentaid@michigan.gov confirming this.

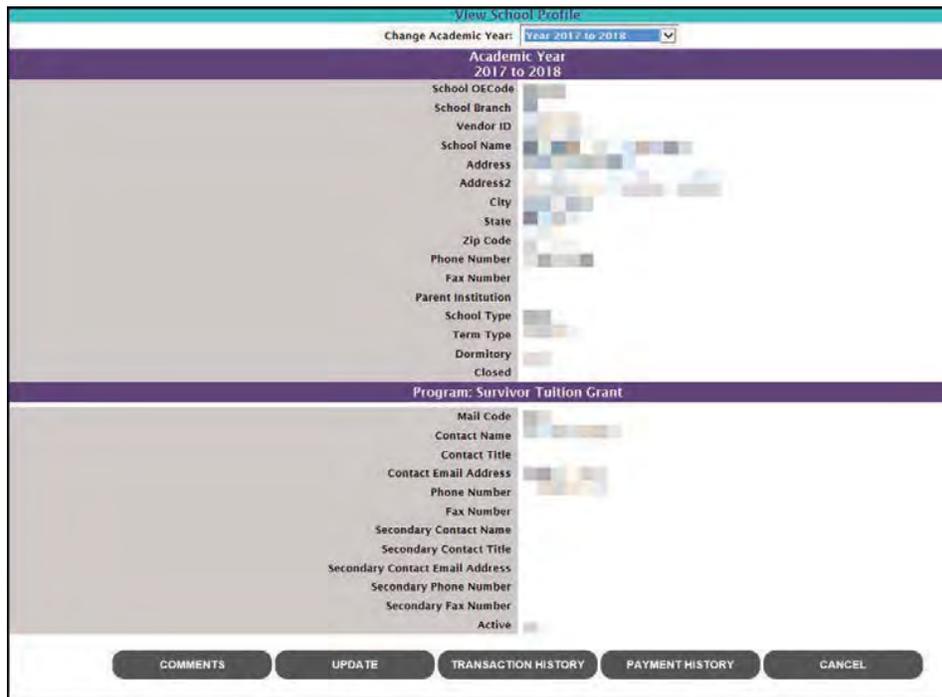
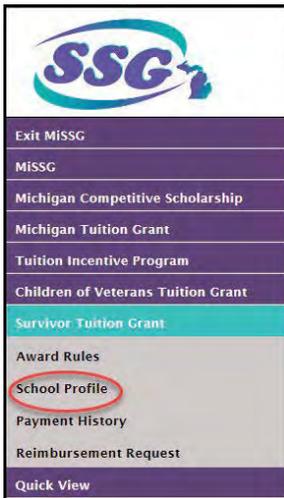
Police Officer's and Fire Fighter's Survivor Tuition Grant (STG) Features

School Profile

Contact information for your institution is stored in your school profile. It is important to keep this record up to date.

Contact information is program specific. If you have different staff working on different State of Michigan programs, you will need to provide separate contact information for each program under the 'School Profile' tab.

To view/update your profile information for STG, click the 'Survivor Tuition Grant' menu item on the left navigation bar. Then click on 'School Profile.'



STG Payment History

The Payment History displays information about STG payments made to your institution during the selected academic year.

To view the 'Payment History,' click the 'Survivor Tuition Grant' menu item on the left navigation bar. Then click on 'Payment History.'



The screenshot shows the 'Payment History' interface. At the top, it displays 'Current Balance: N/A' and a 'Change Academic Year' dropdown set to '2017-2018'. Below this is a table with the following data:

Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
1/23/2018	Q15400102318	201801230231218	STG		Q1 Payment	\$7,230.00
Total:						\$7,230.00

A 'CANCEL' button is located at the bottom of the table.

- Current Balance
 - Will only display a value after the Quarter 4 payment. Shows the difference between the total paid to the institution, total sum of all awards, and adjustments at year-end.
- Change Academic Year
 - Only data for the selected academic year will display.
- Date
 - The date that the table entry occurred.
- Batch Number
 - The unique code assigned to the overall payment that this payment was included in.
- Warrant/EFT Number
 - The unique code assigned to this payment to an institution.
- Program
 - The MiSSG program that the payment was generated for.
- Quarter
 - The fiscal quarter that this entry is associated with.
- Type
 - The type of action that describes this entry.
- Payment Amount
 - The amount of funds assigned to this entry.
- Total
 - The sum of all amounts of all entries.

View Students STG Records

To look up a STG student, click the "Quick View" menu item on the left navigation bar.

1. Enter the student's complete SSN.
2. Click the 'GO' button.

Quick View

SSN Quick View:

GO

3. Click on the desired academic year for STG under 'Existing Grants/Scholarships.'

Quick View

SSN Quick View:

GO

Existing MCS/MTG
MCS/MTG 2017 - 2018
MCS/MTG 2016 - 2017

Existing TIP
TIP 2017 - 2018
TIP 2016 - 2017

Existing Grants/Scholarships
STG 2017 - 2018
STG 2016 - 2017

Transaction History
Payment History
FAFSA Data

STG Application Status: Eligible and Ineligible Messages

At the top of the student's STG record, an eligibility status will be displayed for the academic year selected. Only students with the status 'Eligible' may have a reimbursement requested for them.

Survivor Tuition Grant
Academic Year 2017 - 2018

Status: Eligible

If the student's status is 'Ineligible,' then a reason(s) will also be displayed.

Survivor Tuition Grant
Academic Year 2017 - 2018

Status: Ineligible

Reason(s):
Does Not Meet Poverty Level
Birth Certificate/Adoption Papers Not on File
Death Certificate Not on File
Driver's License Not on File
Tax Return Not on File

Ineligible Status Reason Descriptions

Application Age Cutoff Exceeded

If the 'Relationship to Deceased' is "Child," the student must apply for the first time prior to the 'Child Application Age Cutoff' age of 21.

Bachelor's Degree Received

The student must not have already received a bachelor's degree.

Birth Certificate/Adoption Papers Not on File

The 'Child' student must have a birth certificate/adoption papers on file with SSG.

Citizenship Status

Student must be a U.S. citizen, permanent resident, or approved refugee.

Death Certificate Not on File

The student must have the deceased's death certificate on file with SSG.

Default on Federal Financial Aid

The student cannot be in default on Federal financial aid as reported on the FAFSA.

Default Owed on State Financial Aid

The student cannot be in default on State financial aid.

Does Not Meet Poverty Level

The student must meet the poverty level requirement as determined by SSG.

Driver's License Not on File

The student must have a driver's license on file with SSG.

Ineligible Institution

The student's 'Current Institution' field must be set to an institution that has 'Yes' in the Active field for STG on the 'School Profile' screen.

Marriage License Not on File

The 'Spouse' student must have a marriage license on file with SSG.

Maximum Credits Received

The student may not receive STG funds for more than 124 credits.

Maximum Semesters of Aid Received

The student may not receive STG funds in more than nine semesters.

Satisfactory Academic Progress Not Met

The student must maintain Satisfactory Academic Progress (SAP) as determined by the institution.

Student not MI Resident

The student must be a resident of Michigan for one year prior to application.

Tax Return Not on File

The student and/or parent must have a tax return on file with SSG.

Student Application

The student application consists of six sections:

1. Student Information
2. Comments
3. Application Information
4. Reimbursement Information
5. Payment Information
6. Program Totals

Home
Survivor Tuition Grant
Academic Year 2017 - 2018

Status: Eligible
Student Information: SSN
1

Name	<input type="text"/>
Address	<input type="text"/>
City,State,Zip	<input type="text"/>
Home Phone Number	<input type="text"/>
Cell Phone Number	<input type="text"/>
Email Address	<input type="text"/>
Date Of Birth	<input type="text"/>
Gender	<input type="text"/>
CEPI IIC	<input type="text"/>

UPDATE STUDENT INFORMATION

Comments
2

SAVE
CANCEL

Application Information
3

<table border="0" style="width: 100%;"> <tr><td>Current Institution</td><td><input type="text"/></td></tr> <tr><td>Fall Institution</td><td><input type="text"/></td></tr> <tr><td>Winter Institution</td><td><input type="text"/></td></tr> </table>	Current Institution	<input type="text"/>	Fall Institution	<input type="text"/>	Winter Institution	<input type="text"/>	<table border="0" style="width: 100%;"> <tr><td>Spring Institution</td><td><input type="text"/></td></tr> <tr><td>Summer Institution</td><td><input type="text"/></td></tr> </table>	Spring Institution	<input type="text"/>	Summer Institution	<input type="text"/>
Current Institution	<input type="text"/>										
Fall Institution	<input type="text"/>										
Winter Institution	<input type="text"/>										
Spring Institution	<input type="text"/>										
Summer Institution	<input type="text"/>										

Have you received a Bachelors degree?

As of today, are you married?

Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? Or are you a veteran of the U.S. Armed Forces?

Do you now have or will you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?

Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018?

At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

As determined by a court in Michigan, are you or were you an emancipated minor?

Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in Michigan?

At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Name of Deceased Police Officer/Fire Fighter	<input type="text"/>	Agency and Department where deceased employed at time of death	<input type="text"/>
Relationship to Deceased	<input type="text"/>	Employer Address	<input type="text"/>
Social Security Number	<input type="text"/>	Employer City	<input type="text"/>
Date of Birth	<input type="text"/>	Employer State	<input type="text"/>
Date of Death	<input type="text"/>	Employer Zip	<input type="text"/>
Cause of Death	<input type="text"/>		

Reimbursement Information
4

Credits Remaining	01.00
Semester Remaining	6.00

Fall Reimbursement Data: REIMBURSEMENT REQUEST

Credit Hours	15.00
Amount	\$7,230.00

Payment Information
5

Term	Aid Program	Institution	Enrollment	Status	Amount
Fall	STG	<input type="text"/>	Full-time	Total	7230.00

Program Totals
6

Total Cumulative Paid	\$21292.50
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Student Information

School Users can update the student information by clicking on the 'Update' button, entering the information, and clicking 'Save.'

Survivor Tuition Grant
Academic Year 2017 - 2018
Update Student Information

Last Name
First Name
Middle
Address
City
State: Michigan
Zip Code
Home Phone Number
Cell Phone Number
Email Address
Date Of Birth
Gender

SAVE CANCEL

Comments

School Users can add a text comment to a student record and click 'Save.' Comment will appear in the student's 'Transaction History.'

Comments

SAVE CANCEL

Application Information

The 'Application Information' section displays many of the fields that MiSSG uses to evaluate STG eligibility for the selected academic year.

Application Information

Current Institution: Fall Institution, Winter Institution, Spring Institution, Summer Institution

Have you received a Bachelors degree? No
As of today, are you married? No
Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? Or are you a veteran of the U.S. Armed Forces? No
Do you now have or will you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018? No
Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you now and through June 30, 2018? No
At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? No
As determined by a court in Michigan, are you or were you an emancipated minor? No
Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in Michigan? No
At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? No
At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? No
At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk? No

FAFSA Dependency Status (if available): Dependent
Birth Certificate/Adoption Papers on File: Yes
Marriage License on File: Yes
Drivers License on File: Yes
Residency Override: Maximum Semester Override, Maximum Credits Override, SAP Met

Calculated Dependency Status: Dependent
Death Certificate on File: Yes
Tax Returns on File: Yes
Meets Poverty Level: Yes
Default/Refund Owed on State Aid: No
Citizenship Override: Undergraduate Override, Eligibility Override

UPDATE APPLICATION INFORMATION

The fields displayed in the 'Application Information' include the following:

- Answers to the questions from the student application:
 - Have you received a bachelor's degree?
 - As of today, are you married?
 - Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? Or are you a veteran of the U.S. Armed Forces?
 - Do you now have or will you have children who will receive more than half of their support from you between July 1, 2018 and June 30, 2019?
 - Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2019?
 - At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?
 - As determined by a court in Michigan, are you or were you an emancipated minor?
 - Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in Michigan?
 - At any time on or after July 1, 2017, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
 - At any time on or after July 1, 2017, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
 - At any time on or after July 1, 2017, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk?
- FAFSA Dependency Status (if available)
 - Dependency status based on FAFSA information.
 - Note: The 'Calculated Dependency Status' field is what is used by MiSSG when evaluating eligibility.
- Birth Certificate/Adoption Papers on File
 - If the student is a 'Child' of the deceased:
 - Yes: The applicant's (student) birth certificate is on file with SSG.
 - No: The applicant's (student) birth certificate is not on file with SSG.
- Marriage License on File
 - If the student is a 'Spouse' of the deceased:
 - Yes: The applicant's (student) marriage license is on file with SSG.
 - No: The applicant's (student) marriage license is not on file with SSG.
- Driver's License on File
 - Yes: The student has a driver's license on file with SSG.
 - No: The student does not have a driver's license on file with SSG.
- Residency Override
 - Student will be considered to meet Michigan residency requirements for program eligibility by MiSSG if 'Yes.'
- Maximum Semester Override
 - Professional judgment/special consideration was given by SSG to allow student to remain eligible despite having exhausted remaining semesters of aid.
- Maximum Credits Override
 - Professional judgment/special consideration was given by SSG to allow student to remain eligible despite having exhausted remaining credits available for reimbursement.
- SAP Met
 - Student did not maintain Satisfactory Academic Progress (SAP) and is ineligible for STG because of the "Satisfactory Academic Progress Not Met" reason if 'No.'
- Calculated Dependency Status
 - The dependency status that MiSSG will use when determining eligibility.
- Death Certificate on File
 - Yes: The deceased's death certificate is on file with SSG.

- o No: The deceased's death certificate is not on file with SSG.
- Tax Returns on File
 - o Yes: The student and/or parent's tax return is on file with SSG.
 - o No: The student and/or parent's tax return is not on file with SSG.
- Meets Poverty Level
 - o Yes: The student meets the poverty level requirement, as determined by SSG.
 - o No: The student does not meet the poverty level requirement, as determined by SSG.
- Default/Refund Owed on State Aid
 - o The student will be ineligible for STG because of the "Default or Refund Owed on State Financial Aid" reason if 'Yes.'
- Citizenship Override
 - o Student will be considered to meet citizenship requirements for program eligibility by MiSSG if 'Yes.'
- Undergraduate Override
 - o Student will be considered an undergraduate for program eligibility purposes by MiSSG if 'Yes.'
- Eligibility Override
 - o MiSSG will ignore all STG Ineligible Reasons except "Ineligible Institution" when evaluating a student's STG Eligibility status.

School Users may update the following information on the 'Update Application Information' page:

**Survivor Tuition Grant
Academic Year 2017 - 2018
Update Application Information**

Have you received a Bachelors degree? ▾

As of today, are you married? ▾

Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? Or are you a veteran of the U.S. Armed Forces? ▾

Do you now have or will you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018? ▾

Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018? ▾

At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? ▾

As determined by a court in Michigan, are you or were you an emancipated minor? ▾

Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in Michigan? ▾

At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? ▾

At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? ▾

At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk? ▾

Birth Certificate/Adoption Papers on File ▾

Marriage License on File ▾

Drivers License on File ▾

Residency Override

Maximum Semester Override

Maximum Credits Override

SAP Met ▾

Death Certificate on File ▾

Tax Returns on File ▾

Meets Poverty Level ▾

Default/Refund Owed on State Aid ▾

Citizenship Override

Undergraduate Override

Eligibility Override

SAVE **CANCEL**

- Have you received a bachelor's degree?
 - o If 'Yes,' then the student will be STG Ineligible for the academic year due to the 'Bachelor's Degree Received' reason.
- Residency Override
 - o If checked, the student will not be Ineligible for the 'Student Not MI Resident' reason.
 - o Note: This override will impact all other program records that the student has in the same academic year.

- SAP Met
 - If blank (NULL) or 'Yes,' the student is considered to meet the SAP policy for STG.
 - If 'No,' the student will be Ineligible for STG for the 'Satisfactory Academic Progress Not Met' reason.
 - Note: This selection will impact all other program records that the student has in the same academic year.
- Citizenship Override
 - If checked, the student will not be Ineligible for the "Citizenship Status" reason.
 - Note: This override will impact all other program records that the student has in the same academic year.

Household Information

Household information is completed by the student in MiSSG at www.michigan.gov/missg.

Household Information	
Parent Name	Parent Social Security Number
Parent Address	Parent Phone Number
Parent City	Parent legal Michigan resident for past 12 consecutive months
Parent State	Number of People in Household
Parent Zip Code	Amount of income received from death benefits

Note: This section is read-only for School Users.

Deceased Information

Deceased information is completed by the student in MiSSG at www.michigan.gov/missg.

Deceased Information	
Name of Deceased Police Officer/Fire Fighter	Agency and Department where deceased employed at time of death
Relationship to Deceased	Employer Address
Social Security Number	Employer City
Date of Birth	Employer State
Date of Death	Employer Zip
Cause of Death	

Note: This section is read-only for School Users.

Reimbursement Information

The 'Reimbursement Information' section displays information about remaining award data and existing reimbursements for the selected academic year.

Reimbursement Information	
Credits Remaining	81.00
Semester Remaining	6.00

- Credits Remaining
 - The maximum number of credits that a student may still receive STG funds.
- Semester Remaining
 - The maximum number of semesters that a student may still receive STG funds.

Reimbursement Information	
Credits Remaining	81.00
Semester Remaining	6.00
Fall Reimbursement Data:	
Credit Hours	15.00
Amount	\$7,230.00



From this section, School Users with a minimum STG security level of Update 1 may also request additional reimbursement for an already existing reimbursement request by clicking the 'Reimbursement Request' button and following the instructions for Requesting Additional Funds on page 93.

Payment Information

The 'Payment Information' displays all STG payments for the student and includes the following fields:

- Term
 - The term that the award is associated with.
- Aid Program
 - The aid program that the award is for.
- Institution
 - The institution that was paid on the student's behalf.
- Enrollment
 - The reported enrollment status of the student for the awarded term.
- Status
 - The status message displayed depends on where the award is in the payment cycle.
 - Ready To Pay
 - The award has been submitted successfully, but funds have not yet been dispersed to the institution.
 - Paid
 - The award's funds have been dispersed to the institution.
- Amount
 - The total amount of the term's award with the displayed Status.
- Total
 - The sum of all Amounts for the selected academic year, regardless of Term, Institution, or Status.

Payment Information					
Term	Aid Program	Institution	Enrollment	Status	Amount
Fall	STG		Full-time	Paid	7230.00
				Total	7230.00

Program Totals

The 'Program Totals' displays the 'Total Cumulative Paid' which is the sum of all STG funds the student has been awarded across all academic years.

Program Totals	
Total Cumulative Paid	\$21292.50

STG Reimbursement Request

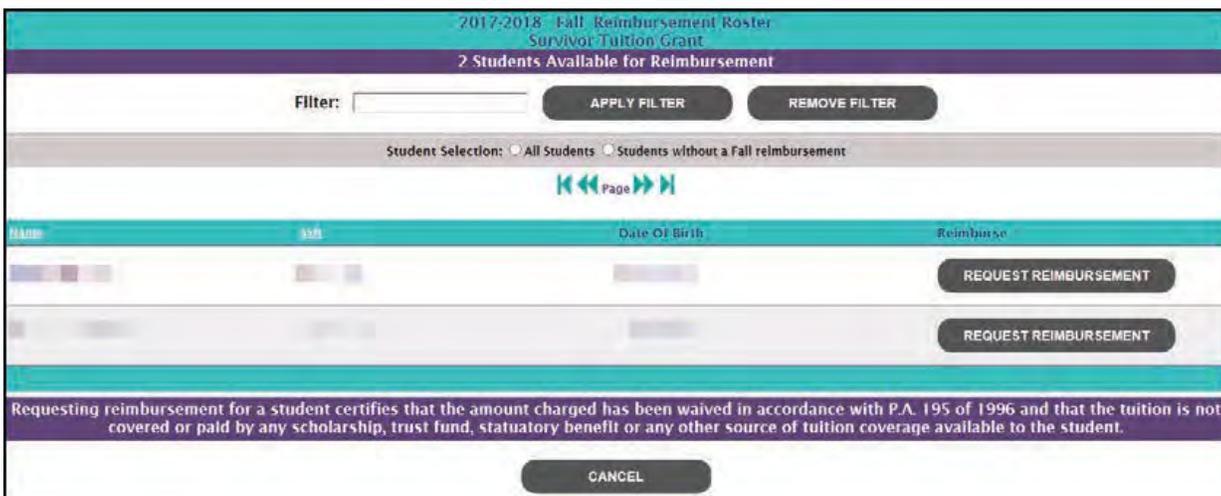
To request reimbursement, click the 'Survivor Tuition Grant' menu item on the left navigation bar. Then click on 'Reimbursement Request.'



Select a term/semester to request reimbursement for and click the 'Reimbursement Roster' button.

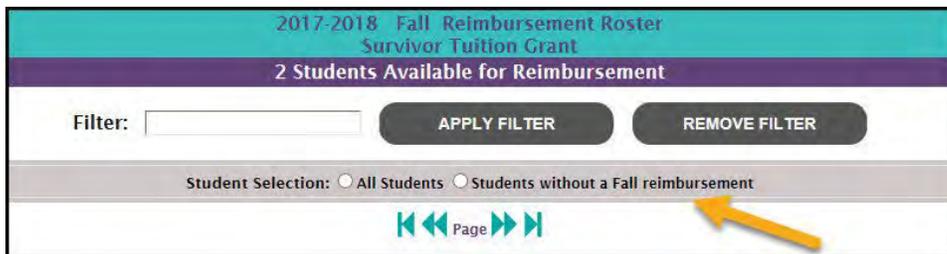


Your roster will show all eligible STG students at your institution who are able to have a reimbursement request submitted for them for the term selected.



If you want to refine the displayed list of students who are available for reimbursement, there are two methods:

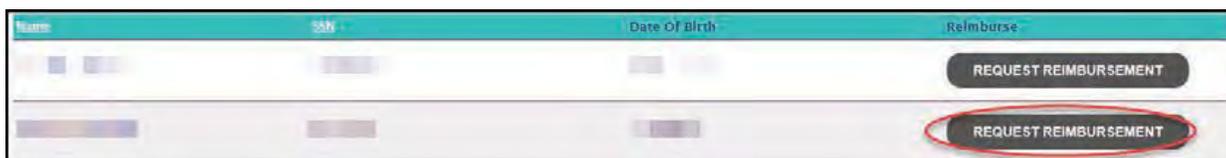
1. You may omit those students who already had a request submitted for Fall by clicking the 'Student Selection' radio button labeled 'Students without a Fall Reimbursement.'
 - Click the 'All Students' radio button to include the omitted records.



1. Entering a last name or Social Security number into the Filter field to omit students who do not match the criteria and clicking the 'Apply Filter' button.
 - Click the 'Remove Filter' button to include the omitted records.



Click the 'Request Reimbursement' button for the student you want to request reimbursement for.



To submit a reimbursement request on the 'STG Reimbursement Request' page:

1. Enter the number of credit hours you are requesting reimbursement for in the 'Credit Hours' field. This number may contain a decimal.

Note: The number of credits hours requested may not be less than six unless the 'Credits Remaining' field is also less than six.
2. Enter the total amount of tuition, in dollars and cents, that you are requesting reimbursement for in the 'Amount' field.
3. Click the 'Save' button.

STG Reimbursement Request

**Academic Year
2017-2018 - Fall**

TOTALS REMAINING:
Credits Remaining: 81.00
Semesters Remaining: 6

1 Credit Hours

2 Amount

3 **SAVE** **CANCEL**

Once a reimbursement has been requested, an active reimbursement request displays in the 'Reimbursement Information' section of the student record:

Reimbursement Information

Credits Remaining 81.00
Semester Remaining 6.00

Fall Reimbursement Data: **REIMBURSEMENT REQUEST**

Credit Hours 15.00
Amount \$7,230.00

Requesting Additional Funds

An additional reimbursement request can be made from the 'Reimbursement Request' screen as normal or directly from the student's current-year STG record.

1. Navigate to the student's 'Quick View' record.
2. Click the current-year STG record.

Quick View

SSN Quick View:

GO 1

Existing MCS/MTG
MCS/MTG 2017 - 2018
MCS/MTG 2016 - 2017

Existing TIP
TIP 2017 - 2018
TIP 2016 - 2017

Existing Grants/Scholarships
STG 2017 - 2018 2
STG 2016 - 2017

Transaction History
Payment History
FAFSA Data

3. Scroll down the student's record until you see 'Reimbursement Information.'
4. Click on the 'Reimbursement Request' button.

Reimbursement Information	
Credits Remaining	81.00
Semester Remaining	6.00
Fall Reimbursement Data:	
	REIMBURSEMENT REQUEST
Credit Hours	15.00
Amount	\$7,230.00

5. Enter additional credits not included in the existing STG reimbursement request for that semester term in the 'Credit Hours' field.
6. Enter total additional award amount that exceeds the existing STG reimbursement request for that semester/term in the 'Amount' field.
7. Click the 'Save' button.

STG Reimbursement Request	
Academic Year	
2017-2018 - Fall	
TOTALS REMAINING:	
Credits Remaining:	81.00
Semesters Remaining:	6
Credit Hours	<input type="text"/>
Amount	<input type="text"/>
SAVE	CANCEL

Multiple Reimbursement Requests

Reimbursement Information Screen

When multiple requests for reimbursements exist for the same semester/term on a student's record, you will see all entries in the student's record under 'Reimbursement Information.'

Reimbursement Information	
Credits Remaining	30.00
Semester Remaining	2.00
Fall Reimbursement Data:	
	DELETE REIMBURSEMENT REQUEST
Credit Hours	12.00
Amount	\$5,004.00

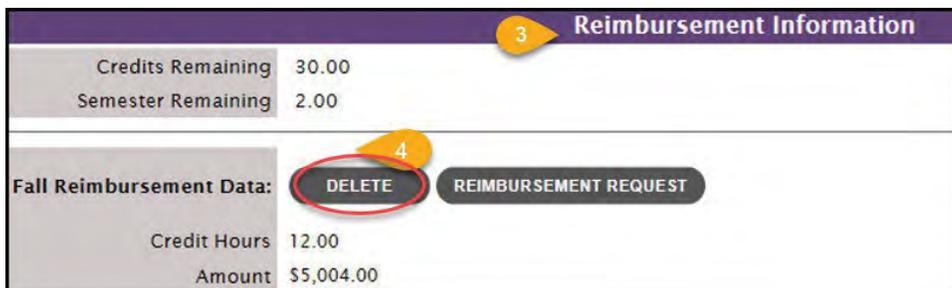
Remove a Non-Paid STG Reimbursement Request

To remove a student's STG reimbursement request:

1. Navigate to the student's 'Quick View' record.
2. Click on the current-year STG record.



3. Scroll down the student's record until you see 'Reimbursement Information.'
4. Click on the 'Delete' button to remove the request. The corresponding award must still be in the 'Ready To Pay' Status; otherwise, the 'Delete' button will be unavailable.
 - a. After the previous request has been removed, a new reimbursement request can be made.



Refunding Paid STG Reimbursements

Institutions should never send refunds or other return funds to SSG without first having specifically received a billing notice. Any differences in aggregate amounts awarded and paid are designed to net out naturally over the course of the four quarterly payments.

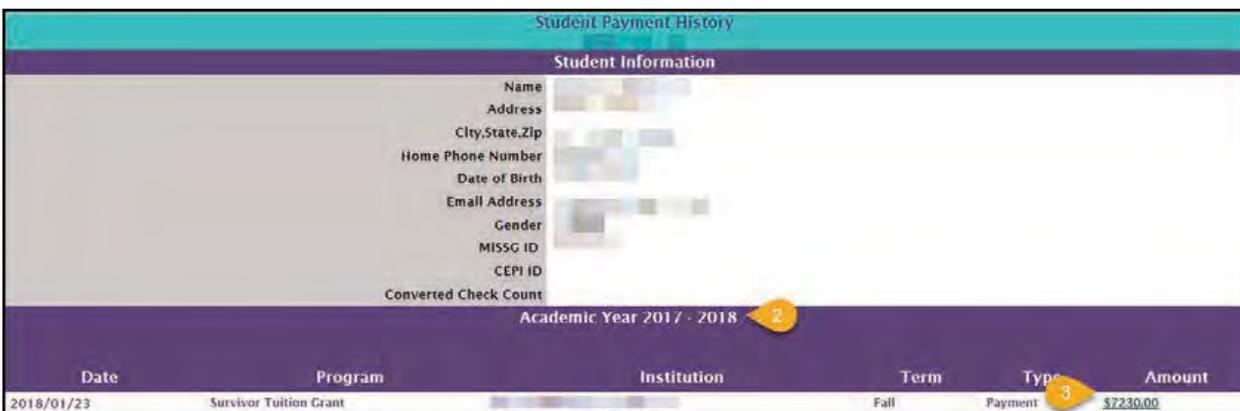
To reduce an existing award, a Refund Adjustment must be applied to the award. Navigate to the student's record:

1. Click on 'Payment History' in the 'Quick View.'



2. Locate the academic year and corresponding payment that needs to be refunded on the list of existing payments.

Note: Adjustments may only be made for current-year awards. If a prior-year needs to be adjusted, please email mistudentaid@michigan.gov.



3. Click the underlined amount for the award to navigate to the 'Enter Adjustment' screen where the refund adjustment can be performed.

Note: Only School Users with STG Administrator 1 security rights can use the 'Enter Adjustment' screen.

From the 'Enter Adjustment' screen:

1. Enter the number of credits in the 'Credit Adjustment' field that you are reducing by.
2. Enter the total amount of tuition, in dollars and cents, in the 'Payment Adjustment Amount' field that you are reducing the award by.
3. Click the 'Save' button.

Enter Adjustment
Fall 2017 - 2018

School: [blurred]

Program: STG

Semester Credits Taken (including any prior paid adjustments and ready to pay payments): 15.00

Amount Paid (including any prior paid adjustments and ready to pay payments): 7230.00

Credit Adjustment: 1

Payment Adjustment Amount: 2

3 SAVE CANCEL

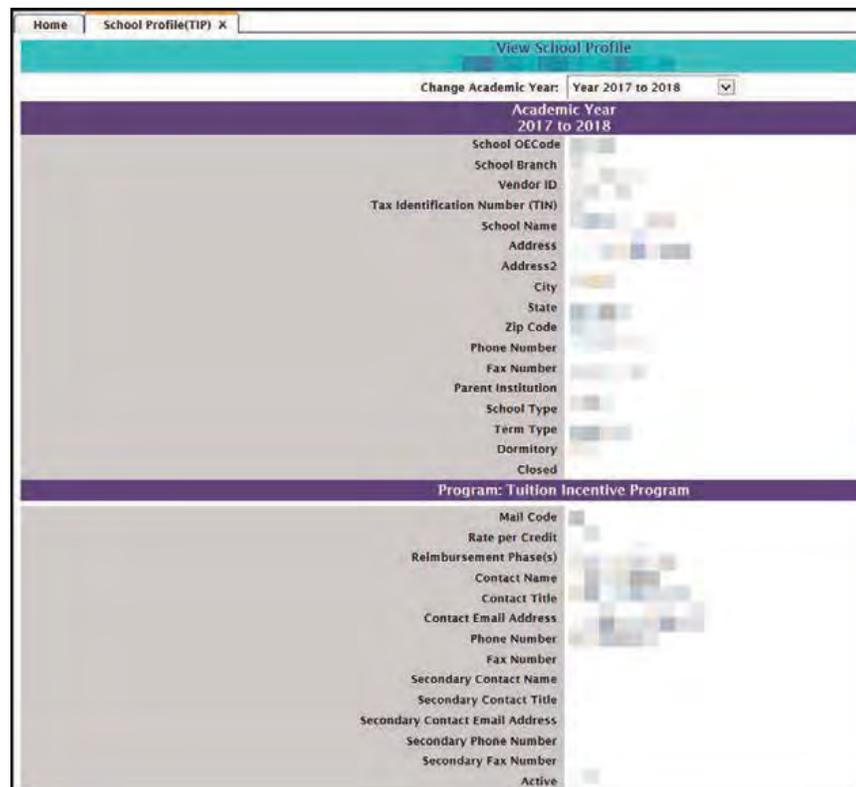
Tuition Incentive Program (TIP) Features

School Profile

Contact information for your institution is stored in your school profile. It is important to keep this record up to date.

Contact information is program specific. If you have different staff working on different State of Michigan programs, you will need to provide separate contact information for each program under the School Profile tab.

To view/update your profile information for TIP, click the 'Tuition Incentive Program' menu item on the left navigation bar. Then click on 'School Profile.'



TIP Payment History

The Payment History section displays information about TIP payments made to your institution during the selected academic year. The date of the payment, the quarter the payment was made, and the amount of the payment is provided.

To view Payment History, click the 'Tuition Incentive Program' menu item on the left navigation bar. Then click on 'Payment History.'



A screenshot of the 'Payment History' page. The page shows a current balance of \$0.00 and the selected academic year of 2016-2017. Below this is a table with the following data:

Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
2/17/2017	Q25200104817	254164679	TIP	2	Q2 Payment	\$22,000.00
12/7/2016	Q15200134216	253858958	TIP	1	Q1 Payment	\$228,532.00
Total:						\$250,532.00

Below the table is a 'CANCEL' button.

TIP Reimbursement Request Download File

To download a list of your eligible TIP students, click the 'Tuition Incentive Program' menu item on the left navigation bar. Click on 'TIP Reimbursement Request.'



Select the semester/term you want to download a roster for. Then click the 'Download Roster' button. (We suggest using this file as a starting point to create your Upload Reimbursement file.) The File Requests screen appears.



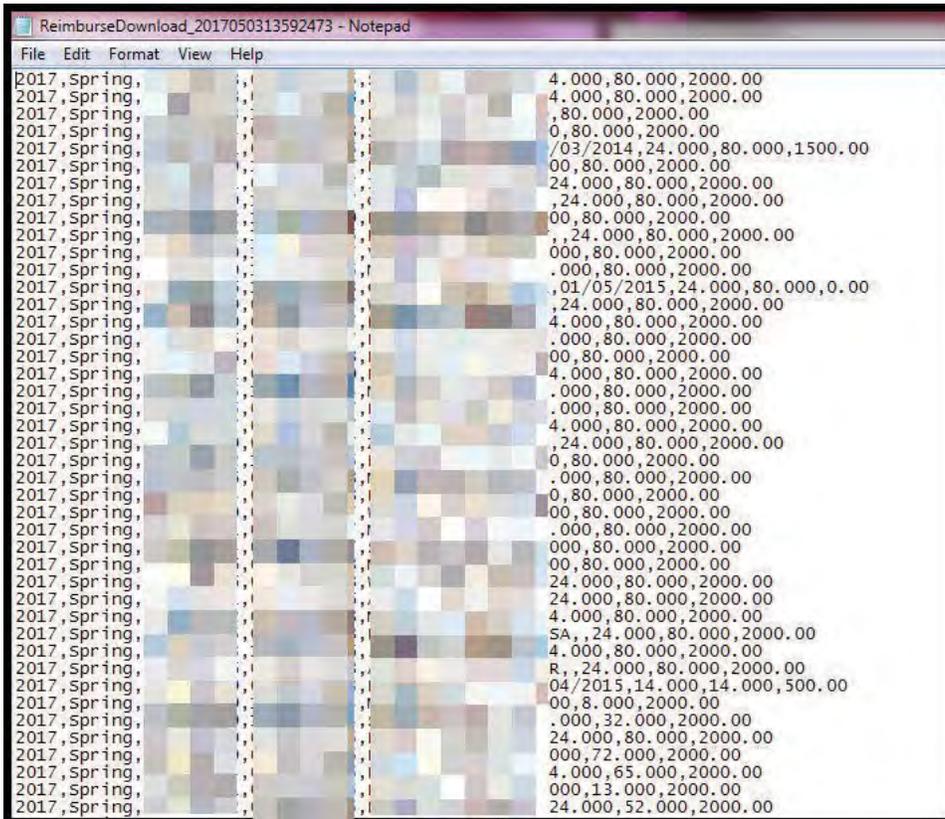
Observe the status column of the File Requests screen. After a minute or two, if you do not see "The File has completed successfully" message, click the 'Refresh' button at the bottom of the screen.

When the file has completed (step 1), you can download the file by clicking on the download arrow icon on the right side of the file request's line (step 2).

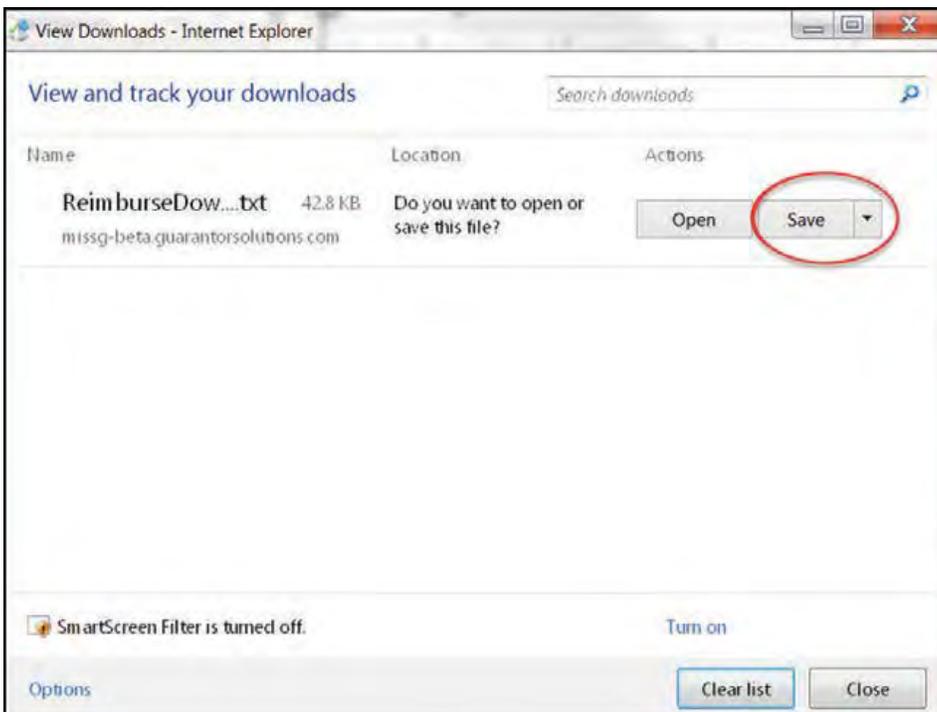


After clicking on the download icon, you will be given the option to OPEN or SAVE the file.

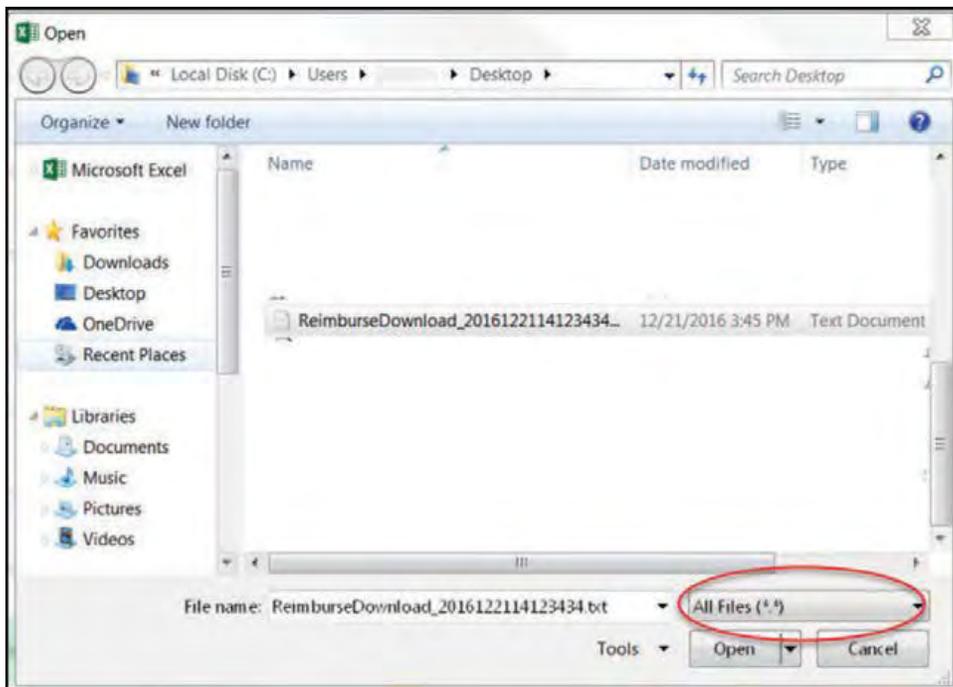
To OPEN the file, click on 'OPEN.' The text file will be structured as a Comma Separated Values (CSV).



To SAVE the file in a different location, click the arrow next to save and select Save As instead. It is recommended (not required) that you rename the file as you save it.



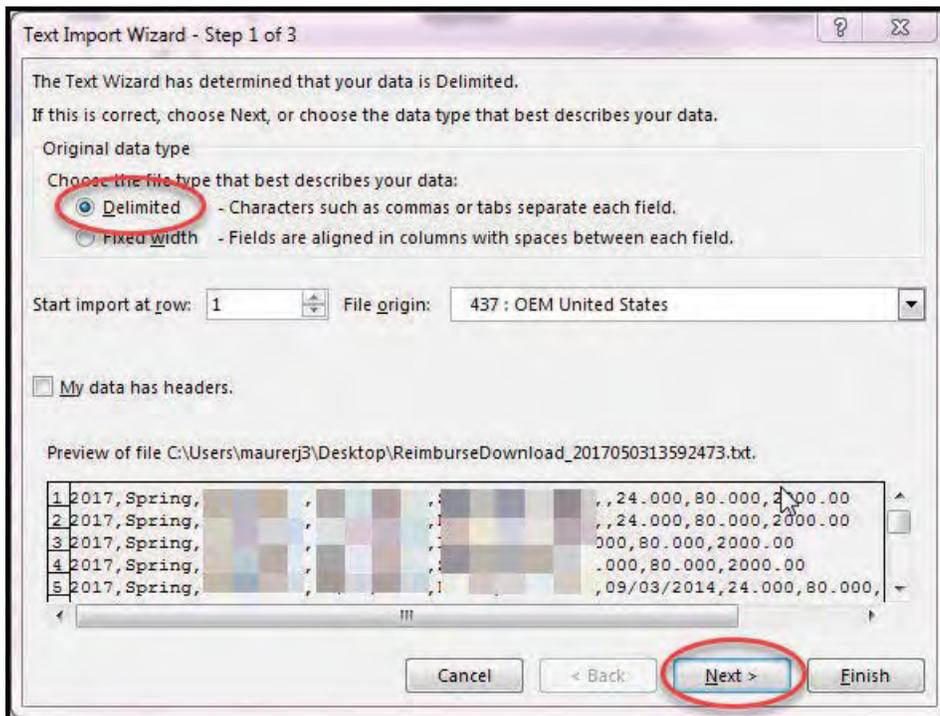
After downloading, open your text file by using Excel.



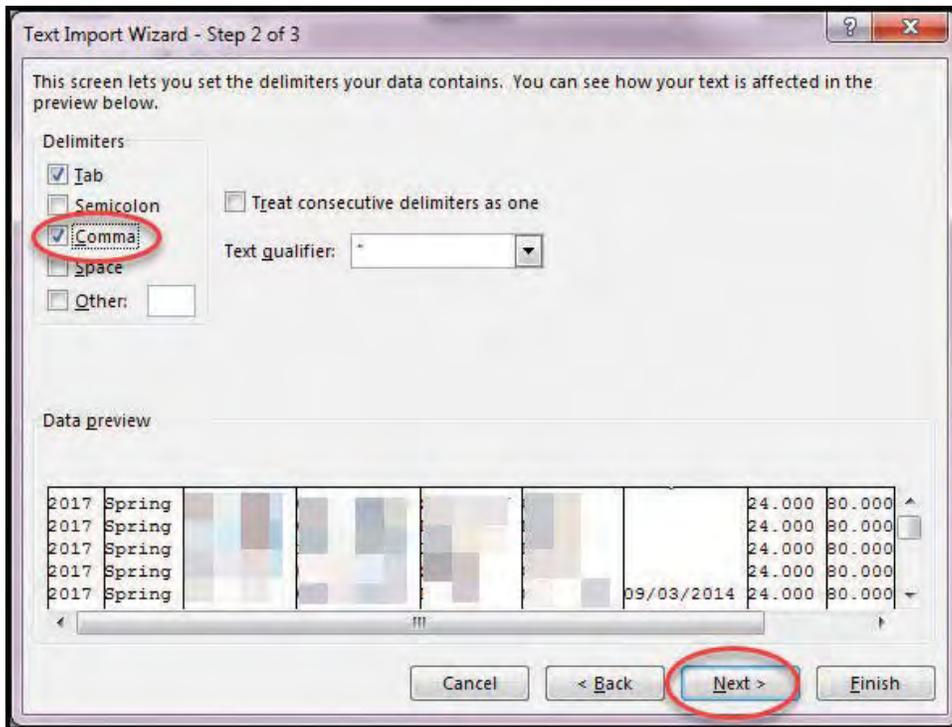
Change the "file type" to All Files (*.*) to allow Excel to locate your .txt file.

The Text Import Wizard will appear after you select your text file and click open.

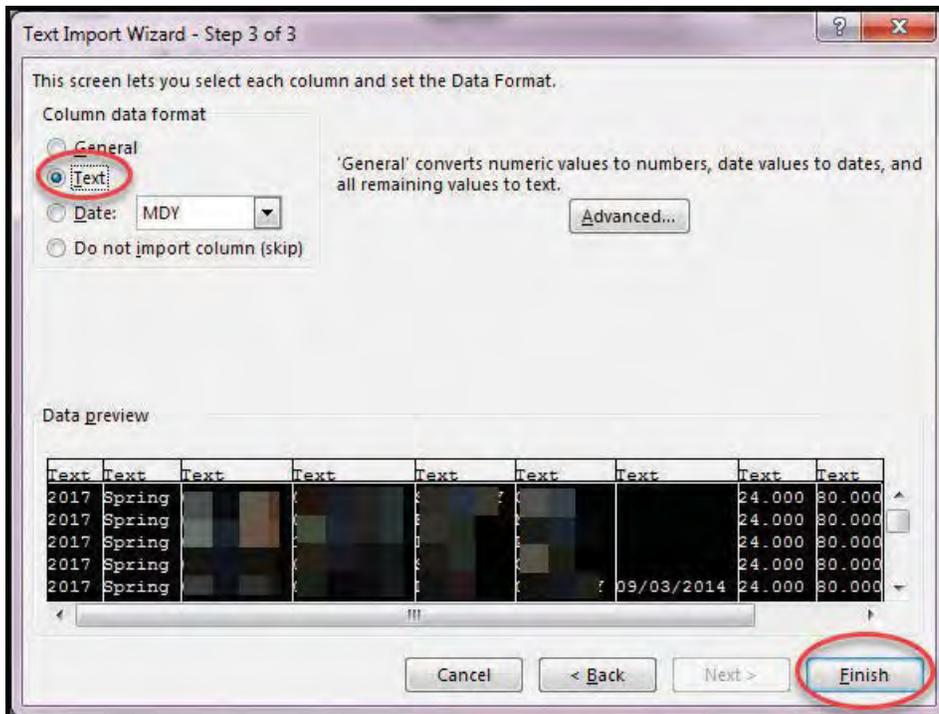
Step 1 – Select 'Delimited' as the type of file. Then click the Next button.



Step 2 – Select 'Comma' as the type of delimiter in your file. Then click the 'Next' button.



Step 3 – Highlight the columns in the Data Preview pane and choose 'Text' as the column data format. Then click the 'Finish' button.



Your file of eligible students will be displayed as a spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	2017	Spring						24.000	80.000	2000
2	2017	Spring						24.000	80.000	2000
3	2017	Spring						24.000	80.000	2000
4	2017	Spring						24.000	80.000	2000
5	2017	Spring					09/03/201	24.000	80.000	1500
6	2017	Spring						24.000	80.000	2000
7	2017	Spring						24.000	80.000	2000
8	2017	Spring						24.000	80.000	2000
9	2017	Spring						24.000	80.000	2000
10	2017	Spring						24.000	80.000	2000
11	2017	Spring						24.000	80.000	2000

Your download file is a Comma Separated Values (CSV) format. All fields are delimited by a comma and there is a Carriage Return Line Feed (CRLF) at the end of each row. Your download file contains the following fields:

Download TIP Reimbursement Students File Layout

Column

- The format of the file is "Comma Separated Values" (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

	Field Name	Type	Field Description
A	Academic Year	Numeric	Award Year (all records in the file will contain the same value) <i>Use ending year - if the acyear is 2015-2016 this field must contain 2016)</i>
B	Term	Alphanumeric	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
C	SSN	Numeric	Student's Social Security Number
D	Date of Birth	Date (mm/dd/ccyy)	Student's Date of Birth – will include slashes
F	Last Name	Alphanumeric	Student's Last Name
F	First Name	Alphanumeric	Student's First Name
G	Date Eligible for Phase II	Date (mm/dd/ccyy)	Only populated if already on file from a prior Phase II reimbursement – will include slashes
H	Phase I Annual Credits Remaining	Numeric	Remaining annual Phase I credits – will contain decimal
I	Phase I Total Credits Remaining	Numeric	Remaining total Phase I credits – will contain decimal
J	Phase II Total Amount Remaining	Numeric	Remaining total Phase II dollars – will contain decimal

Columns needed (from this file) for your Upload reimbursement file are:

- Column A – Academic Year
- Column B – Term
- Column C – SSN
- Column D – Date of Birth
- Column E – Last Name
- Column F – First Name
- Column G – Date Eligible for Phase II
- Columns H, I, and J provide remaining credits in Phase I and available dollars in Phase II. You will delete columns H, I, and J before adding the data needed for your upload file.

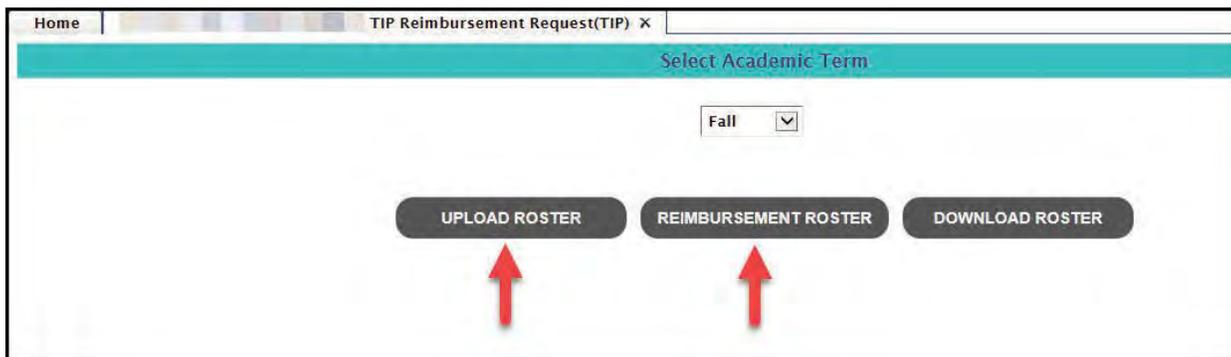
TIP Reimbursement Request

To request reimbursement, click the 'Tuition Incentive Program' menu item on the left navigation bar. Then click on 'TIP Reimbursement Request.'



You will be given two reimbursement choices:

- Upload Roster (Batch Reimbursement Requests)
- Reimbursement Roster (Individual Student Requests)



It is always recommended to use the most recent download file possible when creating an upload file.

Request Reimbursement Using Upload Roster

You can use your download roster as a starting point or you can create a new file to upload to MiSSG. Your upload file must be in a CSV format. All fields must be delimited by a comma, including non-required or empty fields. Every row must contain 13 fields. Your file must follow the file format below.

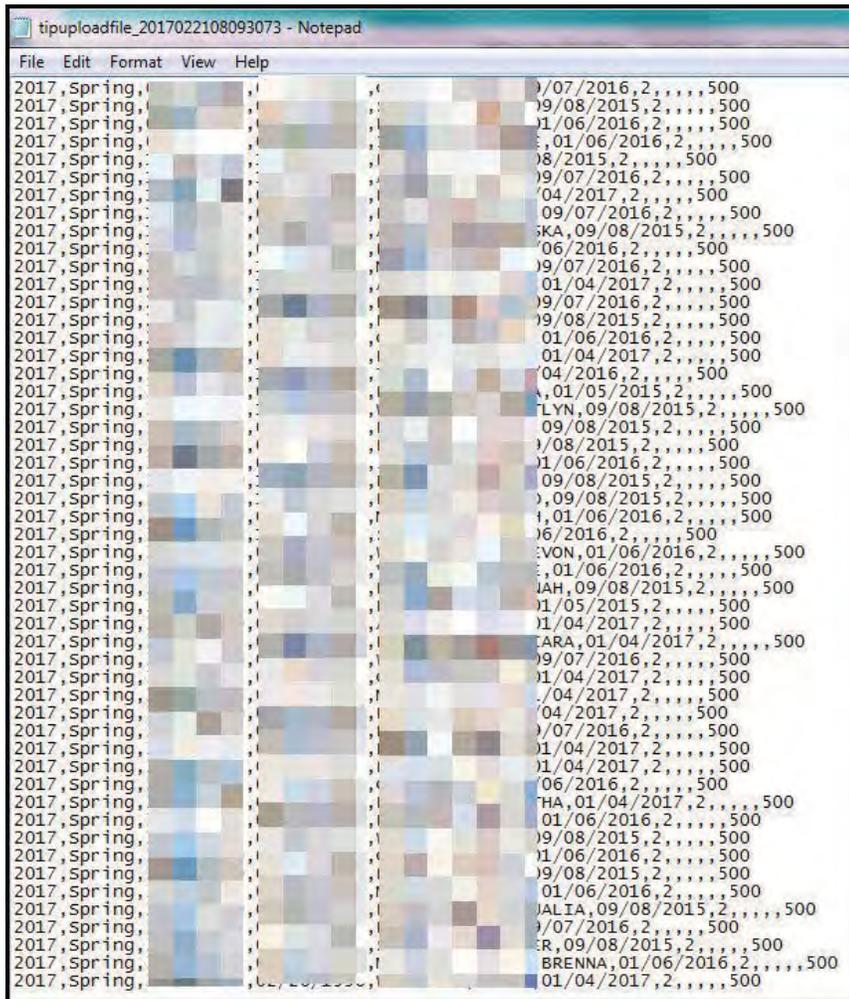
Column	Upload TIP Reimbursement Request File Layout				
	MAX Len	Field Name	Type	Req	Field Description
A	4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) Use ending year - if the ayear is 2015-2016 this field must contain 2016)
B	6	Term	Alphanumeric	Y	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
C	9	SSN	Numeric	Y	Student's Social Security Number
D	10	Date of Birth	Date (mm/dd/ccyy)	Y	Student's Date of Birth – must include slashes
E	16	Last Name	Alphanumeric		Student's Last Name
F	20	First Name	Alphanumeric		Student's First Name
G	10	Date Eligible for Phase II	Date (mm/dd/ccyy)	Req if Phase = '2'	Date student eligible for Phase II – must include the slashes
H	1	Phase	Alphanumeric	Y	Phase Valid values include: "1" – Phase I "2" – Phase II
I	5	Credits	Numeric	Req if Phase = '1'	Credit hours - may contain a decimal
J	8	Tuition	Numeric	Req if Phase = '1'	Tuition charged to TIP - may contain a decimal
K	6	Mandatory Fees	Numeric	Req if Phase = '1'	Total Mandatory Fees - may contain a decimal
L	1	District Status	Alphanumeric	Req if Phase = '1' and school is a Community College	District status Valid Values include: "1" – In-District "2" – Out-of-District
M	5	Award Amount	Numeric	Req if Phase = '2'	School's Award Amount - may contain a decimal

If not using the downloaded roster, prior to uploading your file, you should compare the students in your upload file to the list of eligible students in MiSSG. If students do not appear on the list from MiSSG, you must contact SSG and request those students to be transferred to your institution PRIOR to uploading your file for reimbursement. You can also request that students go to the MiSSG Student Portal and select your institution as their school of choice.

- Column G: Date Eligible for Phase II
 - Establishing the date that the student became eligible for Phase II.
 - This includes:
 - Obtained 56 transferable semester (or 84 transferable term) credits.
 - Obtained a certificate (minimum of one year) or associate degree.
- Column H: Phase
 - Determines the type of TIP reimbursement being requested for the student.
 - If a student is utilizing Phase I, use the value "1."
 - Selecting Phase I requires Columns I, J, and K to be completed.
 - Column L is also required if your institution is a Community College.
 - Column M must be present, but remain empty.
 - If a student is utilizing Phase II, use the value "2."
 - Selecting Phase II requires that Columns G and M be completed.
 - Columns I, J, K, and L must be present, but remain empty.
 - Column I: Credits
 - Only list the credit hours that are TIP eligible.
 - Courses must be within the degree (certificate/associate) program.
- Column J: Tuition
 - Enter the total value of the tuition which will be reimbursed.
 - This does not include mandatory fees.
- Column K: Mandatory Fees
 - Mandatory fees are fees charged to all students at all campuses as a condition of enrollment and must be identified in the institution course catalog. Mandatory fees cannot exceed \$250 at all campus locations per semester/term.
 - This does not include tuition.
- Column L: District Status (Community Colleges only)
 - Determines the tuition rate of TIP reimbursement being requested for the student.
 - If a student is In-District, use the value "1."
 - The tuition rate will be the In-District Tuition Rate per Credit within the School Profile.
 - If a student is Out-of-District, use the value "2."
 - The tuition rate will be the Out-of-District Tuition Rate per Credit within the School Profile.
 - Definitions of district status can be found within the [State Programs Procedures Manual](#).
- Column M: Award Amount
 - This is the value of the Phase II reimbursement.

After verifying every student you wish to include in your reimbursement request is listed in your upload file, you must make sure your file is in a CSV format before uploading to MiSSG.

When viewed as text, your file should look like the example below. The example shows both Phase I and Phase II students.



When your file is complete and in the proper format, you can upload the file to MISSG. To upload your file:

1. Click on the 'Tuition Incentive Program' menu item on the left navigation bar.



- Click on 'TIP Reimbursement Request.'



- Select the 'Academic Term' you are requesting reimbursement for.
- Click the 'Upload Roster' button.

Next you will see the status of your uploaded file. The message "File request has been received and is awaiting processing" means MiSSG is waiting to process the file. Eventually, the message will change to "The file is being executed."

Check the status in a few minutes. If your file processed successfully, you will see the message "The File has completed successfully."



File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload TIP Reimbursement Request 2016-2017	12-21-2016	File request has been received and is awaiting processing		Tuition Incentive Program	Fall	

File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload TIP Reimbursement Request 2016-2017	12-21-2016	The File has completed successfully.		Tuition Incentive Program	Fall	

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status "The file has completed successfully" will display if there were no rejected records. Non-rejected records will have processed though. "The file has been processed, but errors were found" status will display if there were rejected records.

File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload TIP Reimbursement Request 2016-2017	11-30-2016	System errors were found. 		Tuition Incentive Program	Fall	
Upload TIP Reimbursement Request 2016-2017	11-30-2016	The File has been processed but errors were found. 		Tuition Incentive Program	Fall	

To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The "System errors were found" status message will display if there was a problem with the file's layout. No records or awards were processed if this displays. Refer to the [Upload File](#) format for file specifications.

File Processing Information

File Date: 11/30/2016
File Name: tipuploadfile_2016113015391026.txt

Processing Messages

Number of Records Read from File = 520

Message: Input string was not in a correct format. Source: mscorlib

Unable to Upload Students

FILE REQUESTS

It is important to check to see all records were processed correctly. If records did not process, then the reimbursement request was not received by MiSSG. When quarterly payment files are created, only received reimbursement requests are included for payment.

Click the status message to view a description of the errors.

The screenshot displays a 'File Processing Information' window. At the top, it shows the file date as 11/30/2016 and the file name as tipuploadfile_2016113015460167.txt. Below this, it indicates that 520 records were read from the file. A list of processing messages follows, detailing five errors: Line 26 (DOB mismatch), Line 42 (NotEnrolled for another aid program), Line 290 (DOB mismatch), Line 466 (SSN mismatch), and Line 493 (Credit hours exceeded). A 'FILE REQUESTS' button is visible at the bottom.

File Processing Information
File Date: 11/30/2016
File Name: tipuploadfile_2016113015460167.txt

Processing Messages
Number of Records Read from File = 520

Line:26 Error: - The Date of Birth entered does not match the Date of Birth for the associated SSN.
Line:42 Error: - Student has been certified as NotEnrolled for another aid program for this term.
Line:290 Error: - The Date of Birth entered does not match the Date of Birth for the associated SSN.
Line:466 Error: - The SSN entered does not match any TIP students.
Line:493 Error: - Credit hours have exceeded the maximum.

Upload Students contained errors.

FILE REQUESTS

In the example above, 520 records were read, 515 records had Reimbursement Requests created, and the five with errors were not processed. The five records that failed to process will have the error reason listed:

- Line 26 – The student’s Date of Birth (DOB) in the file was different from the DOB in MiSSG’s records.
- Line 42 – The student had been certified as “not enrolled” for either the Michigan Competitive Scholarship or the Michigan Tuition Grant at your school for the same term as this reimbursement request. You may need to contact SSG to resolve this error.
- Line 290 – The student’s DOB in your file was different from the DOB in our records. You will need to verify the correct DOB and resubmit the request for reimbursement.
- Line 466 – SSN in your file does not match any TIP students. Verify you have the correct SSN. If the SSN is correct, contact SSG to verify the SSN on file in MiSSG and update if necessary.
- Line 493 – Credit hours have exceeded the maximum. This error message appears when you are billing for more credit hours than the student has available. You should verify the amount of credits available by inspecting the student’s record, your download file, or contacting SSG for verification.

In all cases, adjustments to the upload file must be made and the students with errors must be submitted again.

It is always recommended to use the most recent download file possible when creating an upload file.

There are three ways to resubmit your request.

1. You can correct your original file and upload it again.
 - a. If you resubmit your original file with required corrections, you will see the following error messages for the student records that processed successfully the first time. There is no action required for these records. The system is simply indicating a request for reimbursement has already been received from your previous upload attempt.

The screenshot displays a 'File Processing Information' window. At the top, it shows 'File Date: 12/1/2016' and 'File Name: tipuploadfile_2016120114164343.txt'. Below this, the 'Processing Messages' section indicates 'Number of Records Read from File = 684'. A list of error messages follows, each corresponding to a specific line in the file. The messages are: 'Line:1 Error: A reimbursement request already exists for this term; additional requests must be submitted online.' This same message is repeated for lines 3, 5, 7, 9, 10, 12, 13, 16, 17, 18, 19, and 20.

2. You can create and upload a new file with only the students who need to be resubmitted.
3. You can use the online Request Reimbursement feature for those students who need to be resubmitted.

Online Reimbursement Request

To begin online reimbursement, you will need to load your Reimbursement Roster. Select 'TIP' menu item 'TIP Reimbursement Request' from the drop down box the semester/term for which you are requesting reimbursement. Then click the 'Reimbursement Roster' button.

The screenshot shows a web browser window titled 'TIP Reimbursement Request(TIP)'. The page has a teal header with the text 'Select Academic Term'. Below the header, there is a dropdown menu currently set to 'Fall', which is circled in red. Underneath the dropdown are three buttons: 'UPLOAD ROSTER', 'REIMBURSEMENT ROSTER', and 'DOWNLOAD ROSTER'. A red arrow points upwards to the 'REIMBURSEMENT ROSTER' button.

Your roster will show all eligible TIP students who have indicated your institution as their college of choice for the term selected on their FAFSA or via the MiSSG Student Portal.

The screenshot shows a web application interface for 'TIP Reimbursement Request(TIP)'. At the top, it displays '2016-2017 - Fall Reimbursement Roster' and '2172 Students Available for Reimbursement'. Below this is a filter section with 'APPLY FILTER' and 'REMOVE FILTER' buttons. A 'Student Selection' section has radio buttons for 'All Students' (selected) and 'Students without a Fall reimbursement'. The main area is a table with columns for 'Name', 'SSN', 'Date Of Birth', and 'Reimburse'. Each row in the table has a 'REQUEST REIMBURSEMENT' button in the 'Reimburse' column.

Click the 'Request Reimbursement' button for the student you want to request reimbursement for.

This is a close-up of the 'REQUEST REIMBURSEMENT' button for a student in the roster. The button is highlighted with a red oval.

Select Phase I or Phase II from the drop down box.

The screenshot shows the 'TIP Reimbursement Request' summary page for the 'Academic Year 2016-2017 - Fall'. It features two summary boxes: 'PHASE I TOTALS' and 'PHASE II TOTALS'. The 'PHASE I TOTALS' box contains: 'Total Annual Credits Remaining: 24.00', 'Total Credits Remaining: 80.00', 'TERM Equivalent of Total Annual Credits Remaining: 36.00', and 'TERM Equivalent of Total Credits Remaining: 120.00'. The 'PHASE II TOTALS' box contains: 'Total Amount Remaining: 1500.00'. At the bottom, there is a 'Phase' dropdown menu, which is highlighted with a red oval.

For Phase I

1. Community Colleges Only: Click In-District or Out-of-District to indicate which rate you will be using.
2. Enter number of credits billed to TIP.
 - a. REMEMBER: A reimbursement cannot be for less than six credits unless the student has less than six credits remaining for the academic year or for Phase I overall.
3. Enter the tuition amount charged to TIP.
4. Enter the mandatory fee amount charged to TIP. If no fees are charged, you must enter a zero in the mandatory fee field.
5. The total amount charged (tuition plus mandatory fees) will calculate and appear next to Total Amount.
6. Click 'OK' to complete the student's Phase I reimbursement.

For Phase II

1. It is necessary to provide the date a student became eligible for Phase II. This is the date of the student's associate degree or the date that the student had a minimum of 56 transferable credits. The date will be entered only once.
2. Enter the tuition amount billed for Phase II. The maximum amount would be \$500 for a semester institution or \$400 for a term institution.
3. Click 'OK' to complete processing the student's Phase II reimbursement.
 - a. Note: The student's name will NOT disappear from your roster after you request reimbursement.

For each student who needs to have a reimbursement request created, click on their corresponding Request Reimbursement button and repeat steps 1 through 6 for Phase I or steps 1-3 for Phase II.

Lookup TIP Remaining Credits/Amounts

MISSG provides authorized users the ability to verify how many Phase I credits or how much Phase II funding is available for eligible TIP students who have completed the TIP certification process.

You will need the student's:

- Complete SSN
- Date of Birth

Click 'OK' to see student's TIP record.

Lookup TIP Remaining Credits/Amounts
Academic Year 2016-2017

Enter Student Information

SSN

Date of Birth

OK CANCEL

Home | Lookup TIP Remaining Credits/Amounts(TIP) X

View TIP Remaining Credits/Amounts

Academic Year 2016-2017

PHASE I TOTALS:		PHASE II TOTALS:	
Total Annual Credits Remaining:	24.00	Total Amount Remaining	2000.00
Total Credits Remaining	80.00		
TERM Equivalent of Total Annual Credits Remaining	36.00		
TERM Equivalent of Total Credits Remaining	120.00		

BACK

The example above shows:

- Student has 24 credits (or 36 term credits) available for the current academic year.
- Student has 80 credits (or 120 term credits) remaining in Phase I.
- Student has \$2,000 available in Phase II.

Clicking the 'BACK' button will return you to the blank look-up screen.

Home | Lookup TIP Remaining Credits/Amounts(TIP) X

View TIP Remaining Credits/Amounts

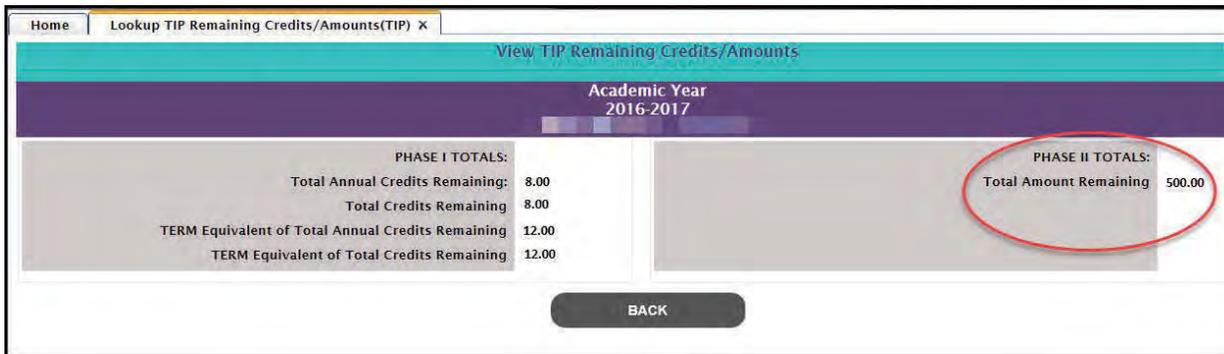
Academic Year 2016-2017

PHASE I TOTALS:		PHASE II TOTALS:	
Total Annual Credits Remaining:	24.00	Total Amount Remaining	2000.00
Total Credits Remaining	44.00		
TERM Equivalent of Total Annual Credits Remaining	36.00		
TERM Equivalent of Total Credits Remaining	66.00		

BACK

The example above shows:

- The student has 24 semester credits (or 36 term credits) available in the current academic year.
- The student has 44 semester credits (or 66 term credits) remaining in Phase I.
- The student has \$2,000 available in Phase II.



The example above shows:

- The student has previously used Phase II funds and is no longer eligible for Phase I benefits.
- The student has \$500 remaining in Phase II. The student previously received \$1,500.

TIP Application Status: Eligible and Ineligible Messages

Check the eligibility status of a TIP student. If status is Eligible, the student may receive TIP benefits. If status is ineligible, one or more of the following reasons will be listed:



Citizenship Status

Student must be a U.S. citizen, permanent resident, or approved refugee.

Ineligible Institution

Student must be attending an eligible institution for TIP. Ineligible institution flag will appear if no institution is selected.

Default or Refund Owed on State Financial Aid

Student must not be in default on State aid. Default or refund owed on Federal financial aid, student must not be in default on Federal aid.

Student did not Self-certify

Student must self-certify prior to August 31st of the year of high school graduation and before age 20.

Years of Eligibility Expired from HS Graduation

Student's eligibility will expire six years from the date of high school graduation.

Years from HS Graduation Expired

Student must initiate TIP within four years from date of high school graduation.

Medicaid Eligibility History Not Met

Student did not meet the 24 months of qualifying Medicaid within a 36 consecutive month period prior to high school graduation.

No Funds Remaining

Student has no remaining Phase II funds.

HS Graduation Date Not on File

Student must have graduation date on file.

Did Not Self-certify in Time

Window of opportunity to self-certify has closed.

Student Turned 20 Years Old Prior to HS Graduation

Student must graduate from high school or receive GED or certificate of completion prior to 20th birthday.

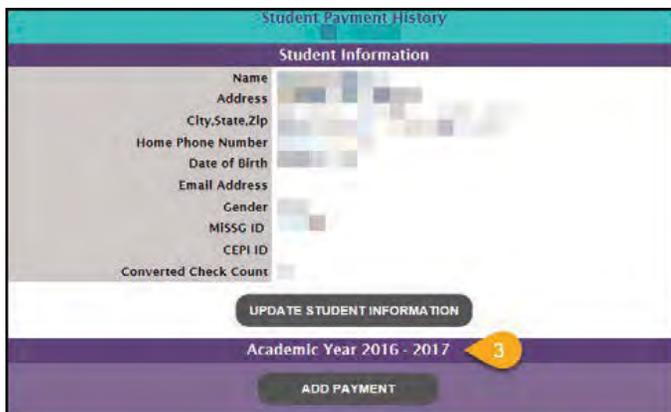
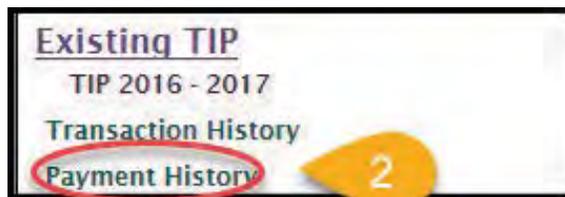
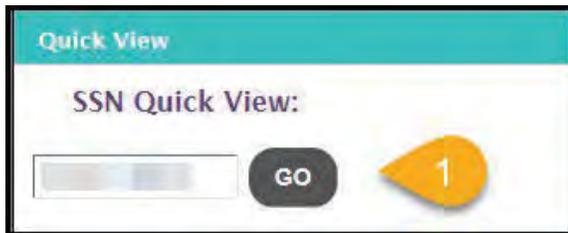
Adjustments for TIP Reimbursement

Refunds

You no longer have to send a check to the State of Michigan to return funds for the Tuition Incentive Program because MiSSG will net out payments across quarters. The ONLY time you will send a refund check is after 4th quarter payments have been made and you have received specific communications from SSG.

To process a refund through MiSSG:

1. Enter the student's SSN in the SSN Quick View box.
2. Click on 'Payment History.'
3. In the shaded purple area, look for the current academic year for which you need to return funds.
4. Click on the payment amount you need to adjust. The amount will be a link to the refund screen.



Term	Type	Amount
Spring	Payment	\$500.00
Fall	Payment	\$500.00

Note: You must have TIP Administrator 1 user rights to process TIP refunds.

Note: For each of the refund examples provided, follow steps 1 through 4 above, then select the example that best fits your refund situation.

Refund Example #1 – Refund due to other financial aid. A student had an outside scholarship in the amount of \$1,000.

The screenshot shows a web application window titled "Enter Adjustment Fall 2016 - 2017". The form contains the following fields and values:

School:	
Program:	TIP
Semester Credits Taken (including any prior paid adjustments and ready to pay payments):	8.00
Equivalent Term Credits Taken	12.00
Total Tuition Charged (including any prior paid adjustments and ready to pay payments):	3136.00
Mandatory Fees (including any prior paid adjustments and ready to pay payments):	0.00
Amount Paid (including any prior paid adjustments and ready to pay payments):	3136.00
Credit Adjustment:	<input type="text" value="0"/>
Tuition Adjustment:	<input type="text" value="1000"/>
Mandatory Fees Adjustment:	<input type="text" value="0"/>
Total Adjusted Payment Amount (Sum of Mandatory Fees and Tuition Adjustment)	1000.00

At the bottom of the form are two buttons: "SAVE" and "CANCEL".

Numbered callouts in the image:

- 1: Points to the Credit Adjustment input field.
- 2: Points to the Tuition Adjustment input field.
- 3: Points to the Mandatory Fees Adjustment input field.
- 4: Points to the Total Adjusted Payment Amount value.
- 5: Points to the SAVE button.

1. Enter Credit Adjustment. (In this example, it is zero because you do not reduce credit hours when applying other aid.)
2. Enter Tuition Adjustment. (In this example, it is 1000 because that is the amount of the outside scholarship and the amount you want to reduce the reimbursement by.)
3. Enter Mandatory Fees Adjustment. (In this example, it is zero because you are not reducing mandatory fees.)
4. Verify sum of adjustment is correct.
5. Click the 'SAVE' button.

Refund Example #2 – Refund due to student dropped/withdrew from class(es).

Home (PaymentHistory) X

Enter Adjustment
Fall 2016 - 2017

School: [REDACTED]

Program: TIP

Semester Credits Taken (including any prior paid adjustments and ready to pay payments): 8.00

Equivalent Term Credits Taken: 12.00

Total Tuition Charged (including any prior paid adjustments and ready to pay payments): 3136.00

Mandatory Fees (including any prior paid adjustments and ready to pay payments): 0.00

Amount Paid (including any prior paid adjustments and ready to pay payments): 3136.00

Credit Adjustment: 2 **1**

Tuition Adjustment: 534 **2**

Mandatory Fees Adjustment: 0 **3**

Total Adjusted Payment Amount (Sum of Mandatory Fees and Tuition Adjustment): 534.00 **4**

5 SAVE CANCEL

A student dropped two credits at 100% refund. Amount to reduce reimbursement by is \$534.

1. Enter Credit Adjustment. (In this example, it is 2 because student dropped 2 credits.)
2. Enter Tuition Adjustment. (In this example, it is 534 because tuition reimbursement is reduced \$534.)
3. Enter Mandatory Fees Adjustment. (In this example, it is zero since the fees did not change.)
4. Verify sum of adjustment is correct.
5. Click the 'SAVE' button.

Refund Example #3 – Refund dropped/withdrew from classes to less than half-time enrollment status.

Enter Adjustment Fall 2016 - 2017	
School:	
Program:	TIP
Semester Credits Taken (including any prior paid adjustments and ready to pay payments):	8.00
Equivalent Term Credits Taken	12.00
Total Tuition Charged (including any prior paid adjustments and ready to pay payments):	3136.00
Mandatory Fees (including any prior paid adjustments and ready to pay payments):	0.00
Amount Paid (including any prior paid adjustments and ready to pay payments):	3136.00
Credit Adjustment:	8
Tuition Adjustment:	3136
Mandatory Fees Adjustment:	0
Total Adjusted Payment Amount (Sum of Mandatory Fees and Tuition Adjustment)	3136.00

3 SAVE CANCEL

A student enrolled in eight credits drops four of them. The remaining four credits is considered less than half-time enrollment which is insufficient enrollment to receive reimbursement. The amount to be refunded is the full \$3,136 since all funds must be refunded as student must be enrolled at least half- time to use TIP.

1. Enter Credit Adjustment. (In this example, it is 8 because all credits must be reduced since none can be reimbursed at less than half-time enrollment.)
2. Enter Tuition Adjustment. (In this example, it is 3136 because that is the full value and of all credits being refunded.)
3. Enter Mandatory Fees Adjustment. (In this example, it is zero because fees are not being reduced because no fees were originally included in the reimbursement.)
4. Verify sum of adjustment is correct.
5. Click the 'SAVE' button.

Requesting Additional Credits

To process an adjustment through MiSSG (bill for additional credits). Example: Student added three credit class. Now it is necessary to bill TIP for three additional credit hours.

1. Enter the student's SSN in the SSN Quick View box.
2. Click on the current TIP year (example: TIP 2016-2017).
3. Scroll down the student's record until you see Reimbursement Request.
4. Click on the 'Reimbursement Request' button.

1. Select Phase I or Phase II (as applicable).
2. Select In-District or Out-of-District (as applicable). Only community colleges see this.
3. Enter credit hours to be added.
4. Enter Total Tuition Charged to TIP.
5. Enter Total Mandatory Fees. (Fees from additional reimbursements are still restricted to term maximums.)
6. Verify Total Amount.
7. Click 'OK.'

Reducing the Number of Credits – Before Payment

To process an adjustment to reduce the number of credits a student will be paid.

Example: Student dropped a two-credit class after reimbursement request was made in MiSSG. Payment is pending – Ready to Pay status.

The screenshot displays the MiSSG application interface for a student's record. The interface is divided into several sections:

- Application Information:** Shows details such as Institution, Phase I Annual Credits Remaining (2.00), Phase I Total Credits Remaining (34.00), Phase I TERM Equivalent Annual Credits Remaining (3.00), Phase I TERM Equivalent Total Credits Remaining (51.00), Citizenship Override, and NSLDS Override. It also includes High School, HS Graduation Year, Date Degree/Certificate Earned, Phase II Total Amount Remaining (\$2,000.00), TIP Eligibility Override, and Default/Refund Owed on State Aid (No).
- Reimbursement Information:** Contains two sections:
 - Fall Reimbursement Data:** Includes Phase 1, Credit Hours (12.00), TERM Equivalent Credit Hours (18.00), and Out of District. A 'REIMBURSEMENT REQUEST' button is present.
 - Spring Reimbursement Data:** Includes Phase 1, Credit Hours (10.00), TERM Equivalent Credit Hours (15.00), and Out of District. A 'DELETE' button and a 'REIMBURSEMENT REQUEST' button are present.
- Payment Information:** A table showing payment details for Fall and Spring terms. The 'Status' column for the Spring term is circled in red and labeled 'Ready/OK'.
- Program Totals:** Shows 'Total Cumulative Paid' as \$11872.00.

1. Enter the student's SSN in Quick View Box.
2. Click on the current TIP year (example: TIP 2016-2017).
3. Scroll down on the student's record until you see Reimbursement Request.
4. Click on 'Delete.'
5. Request reimbursement for the correct number of credits using TIP Request Reimbursement feature. (Instructions begin on page 112.)

MiSSG Data Management System

MiSSG provides students, high school counselors, college financial aid personnel, and eligible training providers access to records, applications, and information from MI Student Aid.

Personally Identifiable Information and Data Security

“Personally Identifiable Information (PII)” shall refer to any data elements that could potentially identify a student, parent, or employee, and includes name, address, a personal identifier, such as Social Security number, date of birth, place of birth, etc. as defined in the Family Educational Rights and Privacy Act (FERPA).

When accessing MiSSG, School Users understand that MiSSG data, information, and reports are confidential and should be handled as such. When communicating with MI Student Aid staff regarding students, School Users understand that precautions should be taken to protect PII. This includes the use of MiSSG Student Identifiers (MiSSG ID) in the place of Social Security numbers and date of birth.

As a MiSSG user, School Users agree to take appropriate administrative, technical, and physical safeguards to protect the data from any unauthorized use or access. School Users agree to abide by all State and Federal regulations, including FERPA and will ensure that PII will be transmitted through secure methods only. Data must be encrypted during any transmissions. School Users agree to protect the data and information according to acceptable standards and no less rigorously than their institutions own confidential information. Identifiable level data will not be reported or made public. School Users shall report to the Director of MI Student Aid immediately, if a School User becomes aware of any use or disclosure of the confidential information in MiSSG in violation of any applicable laws.