

# GovDelivery Messages to Aid Administrators as of 8/13/2018

## Academic Year 2017-18

### Q4 Payments: Tuition Incentive Program (TIP) and the Children of Veterans Tuition Grant (CVTG)

Q4 payments for Academic Year 2017-18 were processed this morning for both TIP and CVTG. These were the final 2017-18 payments for these programs.

### Q4 Payments: Michigan Competitive Scholarship (MCS) and Michigan Tuition Grant (MTG)

For MCS and MTG, legislative funding for Academic Year 2017-18 did not match the quantity and type of student awards. Q4 payments will not be processed for MCS and MTG until the State Budget Office has transferred \$6.0 million from the MTG funds surplus to the funds deficit of MCS. This is expected to occur in September.

## Academic Year 2018-19

### CVTG and TIP

Some institutions are still telling students that they need to provide "Letters of Eligibility" for CVTG and TIP. Please ensure front-line staff are aware **these letters are no longer required**.

### MiSSG Student Portal: Fall Transfers

Students transferring their institution with the MiSSG Student Portal should be reminded to doublecheck that they are processing the transfer for the correct academic year. Several students have recently initiated a transfer for Fall 2017-18 rather than Fall 2018-19, by mistake.

### MiSSG Security Access Form Deadline Approaching

Financial aid directors must submit the [2018-19 MiSSG Aid Administrator Security Access Form](#) for the users at their institution prior to the deadline on **September 4, 2018** to renew or add user accounts at their institution. MiSSG user accounts that have not been added or renewed by the deadline will be deactivated.

Each security access form must be:

- Completed electronically by the aid director.
  - Please do not send a scanned copy of a handwritten form.
- Emailed to [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) from the aid director's email address.
  - Forms sent to or from different addresses will not be accepted.

For reference, aid directors may request a copy of their institution's 2017-18 MiSSG Aid Administrator Security Access Form by emailing [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

## 2018-19 Program Fact Sheets Available

Fact Sheets for SSG programs have a new look and are updated for the new academic year:

- [2018-19 Children of Veterans Tuition Grant \(CVTG\) Fact Sheet](#)
  - [2018-19 Fostering Futures Scholarship \(FFS\) Fact Sheet](#)
  - [2018-19 Michigan Competitive Scholarship \(MCS\) Fact Sheet](#)
  - [2018-19 Michigan GEAR UP \(MI GEAR UP\) Fact Sheet](#)
  - [2018-19 Michigan Tuition Grant \(MTG\) Fact Sheet](#)
  - [2018-19 Police Officer's and Fire Fighter's Survivor Tuition Grant \(STG\) Fact Sheet](#)
  - [2018-19 Tuition Incentive Program \(TIP\) Fact Sheet](#)
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## Tuition Incentive Program and Children of Veterans Tuition Grant – July 26, 2018

Reimbursement requests should be submitted very soon to be included in the Tuition Incentive Program (TIP) and Children of Veterans Tuition Grant (CVTG) 4th Quarter payments. AY2017-18 requests will be accepted for Fall, Winter (term school only), Spring, and Summer semesters. All reimbursement requests must be **successfully submitted and processed** in MiSSG by **August 3**. Payment is scheduled for August 6. These are the final TIP and **CVTG payments for 2017-18**.

**No reimbursement requests will be accepted after August 3.**

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## Talent for Tomorrow Scholarship (formerly Michigan Talent Pledge Scholarship) – July 18, 2018

Included in the \$100 million Marshall Plan for Talent ([P.A. 227](#)) is \$20,000,000 allocated to the Michigan Department of Treasury (Treasury) to administer the Michigan Talent Pledge Scholarship, now named Talent for Tomorrow Scholarship (TTS).

The Talent for Tomorrow Scholarship will assist low-income students with the cost of obtaining a qualifying degree or credential in a high-demand field from an approved Michigan postsecondary institution.

### Program Limits

For students enrolled in an eligible program that leads to:

- A one-year qualifying degree or credential:
  - The maximum award amount is \$750 (\$375 per semester) not to exceed the Cost of Attendance (COA).
  - The maximum stipend amount is \$250, which **must** be disbursed directly to the student.
- A two-year qualifying degree or credential:
  - The maximum award amount is \$500 per year (\$250 per semester) not to exceed the COA.

- The maximum stipend amount is \$250 per year, which **must** be disbursed directly to the student.

### Student Eligibility

For students to be eligible to receive TTS, they must:

- Complete a current-year Free Application for Federal Student Aid (FAFSA).
- Be between ages 16 and 45.
- Have a high school diploma or its recognized equivalent.
- Be enrolled full-time in a qualifying degree or credential program in a high-demand field at an approved Michigan community college, public university, degree-granting non-profit independent college, or private training provider.
  - A list of high-demand fields and eligible programs will be maintained by the Michigan Department of Talent and Economic Development (TED).
  - High-demand fields may include:
    - Information Technology and Computer Science
    - Manufacturing
    - Healthcare
    - Business
    - Other Professional Trades
- Have income at or below 133% of the Federal poverty level.
  - As calculated by the Modified Adjusted Gross Income (MAGI) methodology.
- Be a Michigan resident.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Meet their institution's Satisfactory Academic Progress (SAP) policy.
- Maintain a cumulative Grade Point Average (GPA) of at least 2.5.
- Not be in default on State or Federal student loans.

### Institution Requirements

Eligible institutions must adopt a coaching model to support eligible TTS students and be approved as a Talent Guarantee in cooperation with TED.

### What next?

- TTS will be available for Fall 2018; however, Treasury must wait for TED to approve institutions and identify eligible programs.
  - TED will communicate with institutions about the Talent Guarantee requirements.
  - TTS will be added to MiSSG in the next phase of development.
  - Initial payments to institutions should be expected in early 2019 which will include retroactive Fall 2018 payments.
  - Further information will be shared with you as TTS continues to manifest.
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## **FY19 Budget Signed by Governor – June 29, 2018**

On Thursday, June 28, 2018, Governor Snyder signed the FY19 budget which funds Student Scholarships and Grants (SSG) programs for Academic Year 2018-19.

#### Michigan Competitive Scholarship (MCS)

- Received increased funding of \$8M to total \$32,361,700.

#### Tuition Incentive Program (TIP)

- Received increased funding of \$6M to total \$64,300,000.

#### All Other Programs

- Received amounts which allow them to remain at level funding.

## **New Scholarship Program: MTPS**

We are excited to announce in Academic Year 2018-19, SSG will begin administering the Michigan Talent Pledge Scholarship (MTPS). MTPS will assist low-income students with the cost of obtaining a qualifying degree or credential in a high-demand field at an approved Michigan postsecondary institution. Program details will be sent as soon as they are available.

## **2018-19 Program Updates**

#### All Programs

- Except for Dual Enrollment, a current-year FAFSA will be required for eligibility for any State grant or scholarship program.

#### Children of Veterans Tuition Grant (CVTG)

- \$2,800 annual maximum award

#### Fostering Futures Scholarship (FFS)

- \$3,000 annual maximum award

#### GEAR UP College Day (GUCD)

- No awards
- Program will expire at the end of AY2017-18

#### Michigan Competitive Scholarship (MCS)

- \$1,000 annual maximum award

#### Michigan GEAR UP Scholarship (MI GEAR UP)

- \$1,000 annual maximum award

### Michigan Talent Pledge Scholarship (MTPS)

- The maximum award amount for students enrolled, full-time, in an eligible:
  - One-year qualifying degree or credential program is \$750 plus a \$250 stipend.
  - Two-year qualifying degree or credential program is \$500 plus a \$250 stipend each year for two years.

### Michigan Tuition Grant (MTG)

- \$2,400 annual maximum award
- The institutional cap increased from \$3.5 million to \$4.2 million.
- The rule restricting students to a ten-year window of eligibility has been eliminated.
- The FAFSA deadline changed from June 30 to March 1.

### Tuition Incentive Program (TIP)

- The rule restricting a public university's maximum Phase I rate-per-credit to three-times the average community college's in-district rate has been eliminated.
- The institutional cap of \$8.5 million has been eliminated.
- The average community college's in-district tuition rate will be \$110 per credit hour.

MISSG and publications; including Fact Sheets, procedures manuals, and the payment schedule will be updated soon to reflect the 2018-19 changes.

If you have questions, please contact our office at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 1-888-447-2687.

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## Determining 4th Quarter MCS/MTG Payment – June 14, 2018

Institutions can project the amount expected to receive or owed back to our office during 4<sup>th</sup> quarter. 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:

$(\text{Total Award}) - (\text{Total Payment Amount}) = 4^{\text{th}} \text{ Quarter Payment Amount}$

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

**Total Payment Amount** = {Q1 payment + Q2 payment + Q3 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 Q1-Q3 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 see a discrepancy between what you were expecting to receive and what you are projected to receive, please contact us at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 1-888-447-2686. If your institution owes funds back to SSG, communication will be sent to the institution.

**All programs must be balanced no later than July 16.**

## **ISIR Loading within MiSSG**

After July 6, SSG will stop loading subsequent ISIRs automatically. Transaction #1 ISIRs will continue to load throughout the academic year.

## **Michigan Nursing Program (MNS)**

SSG will not be able to provide MNS scholarships for Academic Year 2018-19.

## **MiSSG 2018-19 User Access Information**

Financial aid directors must annually renew the users at their institution by submitting a new security access form. The [2018-19 MiSSG Aid Administrator Security Access Form](#) is now available.

MiSSG user accounts that have not been renewed by September 4, 2018 will be deactivated.

Each security access form must be:

Completed electronically by the aid director.

Please do not send a scanned copy of a handwritten form.

Emailed to [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) from the aid director's email address.

Forms sent to or from different addresses will not be accepted.

For reference, aid directors may request a copy of their institution's 2017-18 MiSSG Aid Administrator Security Access Form by emailing [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov)

## **MiSSG Iteration IV**

The next three SSG programs will arrive in MiSSG by Fall 2018:

- Dual Enrollment (DE)
  - Fostering Futures Scholarship (FFS)
  - Michigan GEAR UP Scholarship (MI GEAR UP)
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**GEAR UP College Day and MI GEAR UP Scholarships –  
May 2, 2018**

Certification Rosters for summer payment will be sent via email on June 4 with payment scheduled for Monday, August 6. **This will be the final payment for these two programs in Academic Year 2017-18.**

## **MiSSG Certification and Reimbursement Requests for 3rd Quarter Payments**

The following Certification and Reimbursement terms are currently available:

- MCS and MTG
  - Semester Institutions
    - Fall
    - Spring
  - Term Institutions
    - Fall
    - Winter
    - Spring
- CVTG, STG, and TIP
  - Semester Institutions
    - Fall
    - Spring
  - Term Institutions
    - Fall
    - Winter
    - Spring

### **MCS, MTG, CVTG, and TIP**

To be included in the 3<sup>rd</sup> Quarter payment on **May 14**, awards must be certified and reimbursements requested by the deadline of 5:00 p.m. on Friday, **May 11**.

### **STG**

To be included in the 3<sup>rd</sup> Quarter payment on **May 22**, reimbursements must be requested and supporting documentation must be received by the deadline of 5:00 p.m. on Thursday, **May 17**.

### **Doublecheck That Your MiSSG File Uploaded Successfully!**

MiSSG will only process payments for awards from files that have been successfully uploaded. Making sure that the file was uploaded without any problems is solely the responsibility of institution's School Users.

### **Publication Updated**

The [MiSSG Manual for Aid Administrators](#) has been updated to include CVTG and STG.

# Fostering Futures Scholarship Updates

2018-19 Fostering Futures Scholarship Application Period Is Open

The [2018-19 Fostering Futures Scholarship Application](#) is available to students until June 30, 2018.

2017-18 Fostering Futures Scholarship Summer Awards Notice

No awards will be made for the Fostering Futures Scholarship during Summer 2017-18.

## MCS/MTG Year-End Balancing

After the 3<sup>rd</sup> Quarter payment has been processed, MCS and MTG balancing for 2017-18 may begin. The 4<sup>th</sup> Quarter payment will not be processed until **all** institutions have balanced with SSG. Questions regarding balancing can be sent to Marion Seelman at [SeelmanM@michigan.gov](mailto:SeelmanM@michigan.gov).

## MCS/MTG Refund Reminder

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.

## Have Questions?

If you have questions or need assistance, please reference the [MiSSG Manual for Aid Administrators](#), send an email to [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov), or contact our Customer Care Center at 1-888-447-2687.

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## Tuition Incentive Program (TIP) and FAFSA – March 19, 2018

Beginning with the 2018-19 Academic Year all students must file a FAFSA to be considered eligible for any grant or scholarship program administered by Student Scholarships and Grants (SSG).

For TIP, the FAFSA must be received prior to submitting a reimbursement request but does not have to be complete or verified to be considered eligible.

In the past, colleges were required to verify date of birth and residency to ensure program eligibility. With TIP now in MiSSG and the new FAFSA requirement for 2018-19, that process is no longer necessary. MiSSG determines eligibility based on the data we receive. Verification of date of birth or residency will only be required for SSG programs in MiSSG if there's a discrepancy causing the student to show as ineligible for TIP.

We appreciate your partnership as we prepare for the upcoming academic year and this new process of having all students submit a FAFSA.



Any questions regarding student eligibility can be directed to our Customer Care Center at 1-888-447-2687

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## **MiSSG: New Ineligible Reason “FAFSA Not on File” – February 1, 2018**

Beginning in 2018-19, a student who has not completed a current-year FAFSA will not be considered eligible for any grant or scholarship program from Student Scholarships and Grants. When processing your Ineligible Students reports for CVTG, TIP, and STG in 2018-19, they will now indicate students who are not eligible because they do not have a FAFSA on file. We appreciate your partnership as you work to reach out to these students to assist them with FAFSA completion efforts. The FAFSA must be submitted; however, does not have to be complete or verified for the Tuition Incentive Program (TIP), Children of Veterans Tuition Grant (CVTG), GEAR UP, or the Police Officer's and Fire Fighter's Survivor Tuition Grant (STG); however, a FAFSA must be complete and verified for the Fostering Futures Scholarship (FFS), Michigan Competitive Scholarship (MCS), and the Michigan Tuition Grant (MTG). Dual Enrollment does not require a FAFSA.

To view the Ineligible Student Report:

- 1) Under the MiSSG menu tab, select **Reports**
- 2) Select **Ineligible Students Report**
- 3) Select Academic Year **2018-2019** and the **Program**
- 4) Click **Generate Report**

## **MCS/MTG Certification and CVTG/TIP Reimbursement Requests Reminder**

As a reminder, awards must be certified and reimbursements requested by the deadline of 5:00 pm on **February 23** to be included in the 2nd Quarter payment. If you need assistance with this, please reference the [MiSSG Manual for Aid Administrators](#) or contact our Customer Care Center at 1-888-447-2687.

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## **MCS/MTG Certification and CVTG/TIP Reimbursement Requests – January 9, 2018**

To be included in the 2<sup>nd</sup> Quarter payment, awards must be certified and reimbursements requested by the deadline of 5:00 pm on **February 23**.

The following Certification and Reimbursement terms are currently available:

- MCS and MTG
  - Semester Schools
    - Fall
    - Spring

- Term Schools
  - Fall
  - Winter
- CVTG and TIP
  - Semester Schools
    - Fall
    - Spring
  - Term Schools
    - Fall
    - Winter

If you need assistance with this, please reference the [MiSSG Manual for Aid Administrators](#) or contact our Customer Care Center at 1-888-447-2687.

## **GEAR UP/Fostering Futures Scholarship Spring 2018 Certification Rosters**

Spring 2018 Certification Rosters were sent to institutions early December. As a reminder, the deadline to return completed Certification Rosters are:

- GEAR UP College Day Scholarship and MI GEAR UP Scholarship: **January 29** (anticipated payment date: February 5).
- Fostering Futures Scholarship: **February 5** (anticipated payment date: February 12).

## **Update of CVTG Payment – December 7, 2017**

The technical error with the Quarter 1 payment for the Children of Veterans Tuition Grant (CVTG) was resolved. Payment was successfully transmitted and should reflect in institutional accounts by next Wednesday.

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## **Status of CVTG Payment – December 1, 2017**

The Quarter 1 payment for the Children of Veterans Tuition Grant (CVTG) has been delayed. The CVTG payment file was sent to the state's accounting interface (SIGMA) on Thursday, November 30 but there was an error upon receiving the file. The cause of and remediation for the error is currently being investigated by the SIGMA team and we will keep you posted after they have shared their findings with us.

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## **Message Sent to TIP Students – November 27, 2017**

Dear Financial Aid Administrator:

This message is to make you aware of a notification (below) that was sent to TIP students via GovDelivery. If you have questions, please contact our Customer Care Center at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

Thank you,

MI Student Aid

**This notification is to make you aware of recent legislative changes to the Tuition Incentive Program (TIP).**

- A [Free Application for Federal Student Aid \(FAFSA\)](#) must be completed each year to receive TIP funds.
- Using Phase I TIP benefits at a qualifying four-year public institution now pays three-times the average community college rate when seeking Phase I reimbursement for tuition.
  - This rate is established yearly and is **\$330 per credit hour** for academic year 2018-19.
  - Four-year public institutions with qualifying certificate or associate degree programs are:
    - Ferris State University
    - Lake Superior State University
    - Michigan Technological University
    - Northern Michigan University
    - Michigan State University
  - **Example:** *In academic year 2018-19, if your tuition costs \$410 per credit hour and you are enrolled for 12 credit hours, then your total tuition for the semester would be \$4,920 ( $\$410 * 12 = \$4,920$ ). In this example, since TIP will reimburse up to \$3,960 ( $\$330 * 12 = \$3,960$ ), a balance of \$960 ( $\$4,920 - \$3,960 = \$960$ ) would still be due and other financial aid options would be needed to fully cover the balance.*

Reminders:

- TIP will only cover credit hours that are required for your degree or certificate program.
- To receive Phase I benefits, a student must be enrolled in at least six credit hours of their Certificate or Associate degree program.
- Each college or university may only receive \$8.5 million in TIP reimbursement per academic year and are responsible for identifying which eligible students will be awarded TIP.
  - Some institutions also have a separate application process and deadlines for awarding TIP.
- Our office awards the first institution listed on your FAFSA. If you decide to go to another institution, you can update this information in the [MiSSG Student Portal](#) or by contacting our Customer Care Center.

Have questions? Contact our Customer Care Center at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

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## **MCS Awards Q1 Proportionally Reduced – November 21, 2017**

The 1st Quarter payment for the Michigan Competitive Scholarship (MCS) was released today. Each quarter, in accordance with State appropriations and legislative language, we are restricted to only releasing funds that do not exceed our appropriation percentages. The 1st Quarter payment is intended to be 50% of an institution's aggregate award; however, **all institutions included in today's payment received a proportionally reduced amount so that the 1st Quarter payment's grand total did not exceed the quarterly allotment.** MCS uses aggregate payments, meaning that the institution certifies awards and then receives payment a payment based on both the certified criteria and the total aggregate award amount. Students that are certified without an award or reduced award due to non-enrollment, under-enrollment, or other award-limiting factors de-obligate funds for all student awards and payments. The difference between what was expected to be paid and the actual paid amount, which was proportionally reduced, will be resolved over subsequent quarters' payments.

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## **MCS, MTG, and TIP Q1 Deadline – November 20, 2017**

To be considered for inclusion in the 1<sup>st</sup> Quarter Payment, the deadline to complete Certification for the Michigan Competitive Scholarships (MCS) and the Michigan Tuition Grant (MTG) and successfully submit Requests for Reimbursement for the Tuition Incentive Program (TIP) is 5:00pm tonight, November 20.

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## **CVTG and STG are now in MiSSG – November 20, 2017**

Our office is excited to announce that the Children of Veterans Tuition Grant (CVTG) and the Police Officer's and Fire Fighter's Survivor Tuition Grant (STG) are now both integrated into MiSSG. CVTG and STG will now have their own menus and be available program options for reports and rosters.

Requests for reimbursement will be processed in MiSSG only; the previous forms will no longer be used. If your office already submitted a paper reimbursement request for AY2017-18, it was confidentially destroyed without being processed and the request must still be made through MiSSG ([GovDelivery-October 3](#)).

For CVTG and STG, only the online roster feature is used to request reimbursement; there is no upload or download roster files for these programs. To submit a reimbursement request, please follow these instructions after logging into MiSSG:

CVTG:

1. Click on the **Children of Veterans Tuition Grant** menu item to expand the list
2. Click **Reimbursement Request**
3. Select an academic term, from the drop-down list
4. Click the **Reimbursement Roster** button

5. A table including columns for Name, SSN, and Date of Birth for your eligible CVTG students will display
6. For each CVTG student, click the **Request Reimbursement** button in the Reimburse column. If an eligible student is not available for reimbursement in the selected term, a message will display instead of the button
7. Indicate the **Enrollment Status** of the selected student in the drop-down list
8. Enter the dollar **Amount** of the reimbursement
9. Click the **Save** button to submit the request
10. You will be returned to the main roster where you can submit a request for the next student

STG:

1. Click on the **Survivor Tuition Grant** menu item to expand the list
2. Click **Reimbursement Request**
3. Select an academic term, from the drop-down list
4. Click the **Reimbursement Roster** button
5. A table including columns for Name, SSN, and Date of Birth for your eligible STG students will display
6. For each STG student, click the **Request Reimbursement** button in the Reimburse column. If an eligible student is not available for reimbursement in the selected term, a message will display instead of the button
7. Enter the **Credit Hours** to be reimbursed
8. Enter the dollar **Amount** of the reimbursement
9. Click the **Save** button to submit the request
10. You will be returned to the main roster where you can submit a request for the next student

As a reminder, an STG student's transcript must still be submitted to our office before reimbursement will be processed.

To have a CVTG request for reimbursement included in the 1<sup>st</sup> Quarter payment, it must be successfully submitted by **November 29**. Payment is anticipated for December 1. Reimbursement requests for STG must be submitted after the completion of Fall semester with payment anticipated for January 22, 2018.

Institutional contact information must be entered in the School Profile sections for CVTG and STG. Click on the program menu item, then select School Profile, Update, and then Save.

The [MiSSG Manual for Aid Administrators](#) will be updated soon with screen shots and information on CVTG and STG. Should you have any questions or comments in the meantime, please contact our Customer Care Center at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

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**MiSSG Closed – Scheduled Maintenance – November 17, 2017**

Beginning today, November 17 at 5:00pm through Sunday November 19, MiSSG will undergo scheduled maintenance. Please do not utilize MiSSG during this time as any changes you make may not be saved or may produce unexpected results.

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## **Clarification on TIP and PELL Reporting Requirements – November 15, 2017**

Last week, our office sent out communication regarding a legislative mandate, pursuant to MCL 388.1856. The message provided information about the required submission to the Center for Educational Performance and Information (CEPI) regarding the number of students who ever received a Pell Grant or the Tuition Incentive Program (TIP) and successfully earned a degree or certificate in the most recently completed academic year.

### **Who was the November 7 "Important: TIP and Pell Reporting Requirements" message sent to?**

Student Scholarships and Grants sent the message to aid administrators. CEPI sent the message to their contacts, including Registrars and Presidents.

### **Who should be responsible for reporting the information?**

This will vary at each institution. Since the information is regarding financial aid AND degree/certificate completers, it is most likely the financial aid office and the registrar's office that will work on gathering the data. We recommend you communicate with your campus offices to determine who will submit.

### **The message indicated "EVER received a Pell Grant or TIP award". Does this mean at any/all of the institutions the student attended or just my institution?**

You only need to report if Pell or TIP received while the student was attending your institution.

### **My institution isn't listed. How do I add it?**

Contact CEPI at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 Ext 3

### **What steps should I follow to complete the data collection survey?**

1. Please select the description that best describes your postsecondary institution
  - a. Independent Institution
  - b. Public University or Community College
2. Select the name of your postsecondary institution from the drop-down list
3. All entities (public universities, community colleges, and independent colleges) are required to report:

Number of students enrolled in the 2016-17 academic year who successfully earned a degree or certificate, and that have EVER received a Pell Grant while enrolled at your institution

4. Only independent colleges are required to report the additional piece of information:

Number of students enrolled in the 2016-17 academic year who successfully earned a degree or certificate, and that have EVER received a TIP award while enrolled at your institution

Public Universities and Community Colleges do not need to report TIP award recipients. This will be determined by matching STARR data with Treasury data.

### **How is an academic year defined for this report?**

Typically an academic year for Student Scholarships and Grants is defined as September 1 through August 31; however, to fulfill CEPI's reporting requirements, CEPI will report all students enrolled between July 1 and June 30, as well as all awards conferred through August 31 of the current calendar year.

For STARR 2016-17 reporting, please indicate in your reports student and award information from:

- Summer 2016
- Fall 2016
- Winter/Spring 2017
- Summer 2017

**We received communication from CEPI earlier this fall that indicated CEPI would provide the Department of Treasury with the required data for our institution based on our STARR reporting. However, I don't recall that the STARR data set includes whether a student ever received Pell grant.**

Currently, STARR collects Pell counts for students who are *eligible* for Pell. The law is requesting the number of students who *received* Pell. CEPI is adding data elements to allow us to identify these students in the 2017-18 STARR submission.

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## **TIP and Pell Reporting Requirements – November 7, 2017**

Pursuant to MCL 388.1856, by **December 1, 2017** public universities, community colleges and independent institutions are required to submit to the Center for Educational Performance and Information (CEPI) the number of students who ever received a Pell Grant or TIP award and successfully earned a degree or certificate in the most recently completed academic year.

For the fiscal year 2017-2018 report, the following information must be reported:

### **Public Universities and Community Colleges:**

- Number of Students enrolled in the 2016-17 academic year who successfully earned a degree or certificate, and that have EVER received:

-Pell Grant

- *Please note that TIP Award completers will be determined by matching STARR data with Treasury data.*

**Independent Colleges:**

- Number of enrolled in the 2016-17 academic year who successfully earned a degree or certificate, and that have EVER received:

-TIP Award

-Pell Grant

Please submit the information required to CEPI through the [Data Collection Survey](#).

Beginning in fiscal year 2018-19, if a postsecondary institution does not report the data necessary to CEPI by October 15 through the Student Transcript and Academic Record Repository (STARR) for the prior academic year, **Phase I TIP funds will not be awarded to students at that institution.**

We appreciate your partnership with us and with CEPI in gathering this information. Thank you.

## **Payment Status Update: MCS, MTG, and TIP – November 7, 2017**

There are still several institutions who have not completed Certification (Michigan Competitive Scholarship and Michigan Tuition Grant) or fully submitted Reimbursement Requests (Tuition Incentive Program) to be included in the 1st Quarter payment. Information on this process can be found in the [MiSSG Manual for Aid Administrators](#).

We have extended the deadline to November 20 with payment anticipated by November 22.

## **Program Payment Update – DE, GEAR UP, and FFS – October 19, 2017**

Payment processing has been delayed due to conversion from the state's previous accounting system MAIN to its new accounting system, SIGMA. Payments for Dual Enrollment, GEAR UP College Day, Michigan GEAR UP, and the Fostering Futures Scholarship have been impacted. Institutions can expect payment by October 27. Institutions will be informed if there is a further delay. Payment rosters will be sent tomorrow to provide confirmation on the students who will receive payment.

## **MiSSG Manual for Aid Administrators – October 16, 2017**



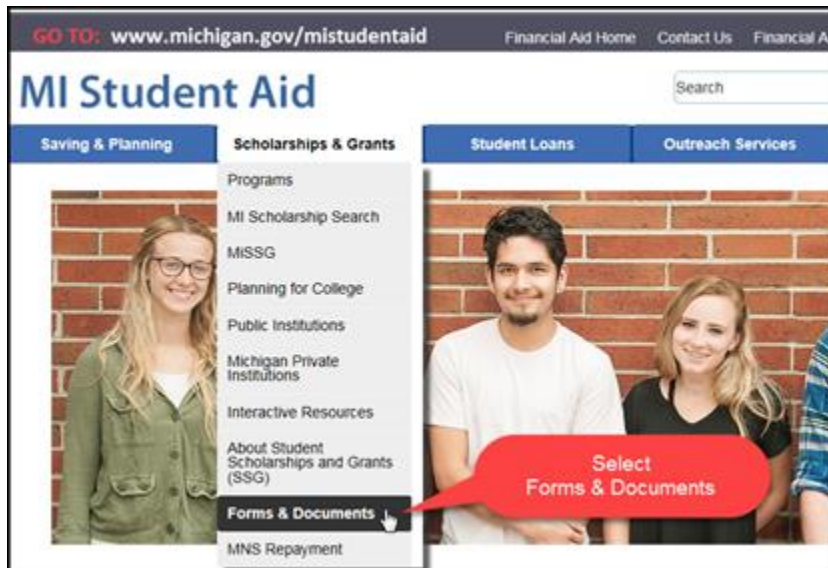
MiSSG allows financial aid professionals, referred to within MiSSG as School users, to work with student records, run reports, and perform awarding tasks. MiSSG also tracks and posts quarterly payments from SSG to post-secondary institutions for the supported grant programs.

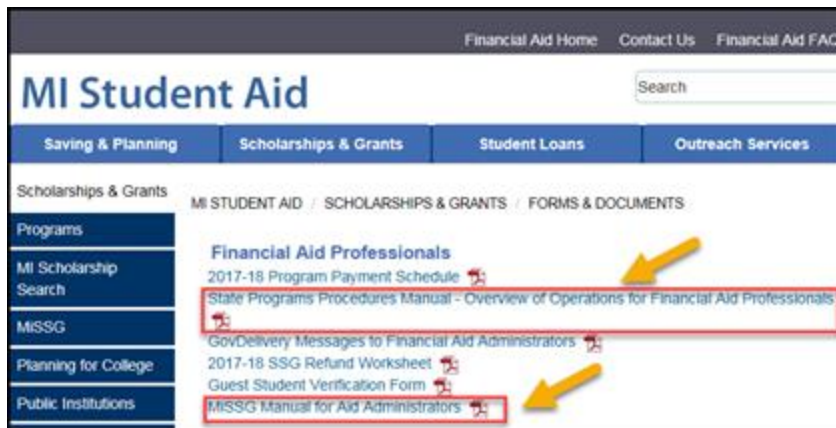
A [MiSSG Manual for Aid Administrators](#) is now available as a resource to you for navigating MiSSG. The manual provides an overview on MiSSG user accounts, clearing ineligible reasons, processing certification and reimbursement requests, adjusting awards, and more.

## State Programs Procedures Manual-Overview of Operations for Financial Aid Professionals

The Academic Year 2017-18 [State Programs Procedures Manual](#) is now available. The manual provides an overview of the programs we offer and the eligibility requirements. Our goal is to help you assist your students by providing information on the administration of Michigan's scholarship and grant programs and to maintain compliance with the administration of State aid programs.

To access the manuals, please click on the links above or utilize the instructions below.





## Michigan Residency

Recently, there were some institutions that processed "Clear Ineligible Reasons" on Michigan residency incorrectly. These institutions have been contacted; however, as a reminder, dependent students and their parents must be Michigan residents. If a student indicates they are a Michigan resident but their parent is a resident of another state, they do not qualify for the Michigan Competitive Scholarship or Michigan Tuition Grant.

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## Deadline for TIP Requests for Reimbursement and MCS/MTG Certification – October 3, 2017

The anticipated payment date for MCS, MTG, and TIP is November 6. All requests for reimbursement and certifications must be completed prior to the payment date. Please treat **November 5 as the deadline** to submit requests for reimbursement and certification. Only accepted requests that are submitted prior to the payment date will be included in the Quarter 1 payment. Accepted requests that are processed after the Quarter 1 payment date will be included in the Quarter 2 payment.

## New in 2017-18: CVTG and STG

The next two programs to be added to MiSSG are the Children of Veterans Tuition Grant (CVTG) and the Police Officer's and Fire Fighter's Survivor Tuition Grant (STG). These programs are scheduled to be available in late-fall. As we work to integrate the new programs, please do not send paper billings to our office. Paper billings received will be confidentially destroyed. The payment date for CVTG will be extended. Once a date has been established, we will communicate it to you. Both CVTG and STG Requests for Reimbursement will be available in MiSSG for Quarter 1 payment. More information and instructions to come.

**Due to legislative changes for Academic Year 2018-19, the following will occur:**

- A student who has not completed a current-year FAFSA will not be considered eligible for any grant or scholarship program.
  - Ineligibility listings for 2018-19 will indicate students who are not eligible because they do not have a FAFSA on file. We appreciate your partnership as you work to reach out to these students to assist them with FAFSA completion efforts. The FAFSA must be submitted; however, does not have to be complete or verified for the Tuition Incentive Program (TIP), Children of Veterans Tuition Grant (CVTG), GEAR UP, or the Police Officer's and Fire Fighter's Survivor Tuition Grant (STG); however, a FAFSA must be complete and verified for the Fostering Futures Scholarship (FFS), Michigan Competitive Scholarship (MCS), and the Michigan Tuition Grant (MTG). Dual Enrollment does not require a FAFSA.
  - The deadline to apply for MTG will change from June 30 to March 1.
  - MTG eligibility expires 10 years after a student's eligibility is determined. Eligibility is established the first academic year the student initiates enrollment (and has received a payment) at an independent degree-granting nonprofit institution.
  - Ineligibility listings for 2018-19 will indicate students who do not qualify for the MTG due to expiring 10 years after eligibility was determined.
  - The rate-per-credit (Phase 1) on a Tuition Incentive Program (TIP) Request for Reimbursement at public universities may not exceed three times the average community college's in-district tuition rate (established yearly). The private or independent post-secondary rate remains equal to the average community college's in-district tuition rate. For 2018-19 the rate is \$110/credit hour. Public universities may not exceed \$330/credit hour for TIP Phase 1 reimbursement.
- 

## School Change Deadline – September 26, 2017

The School Change Deadline was September 17. This date is when a student's Ineligible Reasons needed to be cleared by in order to receive an award for the Michigan Competitive Scholarship or Michigan Tuition Grant. If you have students that need adjustments made, please work with Marion Seelman to process these students. Marion can be reached at [SeelmanM@michigan.gov](mailto:SeelmanM@michigan.gov) or 517-241-3106. While the deadline was September 17 for School users to make changes in MiSSG, our office can still make changes until **October 10**. After October 10, students who are updated will still be ineligible because of the "Ineligible Reasons Cleared After Deadline" reason.

## 2018-19 MCS/MTG Budgets

The deadline to enter budgets into MiSSG has been extended to **October 2**. MiSSG requires prior year institutional budgets when calculating current year awards. MiSSG begins loading ISIRs and making tentative awards to students in late fall (this year, we will begin loading 2018-19 FAFSAs on October 4). Since institutional budgets are often not finalized until the following summer, prior year budgets **MUST** be used.

For 2017-18 awards, the 2016-17 institutional budget was used. **For 2018-19, please use your institution's 2017-18 budget.**

To enter the 2018-19 budget, please follow these instructions:

- Log into MiSSG, click on the **Michigan Competitive Scholarship** menu

- Click **School Profile**
- Change the Academic Year at top of screen to **Year 2018 to 2019**
- Click **Budget**
- Enter both the *Tuition and Fees* and *Room and Board* using your institution's **2017-18 budget information**
- Click Save

For private institutions, once the MCS budget is entered the MTG budget fields will populate automatically with the same budget information. No further action is required in the MTG school profile once the MCS is updated. **If a budget is not entered by October 2, your 2016-17 budget will be used for 2018-19 awards.**

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## **Action Required: Student Scholarships and Grants (SSG) – September 13, 2017**

Attached is the 2018-19 state budget page for the Michigan Competitive Scholarship (MCS) and Michigan Tuition Grant programs (MTG). State rates, books/personal and travel for institutions without dorms were set using the Consumer Price Index from May 2017.

On October 2, SSG will begin loading the 2018-19 FAFSAs. In preparation for this, we are asking that institutions update their institutional budget information using the instructions below.

### **Entering Academic Year 2018-19 MCS/MTG Budgets**

The Academic Year screens for 2018-19 are now available, and institutions can begin to enter 2017-18 institutional budgets within the 2018-19 records. Budgets must be entered by close of business September 27. Budgets not entered by that time will be updated with previous year information. Student awards for the 2018-19 academic year will be based on your 2017-18 institutional budgets. If you have problems entering your budget data, please contact Marion Seelman at [SeelmanM@michigan.gov](mailto:SeelmanM@michigan.gov) or 517.241.3106.

To enter the 2018-19 budget information, follow the instructions below:

- Log into MiSSG, click on the Michigan Competitive Scholarship menu
- Click School Profile
- Change the Academic Year at the top of the screen to “Year 2018 to 2019”
- Click Budget
- Enter both the Tuition and Fees and Room and Board using your institution's 2017-18 budget information
- Click Save

**Private Institutions Only:** Additionally, please enter the same budget information for MTG. The steps are the same as above, but use the Michigan Tuition Grant menu instead.

### **Entering Academic Year 2017-18 Tuition Incentive Program (TIP) Tuition Rates**

Institutions need to indicate their credit hour rate information to calculate student reimbursement. Please update the rate that applies to your institution type. TIP rates must be entered by September 22.

- Community: In-District Tuition Rate per Credit and Out-of-District Tuition Rate per Credit
- Public: Lowest Resident Rate per Credit

**Private Institutions Only:** The Rate Per Credit for private/independent institutions is already pre-populated. No further action is required for AY2017-18 but you will need to specify which Phase(s) your institution accepts.

To enter the 2017-18 TIP Rate, please follow these instructions:

- Log into MiSSG, click on Tuition Incentive Program menu
- Click School Profile
- Click Update
- Enter in credit rate information
- Indicate the reimbursement phase(s) that your institutions qualifies for
- Click Save

## School Profile-Program Contact

Please review the contact information for each program within the school profile page is correct for 2017-18. A primary and secondary contact can be listed. The primary contact should be the person at the institution who works closely with the program. The secondary contact should be the person who assists the primary with the program.

- Log into MiSSG, click on program menu that you wish to update (Michigan Competitive Scholarship, Michigan Tuition Grant, or Tuition Incentive Program)
- Click School Profile
- If blank or incorrect, Click Update
- Update necessary information
- Click Save

## Payment Schedule

Please refer to the [2017-18 Payment Schedule](#) for information on certification and reimbursement request dates. Fall certification and reimbursement begins on September 18. For a request to be considered, it must be successfully certified or requested prior to the payment date. If a student is certified or a reimbursement request is submitted after the payment date, it will be reflected in the next quarterly payment.

- [2018-19StateBudgets.pdf](#)
- 

## Michigan Competitive Scholarship at Private/Independent Institutions – August 22, 2017

The [July 17 GovDelivery message](#) to aid administrators stated that our office would no longer award the Michigan Competitive Scholarship (MCS) to students attending a private or independent postsecondary institution and that previously awarded MCS students would instead be awarded the Michigan Tuition Grant (MTG) for ease of processing. This caused some confusion in the aid offices and therefore, we have gone back to providing you with both listings. **Please refer to eligibility reports within MiSSG to reference both groups of students.** We look forward to working with you during this upcoming academic year.

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## **TIP Deadline Extension – August 4, 2017**

Final requests for reimbursement should be submitted as soon as possible for the Tuition Incentive Program (TIP) 4th Quarter payment. Please include all previously unsubmitted students that still need reimbursement for 1st, 2nd, or 3rd Quarter. The reimbursement request due date has been extended to COB on **August 11** with payment being anticipated for August 14. **This is the final payment for 2016-17.** Requests will not be accepted, approved, or processed after the August 11 deadline.

If you have questions or need assistance, please contact our Customer Care Center at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

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## **Michigan Competitive Scholarship and Michigan Tuition Grant: Quarter 4 Payment - July 21, 2017**

Per the payment schedule (2016-17), the payment was anticipated to be completed today for MCS and MTG; however, it is delayed until next week. There are still a few institutions left to complete year-end balancing duties that we are working with.

## **Tuition Incentive Program: Expiration Date**

The expiration dates previously listed in the TIP *Remaining Credits Report* were defective because the system was using DD/MM/YY instead of MM/DD/YY. The expiration dates currently showing are the correct dates of when a student's TIP eligibility expires.

## **Webinar Information**

Thank you to those who participated in the webinar yesterday. For those who were unable to attend, a recorded version of the webinar along with the questions and answers will be sent out next week. A quick breakdown of award information that was discussed:

- The Michigan Competitive Scholarship is \$1,000.
  - The Michigan Tuition Grant is \$2,000.
  - The average community college in-district TIP rate is \$106.
  - Fostering Futures Scholarship is \$3,000 (up to \$1,500 per semester-\$1,000 is dedicated to tuition/fees and books/supplies and \$500 towards room/board).
  - MI GEAR UP (new program) is \$1,000.
  - The 2017-18 year is the last year of GEAR UP College Day.
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## 2017-18 Award Amounts – July 17, 2017

On Friday, July 14, Governor Snyder signed the FY18 (Academic Year 2017-18) budget. The Michigan Competitive Scholarship (MCS) received \$26,361,700 (a 43.6% increase) which raises the annual MCS award to \$1,000 per student. The Michigan Tuition Grant (MTG) received \$38,021,500 (an 8.6% increase) which raises the annual MTG award to \$2,000 per student. The Tuition Incentive Program (TIP) received \$58,300,000 (an 8.6% increase).

Other details on legislative changes contained in the budget, include:

Beginning with Academic Year 2017-18

- Starting with the Class of 2017, students who attend an Early/Middle College have until age 21 to graduate and complete a TIP application, rather than age 20. This is for Early/Middle College graduates only.
- Maximum annual TIP funding that an institution may receive is capped at \$8.5 million.
- Maximum annual MTG funding that an institution may receive is increased from \$3.2 million to \$3.5 million.
- Our office will no longer make MCS awards for students attending a private or independent post-secondary institution. Instead, all eligible students attending such institutions will receive MTG awards. All students attending a private or independent institutions are eligible to receive an MTG; therefore, MCS students will be considered as MTG students while at the private or independent institution. MCS funds will be used for students attending community colleges and public universities only. Student awards are updated in MiSSG to reflect this change. Students may transfer between sectors (from a public to a private/independent or vice versa) and their eligibility and award amount will be established based on the institution they are attending.

Effective for Academic Year 2018-19

- The Department of Treasury will not consider a student who has not completed a current-year FAFSA for any grant or scholarship programs.
- The deadline to apply for the MTG has changed from June 30 to March 1.
- MTG eligibility expires 10 years after high school graduation.
- A TIP reimbursement's rate-per-credit (Phase I) at public universities may not exceed three times the average community college's in-district tuition rate (established yearly). The private or independent post-secondary rate remains at the average community college in-district rate.

Fact sheets for 2017-18 have been updated:

[2017-18 Michigan Competitive Scholarship Fact Sheet](#)

[2017-18 Michigan Tuition Grant Fact Sheet](#)

[2017-18 Tuition Incentive Program Fact Sheet](#)

The 2017-18 Payment Schedule is now available:

## [2017-18 Payment Schedule](#)

Attached are the award breakdowns for MCS and MTG.

- [2017-18+MCS+Breakdown.pdf](#)
  - [2017-18+MTG+Breakdown.pdf](#)
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## Webinar Date Change – July 11, 2017

The webinar in our quarterly series [Working Together for Michigan Students: MI Student Aid and Aid Administrators](#) has been re-scheduled from this Thursday, July 13 to next [Thursday, July 20](#) at 10:00am. Please join us as we discuss 2017-18 program information and more. A question and answer period will be available. This webinar will be recorded and posted for administrators unable to attend.

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## Updates and reminders from MI Student Aid/Student Scholarships and Grants – July 7, 2017

- As of yesterday, 2017-18 ISIR 01 Transactions are not automatically loaded into MiSSG. To have a Transaction 02 or greater loaded into MiSSG, please contact our office.
- The Fiscal Year 18 (Academic Year 2017-18) budget has not been signed by Governor Snyder yet. When it is signed, our office will send a message to aid administrators regarding 2017-18 award amounts.
- A reminder to please [join us for our quarterly webinar](#). This event will be recorded and posted on our Web site but you are encouraged to attend in order to participate in the live question and answer period with MI Student Aid staff. Registration is required for this event. Webinar Date and Time: [Thursday, July 13 10:00am-11:00am](#)
- The 4th Quarter certification deadline for the Michigan Competitive Scholarship (MCS) and Michigan Tuition Grant (MTG) is **July 14**. Payment is anticipated for July 21. This is the last MCS and MTG payment for 2016-17. If your institution is balanced and agrees with the amount listed within MiSSG, please send verification to [SeelmanM@michigan.gov](mailto:SeelmanM@michigan.gov). **Please balance by July 14.**
- Requests for reimbursement should be submitted as soon as possible for the Tuition Incentive Program (TIP) 4th Quarter processing. Please include all students that were not submitted previously for reimbursements for 1st/2nd/3rd Quarter. Requests for reimbursement are due by **August 2**. Payment is anticipated for August 14. This is the last TIP payment for 2016-17.
- Aid offices are required to complete new security access forms on a yearly basis. The [2017-18 MiSSG Aid Administrator Security Access Form](#) is now available and must be returned by August 31, 2017. The form must be completed and submitted by the aid director. MiSSG accounts will be deactivated on September 1, 2017 if an Academic Year



2017-18 MiSSG Aid Administrator Security Access Form is not submitted to our office before the deactivation date.

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## **Michigan Competitive Scholarship and Michigan Tuition Grant – June 26, 2017**

The 4th Quarter certification deadline for the Michigan Competitive Scholarship (MCS) and Michigan Tuition Grant (MTG) is **July 14**. Payment is anticipated for July 21. This is the last MCS and MTG payment for 2016-17. In a previous [GovDelivery message](#), the process of determining 4th Qtr MCS/MTG payment and balancing was discussed.

If you see a discrepancy between what you were expecting to receive and what you are projected to receive, please contact us at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 888-447-2687. If your institution must return funds, communication will be sent to your institution. If your institution is balanced and agrees with the amount listed within MiSSG, please send verification to [SeelmanM@michigan.gov](mailto:SeelmanM@michigan.gov). **Please balance by July 14.**

## **Tuition Incentive Program**

Requests for reimbursement should be submitted as soon as possible for the Tuition Incentive Program (TIP) 4th Quarter processing. Please include all students that were not submitted previously for reimbursements for 1st/2nd/3rd Quarter. Requests for reimbursement are due by **August 2**. Payment is anticipated for August 14. This is the last TIP payment for 2016-17.

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## **Working Together for Michigan Students: MI Student Aid and Aid Administrators – June 15, 2017**

[Please join us for our quarterly webinar, focused on 2017-18 program information and more!](#) This event will be recorded and posted on our Web site but you are encouraged to attend in order to participate in the live question and answer period with MI Student Aid staff. Registration is required for this event.

Webinar Date and Time: [Thursday, July 13 10:00am-11:00am](#)

## **Loading of ISIRs within MiSSG**

After the June 30 Michigan Tuition Grant (MTG) deadline, 2017-18 ISIRs will no longer be loaded automatically into MiSSG. If there is a change to a student's FAFSA record that impacts their eligibility for state aid programs, please inform our office of the ISIR change so we can manually load the new ISIR into MiSSG.

## **Reminder: Determining 4th Qtr MCS/MTG Payment**

Institutions can project the amount expected to receive or owed back to our office during 4th Qtr 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:

$(\text{Total Award}) - (\text{Total Payment Amount}) = 4\text{th Qtr Payment Amount}$

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

Total Payment Amount = [1st Qtr Payment + 2nd Qtr Payment + 3rd Qtr 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 Q1-Q3 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 see a discrepancy between what you were expecting to receive and what you are projected to receive, please contact us at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 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 [SeelmanM@michigan.gov](mailto:SeelmanM@michigan.gov).

## Program Reviews

Dan Tryon is now working with the Student Loan Repayment division on review of hardship paperwork and other assignments. Program reviews will now be coordinated through Shannon Price and reviewed by individual program coordinators. If your institution is selected for a program review, you will be notified. In addition to the TIP reviews performed throughout the year, our office is transitioning from a two year review to a one year review. In September, our office will begin to review 2016-17 files. Our goal of the program review process is to ensure that state aid programs are being administered in accordance with legislative intent.

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## Important Request From SSG – June 1, 2017

Student Scholarships and Grants (SSG) is currently working with the State Budget Office to finalize our Tuition Incentive Program (TIP) supplemental request for the current academic year. In order for us to accurately project an amount, please complete this quick [survey](#). Please do not report any reimbursement requests that have already been entered into MiSSG for 4th Quarter payment.

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## MiSSG 2017-18 Access Information – June 1, 2017

Aid offices are required to complete new security access forms on a yearly basis. The [2017-18 MiSSG Aid Administrator Security Access Form](#) is now available and must be returned by August 31, 2017.

MiSSG accounts will be deactivated on September 1, 2017 if an Academic Year 2017-18 MiSSG Aid Administrator Security Access Form is not submitted to our office before the deactivation date.

For reference, aid administrators may request a copy of their institution's completed 2016-17 MiSSG Aid Administrator Security Access Form by emailing [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

## Completing and Submitting MiSSG Access Forms

For efficiency and quicker processing, effective 2017-18, all security access forms must be:

- completed electronically by the aid director, and
- emailed directly from the aid director to [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) (to meet verification standards).

## MiSSG Security Levels

When determining MiSSG Security Levels for authorized users, please review the enclosed School Users security hierarchy diagrams for MCS/MTG and TIP.

- [MiSSG+Security+Hierarchy+SchoolUsers\\_TIP.pdf](#)
- [MiSSG+Security+Hierarchy+SchoolUsers\\_MCS-MTG.pdf](#)

## MiSSG Iteration III

Coming late Fall 2017, the next two programs to be implemented into MiSSG are the Children of Veterans Tuition Grant (CVTG) and the Police Officer's and Fire Fighter's Survivor Tuition Grant (STG). More details to come.

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## New accounting system: Payments to Institutions – May 24, 2017

Payments from the State to institutions have previously been made through the Michigan Administrative Information Network (MAIN) system and were either done via electronic funds transfer (EFT) or with a paper warrant. The State of Michigan is transitioning from MAIN to the Statewide Integrated Governmental Management Applications (SIGMA) as the system for statewide administrative functions, including processing payments to institutions.

Information from the Department of Technology, Management and Budget (DTMB) will be forthcoming in late June; however, our office wanted to provide you with early information about this change. While your institution's basic data (EFT information, address, etc.) will be transferred from MAIN to SIGMA, other information will still need to be verified. Beginning with academic year 2017-18 all payments will process through SIGMA.

SIGMA payments will be disbursed as EFT, with paper warrants **only** being issued as a backup in the case of EFT failure. Within the next few weeks, SSG will be contacting those institutions

that currently receive paper warrants to discuss the change. Before migration, all institutions should consider what street address you would like a paper warrant mailed to in the event the EFT fails. Currently, all institutions in MAIN have multiple mail codes with multiple street addresses. It's important during the migration process that you either select the code with the correct street address or create a new code that best fits your institution for payments received from SSG. Please share this information with appropriate staff.

## Determining 4<sup>th</sup> Qtr MCS/MTG Payment

Now that 3<sup>rd</sup> Qtr payment has been made, institutions can project the amount expected to receive or owed back to our office during 4<sup>th</sup> Qtr. 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:

$$(\text{Total Award}) - (\text{Total Payment Amount}) = 4^{\text{th}} \text{ Qtr Payment Amount}$$

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

Total Payment Amount = {1<sup>st</sup> Qtr Payment+2<sup>nd</sup> Qtr Payment+3<sup>rd</sup> Qtr 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 Q1-Q3 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 see a discrepancy between what you were expecting to receive and what you are projected to, please contact us at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 888-447-2687. If your institution owes funds back, communication will be sent to the institution. All programs must be balanced no later than July 14<sup>th</sup>.

## Michigan GEAR UP (MI GEAR UP)

The third GEAR UP program will begin in the 2017-18 academic year. Students were nominated by GEAR UP Coordinators. Institutions will receive preliminary rosters in June of the MI GEAR UP students that plan to attend your institution this Fall.

MI GEAR UP has two award components:

MI GEAR UP Scholarship

- Is administered by Student Scholarships and Grants (SSG).
- The scholarship is a maximum of \$1,000 per year (\$500 per semester) for three years. If funds are available, awards may be distributed for a fourth year.
- The scholarship is not tuition specific; therefore, can be used for other educational costs.

- If a student has TIP and the MI GEAR UP Scholarship, TIP can be applied to tuition/mandatory fees and the scholarship to other costs since it is not tuition specific.

#### MET Charitable Contract

- Is administered by Michigan Education Trust (MET).
  - The MET contract is valued at no less than \$3,050 and can be used in one year or spread across three years.
  - MET is a contract purchase of tuition; therefore, is tuition specific.
  - If a student has TIP and a MET contract, TIP is considered last dollar.
- 

## **Reminder: TIP Guest Student Policy – May 17, 2017**

Students who are identified as guest students at your institution can receive SSG funds if they meet the following:

- Have been a legal resident since July 1 of the previous calendar year.
- Credits earned at your institution will be transferred and applied to a certificate or degree at their home institution.
- They are currently enrolled in a degree seeking or certification program at their home institution that is TIP eligible.

In addition:

- Once a student initiates TIP Phase II, they cannot use any remaining Phase I benefits.
- Students cannot receive funds at two institutions at the same time.
- To receive TIP, a student must be attending at least six credit hours that are within their program of study.

Our office must be notified that the student will be attending your institution and using TIP for summer so they can be transferred within MiSSG. A student can initiate a summer transfer within the MiSSG student portal. A student or aid administrator can transfer a record by contacting us at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

## **Guest Student Verification Form**

A [Guest Student Verification form](#) must be completed and kept at your institution in the event of a program review.

Please contact our office if you have questions on this policy or refer to the [State Programs Procedures Manual](#).

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## **Webinar: Working Together for Michigan Students-MI Student Aid and Aid Administrators – May 4, 2017**

Thank you to those that participated in the webinar on April 27th. A recording of the webinar is now available on our [Web site](#). In addition to the recording, there is also a document from the Questions and Answers session from the webinar.

## **Michigan Competitive Scholarship (MCS) and Michigan Tuition Grant (MTG) 3rd Quarter Certification**

A reminder that the deadline for 3rd Quarter certification for the MCS and MTG is May 8.

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### **TIP Update – April 24, 2017**

The TIP 3rd Quarter payment was processed. Requests for reimbursements are now open within MiSSG. **Please submit any students that were previously not submitted for reimbursements for 1st/2nd/3rd Quarter as soon as possible.** We are now over the TIP appropriation and a supplemental request to the legislature was approved; however, we want to make sure the supplemental amount will be enough to cover 4th Quarter payments plus remaining payments from prior quarters.

Please submit students that requests were previously not submitted for by May 8th.

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### **Working Together for Michigan Students: MI Student Aid and Aid Administrators – April 20, 2017**

A reminder to please join us for our quarterly webinar, focused on MCS/MTG balancing instructions, new options available within MiSSG reports, how to prepare for 2017-18 awarding, student transfer information, and more. A question and answer period will also be available. This webinar will be recorded and posted for administrators unable to attend.

[Register for the webinar today!](#) The webinar will be on **Thursday, April 27 10:00am-11:00am.**

Please save the dates for future quarterly webinars:  
July 13 10:00am-11:00am  
September 28 10:00am-11:00am (Please note, new date)

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### **Working Together for Michigan Students: MI Student Aid and Aid Administrators – April 11, 2017**

Join us for our quarterly webinar, focused on MCS/MTG balancing instructions, new options available within MiSSG reports, how to prepare for 2017-18 awarding, student transfer information, and more. A question and answer period will also be available. This webinar will be recorded and posted for administrators unable to attend.

[Register for the webinar today!](#) The webinar will be on Thursday, April 27 10:00am-11:00am.

Please save the dates for future quarterly webinars:  
July 13 10:00am-11:00am

## **TIP 3rd Quarter – March 29, 2017**

The threshold for TIP's 3rd Quarter allotment has been reached; therefore, further requests for reimbursement within MiSSG have been disabled until the 3rd Quarter payment is processed, which is expected to happen in mid-May.

Reimbursement requests for 4th Quarter will be accepted between May 22 and July 21, with payment for 4th Quarter anticipated for July 24. This is the final TIP payment for the 2016-17 year. All requests for reimbursement must be submitted by July 21.

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## **Policy Change: Feedback from Institutions – March 21, 2017**

On March 15 and 16, our office sent messages to aid administrators via [GovDelivery](#) regarding a policy change to the monitoring of GPA/SAP. We heard from several aid administrator colleagues who discussed the implications these changes had on both their systems and processes. We appreciate those who reached out and communicated with us. **The policy change has been reverted to checking annually (end of Spring).**

For the Michigan Competitive Scholarship (MCS), a student must have a 2.0 cumulative GPA. This is checked at the end of Spring. If the student has below a 2.0, they are not eligible for the following year's award (example: end of Spring 2016-17 student has 1.9, student is not eligible for MCS in 2017-18). If a student enrolls for Summer, and the cumulative GPA increases to a 2.0 or above, the award for the following year may be given. This same policy applies for the Children of Veterans Tuition Grant (CVTG), which requires a 2.25 cumulative GPA.

**GPA and SAP are to be monitored separately.** We understand that a student could have a 1.9 GPA while still meeting your institution's SAP policy; however, this student would not meet the GPA requirement of a 2.0 for MCS and should be reported accordingly.

When students do not meet GPA or SAP, they should be flagged within MiSSG so they won't display during the certification process. This can be done through the student's application record by clicking on the *Update Application Information* button, then use the appropriate box of *SAP Met* or *GPA Met* and select "NO".

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## **GPA/SAP Clarification – March 16, 2017**

**In the previous message sent to Aid Administrator, our office indicated a 2017-18 change regarding GPA and SAP. Based on feedback we have received, we would like to provide some clarification:**

- GPA only needs to be monitored for MCS and CVTG.
- Previously, MCS was monitored at the end of Spring (minimum 2.0 cumulative GPA) and reported at the end of the academic year for purposes of determining if the student was

eligible to renew his/her award for the next academic year. If a student had a cumulative GPA lower than 2.0 at the end of Spring, **their whole year award for the following academic year required a cancellation.** Beginning in 2017-18, however, the cumulative GPA needs to be monitored at the end of each semester instead of just at the end of Spring. When Certifying an MCS award, if the student has a cumulative GPA lower than 2.0 at the end of the semester then they must be Certified for \$0 as 'No' with the No Award reason of 'GPA Not Met' for the following semester. In subsequent semesters, if the cumulative GPA has increased to at least 2.0, then that award may be certified as normal. **This allows a student who would have been previously ineligible for any MCS awards in the year to instead be awarded for at least part of the year.** This also means that students could lose eligibility during the award year.

- GPA monitoring only applies to renewal students, freshman/new students will not have their GPA monitored until the end of the first academic year.
  - For CVTG, the cumulative GPA minimum requirement is 2.25. Previously, GPA was reported at the end of the academic year; however, there were probation and suspension periods. Now, for CVTG the cumulative GPA needs to be monitored at the end of each semester just like MCS.
  - SAP needs to be monitored for **all** State programs per the institution's SAP policy. If your student is in SAP violation, they are not eligible to receive an award. **If your institution allows a semester of conditional SAP, then this is considered meeting SAP as it is based on the institution's policies.**
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## **Tuition Incentive Program (TIP) Reimbursements: 3rd Quarter – March 15, 2017**

TIP reimbursement requests for 3rd Quarter payment are available beginning today. The deadline to submit is May 15; however, as with prior quarters our office processes on a first come, first serve basis. If the TIP quarterly allotment is reached, then MiSSG will not accept requests and the institution will need to wait until 4th Quarter payment.

## **School User Profiles**

We have received feedback from School users of MiSSG that some individuals do not wish to receive the auto-generated email that is sent when a student processes an institutional transfer via the Student Portal.

We are pleased to announce that beginning now, School users may opt out of receiving these emails. All users will receive them by default but if you do not wish to, you may contact us at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) to request that we update your account with your preference.

## **Monitoring GPA/SAP**

Beginning in 2017-18, GPA and SAP will need to be monitored each semester/term during award certification or reimbursement request. For monitoring GPA, MCS requires a 2.0 GPA and CVTG requires a 2.25 GPA. Previously, our office required that this was monitored at the end of the Spring semester/term to be referenced the following Fall when a student was



certified. If GPA/SAP was not met, then the student would be certified ineligible to receive an award that year. This only applies to renewal students, freshman/new students will not have their GPA monitored until the end of their first academic year.

Instead of making a student ineligible for the academic year, our office will require that it is monitored every semester/term instead. If the student raises their GPA or works their way out of SAP violation, the student can regain eligibility and the award can be certified for the next semester/term.

## Certificate Programs

After receiving feedback from institutions regarding the definition of a certificate program including the '30 credit hour' policy, our office has decided to eliminate the credit hour requirement.

To receive funds while in a certificate program, the program must be a minimum of one academic year with an academic year period of at least 30 weeks of instructional time; however, no longer requires a specific amount of credit hours. Institutions may submit requests for reimbursement for current-year students that meet 30 weeks but were not originally submitted due to not meeting the minimum 30 credit hours.

An updated [State Programs and Procedures Manual](#) is available on our Web site.

## Michigan National Guard State Tuition Assistance Program (MING-STAP)

Our partners at the Department of Military and Veterans Affairs will be hosting a [webinar](#) on March 16 at 11:00 am to feature the functions and tools available in the University Portal of the Web based State Tuition Assistance Program application. We encourage aid administrators to participate to learn more about MING-STAP.

For packaging purposes, if a student has TIP, CVTG, and MING-STAP the order of awarding is:

- 1) MING-STAP
- 2) CVTG
- 3) TIP

## Fostering Futures Scholarship (FFS)

The [FFS application](#) is currently available on our Web site, with a submission deadline of June 30, 2017 (late applications will not be accepted). Award maximums will be set for the 2017-18 academic year after the application deadline. **For this program only, TIP is applied before FFS.** Future awards are subject to approved and available funding. EVRs will be sent on 9/8/2017.

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# Innovative Financial Aid Solutions - The student loan and financial aid reality – March 1, 2017

- 48% of student borrowers do not know or incorrectly estimate the amount they have borrowed
- 66% of financial aid employees indicate that constrained resources negatively affect student counseling and outreach

Over the past few years, financial aid offices have been scaled back while their work has expanded, allowing fewer opportunities to work directly with students, increased compliance risks, and less timely financial aid processing—all of which can have a significant impact on enrollment and student completion.

**Join us for an informative webinar on Wednesday, March 22<sup>nd</sup> at 2:00 pm ET**, as we discuss ways to change the status quo by helping students become smart borrowers and using technology to create more freedom for financial aid professionals. (Click [here](#) to register.)

## Inceptia provides:

- Verification processing (full service outsourcing) – With enhanced processing and reduced paperwork, you receive completed verifications within two business days of all documentation being submitted allowing you to package students more quickly.
- Default management – Keep your default rate in-check and ensure your borrowers are successful with repayment.
- Financial literacy – One of the key components to any strategy that seeks to ensure student success and successful loan repayment.

Inceptia also offers an industry-unique pricing model—you only pay for performance. There are no setup fees or monthly minimums. We only invoice you for results.

To help provide the default prevention and financial literacy services to your school at a reduced cost, the Michigan Department of Treasury awarded Inceptia the [Extended Service Contract](#) for student loan default prevention management services to MiDEAL member schools and universities.

MiDEAL institutions can utilize Inceptia's proven default prevention and financial literacy services with confidence that the RFP process has been completed by the State of Michigan and representatives from the higher education community with best value and price considerations in mind. You can view the [Michigan Department of Treasury announcement](#) for more information on the services contract.

**Inceptia is ready to work with you to determine your school's unique needs and how we can help. To learn more, contact:**

Matt Nettleton  
Strategic Business Director  
260.578.6157  
[mattn@inceptia.org](mailto:mattn@inceptia.org)

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## **TIP 2nd Quarter Reimbursement Requests – February 22, 2017**

In prior messages to aid administrators (2/17, 2/14, 2/6, and 2/1) our office indicated that TIP reimbursement requests were processed on a first come, first served basis until the quarterly allotment was reached. Institutions that submit requests after the 2nd Quarter payment window would need to wait until the 3rd Quarter payment to receive funds. Although the given deadline was February 24, **MiSSG will no longer accept TIP 2nd Quarter Reimbursement Requests.** 2nd Quarter payment is expected to be processed next week for those institutions who have submitted requests during the 2nd Quarter's request period.

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## **Tuition Incentive Program (TIP) Reimbursements: 2nd Quarter Payment – February 17, 2017**

This morning, MiSSG users received emails stating that payments had been generated for their institutions for the Tuition Incentive Program. These emails are automatically sent by MiSSG when the payment file is created for a Quarter. However, the 2nd Quarter payment file created this morning was premature. The reimbursements your school has submitted are not invalidated and will still be paid when the full payment file is sent out later this month.

If your institution has completed submitting TIP reimbursements for the 2nd Quarter payment, then no further action is required on your part. Please be advised that no funds have been transferred to your institution yet, even though your students' records will display 'Paid' for the status of their reimbursement requests.

If your institution has not completed submitting TIP reimbursements for the 2nd Quarter payment, please continue to submit the requests. Any reimbursement requests you have already submitted will display 'Paid' as the status of the request, whereas new requests will not. When the full payment file is run later this month, the remaining requests will be picked up and added to the amount of funds your school will receive.

## **TIP Reimbursement Request Deadline**

Lastly, as a reminder to schools that have not yet completed submitting reimbursement requests for the 2nd Quarter TIP payment, that while the calendar deadline for submitting still remains February 24th, new requests will not be accepted after we have reached our funding threshold for the quarter. Reimbursements submitted after the 2nd Quarter payment window closes will be included in the 3rd Quarter payment file.

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## **Default Prevention, Financial Literacy, and Grace Counseling for your Campus – February 14, 2017**

Last spring, the Michigan Department of Treasury awarded Inceptia the extended service contract to provide default prevention and financial education services to MiDEAL institutions at a greatly reduced price. Through this arrangement, MiDEAL schools can choose Inceptia

solutions with confidence that the RFP process has been completed by the State of Michigan and representatives from the higher education community. Learn how Inceptia's Default Prevention Outreach, Grace Counseling Outreach, and our online financial education program, Financial Avenue can benefit your school by contacting Inceptia at 888-529-2028 x5306.

## **MCS/MTG Certification and TIP Reimbursement**

The deadline to submit requests for MCS/MTG is February 17. TIP Reimbursement Requests are due by February 24. With TIP requests, our office recommends that you do not wait until close to the deadline. We process on a first come, first served basis. Should the TIP quarterly allotment be reached, then MiSSG will stop accepting reimbursement requests for the 2nd Quarter payment. Institutions that have not submitted requests prior to the 2nd Quarter payment window closing will need to wait until 3rd Quarter payment. Please contact our Customer Care Unit at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) if you have questions about the certification or reimbursement request process.

## **FFS Application**

The 2017-2018 Fostering Futures Scholarship applications will be available on March 15 with a submission deadline of June 30. Summer 2017 awards are not available.

## **Michigan GEAR UP (MI GEAR UP)**

The third GEAR UP program will begin in the 2017-18 academic year. MI GEAR UP has two award components:

- MI GEAR UP Scholarship, which is administered by Student Scholarships and Grants (SSG). The scholarship is a maximum of \$1,000 per year for three years. If funds are available, awards may be distributed for a fourth year.
- MET Charitable Contract, which is administered by Michigan Education Trust (MET). The MET contract is valued at no less than \$3,050 and can be used in one year or spread across three years.

More information about this new program can be found on the [Programs](#) section of our Web site.

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## **Working Together for Michigan Students: MI Student Aid and Aid Administrators – February 6, 2017**

Thank you to those who participated in the first installment in our webinar series, *Working Together for Michigan Students: MI Student Aid and Aid Administrators*. A recording of the webinar can be found on the [Interactive Resources](#) page of our Web site. Included with the webinar is the Question & Answer document created from the live questions we received during the recording. Our next webinar will be April 27 10:00-11:00.

## **Michigan Nursing Scholarship (MNS) Status**

Funding remains at a level where we will not be able to award MNS awards for the 2017-18 year. We are hopeful that funds may be available during 2018-19. The funds used to issue new MNS awards are made available from revenue collected from prior MNS recipients who did not meet the program criteria which converted their scholarship to a loan instead.

## **MCS & MTG Certification/Tuition Incentive Program (TIP) Reminder**

Certification is now available for 2nd Quarter payment for MCS and MTG. The deadline to submit awards certification for MCS/MTG is February 17. TIP Reimbursement Requests for 2nd Quarter payment are also available and due by February 24. With TIP requests, our office recommends that you do not wait until close to the deadline. We process on a first come, first serve basis. If the TIP quarterly allotment is reached, then MiSSG will not accept requests and the institution will need to wait until 3rd Quarter payment.

## **MI Student Aid Introduces Its "Student of the Week" Feature**

Everyone knows that pursuing a postsecondary credential can be an arduous process. From financing, to scheduling, to completing courses, it takes determination and grit. That's why, in an effort to promote the pursuit of higher education, MI Student Aid will be hosting on our social media [@mistudentaid](#), "Student of the Week." This feature will profile students who are at different stages of the higher education process; successfully doing what it takes to reach their goals! Whether it be a high school student working to enter college, an undergraduate currently working to obtain a degree, or a graduate student who is furthering his or her education, we want to promote the hard work taking place across the state.

If you have a student in mind who you feel deserves to be acknowledged, and you would like to nominate, please provide the following information:

- An individual photo of the student.
- Media Release Form (attached) signed by a parent (for students under 18).
- Bio including
  - Educational Goals.
  - #1 School Choice.
  - List of Schools Applied.
  - List of Scholarships Applied.
  - Status of FAFSA Completion.
  - Anything else you would like to add!

Please submit the above information to MI Student Aid at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) to see your deserving student featured!

Be sure to follow us on [Facebook](#), [Twitter](#), [Instagram](#), and [Snapchat](#)!

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## **Available TODAY: MCS/MTG Certification and TIP Reimbursement Request – February 1, 2017**

**MCS/MTG Certification and TIP Reimbursement Requests for 2nd Quarter payment are available today.** The deadline to submit requests for MCS/MTG is February 17. TIP Reimbursement Requests are due by February 24. With TIP requests, our office recommends that you do not wait until close to the deadline. We process on a first come, first serve basis. If the TIP quarterly allotment is reached, then MiSSG will not accept requests and the institution will need to wait until 3rd Quarter payment.

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## **Webinar Reminder and Updates to Manual – January 23, 2017**

### **Reminder: Webinar this Thursday**

Thank you to those who have already registered for the webinar, this Thursday January 26 10:00am-11:00am. If you have not registered yet, please register for Working Together for Michigan Students: MI Student Aid and Aid Administrators which is the first in a series of webinars presented by MI Student Aid. This one will focus on navigating MiSSG, the MCS/MTG certification process, the TIP reimbursement request process, MiSSG reports, and conclude with a live question and answer period. The webinar will be recorded and posted for administrators unable to attend.

Please save the dates for future webinars:

April 27 10:00am-11:00am

July 13 10:00am-11:00am

October 26 10:00am-11:00am

### **Updates to Manual**

The [State Programs Procedures Manual-Overview of Operations for Financial Aid Professionals](#) has been updated:

- TIP: Student must be enrolled in at least six credit hours within their degree program during any enrollment period (including Summer).
- MTG/MCS: Calculation of awards defined.
- TIP: Will not provide funding for a 2nd Bachelor degree.

### **Staff Update**

Flora Boles has accepted a position with the Michigan Education Trust (MET) and will no longer be working with Student Scholarships and Grants on GEAR UP. Please contact [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 1-888-447-2687 if you have GEAR UP questions.

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# Webinars for Aid Administrators and MiSSG for High School Counselors – January 4, 2017

## **Working Together for Michigan Students: MI Student Aid and Aid Administrators**

Join us for our first quarterly webinar, focused on navigating MiSSG, the MCS/MTG certification process, the TIP reimbursement request process, MiSSG reports, and more. A question and answer period will also be available. This webinar will be recorded and posted for administrators unable to attend.

[Register for the webinar today!](#) The webinar will be on Thursday, January 26 10:00am-11:00am

Save the dates for future webinars:

April 27 10:00am-11:00am

July 13 10:00am-11:00am

October 26 10:00am-11:00am

## **MiSSG is Now Available for High School Counselors**

The 2016-17 [MiSSG Web Portal](#) for high school counselors is now available.

New features include:

- Review TIP eligible students' in grades 9-12 and their TIP status.
- Lookup TIP eligibility of unlisted students by using with Social Security number (SSN) and date of birth.
- Print a sortable list of MCS qualifying students.
- Ability to print MCS Certificate of Achievement for students with qualifying SAT score.
- View SAT scores.

As in the portal from the 2015-16 year, counselors will continue to receive information about FAFSA completion for their students. Thank you for your partnership and for promoting this resourceful tool to your area counselors! If they want to learn more about the [MiSSG Web Portal](#) or our programs, they can contact us at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 1-888-447-2687.

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# Informational Webinars, 17-18 TIP Rate, and More!- December 19, 2016

## **Working Together for Michigan Students: MI Student Aid and Aid Administrators**

Our office will be hosting quarterly webinars for aid administrators to review processes within MiSSG, program rules/regulations, outreach efforts, and answer your questions. Please answer the [survey questions](#) by Friday, December 23 to assist us in the development of these webinars. The first webinar will be held before the 2nd Quarter certification (MCS/MTG) for semester institutions and before request for reimbursement (TIP).

## **2017-18 TIP Rate**

Per boilerplate language, the tuition rate that may be received at participating degree-granting independent colleges is calculated annually by averaging the standard in-district tuition rates of participating Michigan community colleges. The **2017-18 rate is \$106 per credit hour.**

Please enter the 2017-18 TIP Rate for your institution in MiSSG:

To enter the 2017-18 TIP Rate, please follow these instructions:

- Log into MiSSG, click on Tuition Incentive Program menu
- Click **School Profile**
- Change Academic Year to **Year 2017 to 2018**
- Click **Update**
- Enter in credit rate information
- Indicate the reimbursement phase(s) that your institutions qualifies for
- Click **Save**

TIP Rate by Institution Type:

- Community: *In-District Tuition Rate per Credit and Out-of-District Tuition Rate per Credit.*
- Public: *Lowest Resident Rate per Credit.*
- Private/Independent: The *Rate Per Credit* for private/independent institutions is already pre-populated with \$106 for AY2017-18 but you will need to specify which Phase(s) your institution accepts.

### **Past GovDelivery Messages**

[Copies of our past messages to aid administrators](#) that were sent through this listserv (GovDelivery) are now available for reference on our Web site under the *Forms and Documents* menu option, then *Financial Aid Professionals*. Please review and reference this information to keep up-to-date on important State of Michigan aid program information.

### **TIP Request for Reimbursement-First Come, First Serve**

Although we set a deadline for institutions to submit requests for reimbursement, our office processes the requests on a first come first served basis. Due to state appropriation guidelines, we cannot exceed the quarterly allotments and we were close for Quarter 1. The state allotment for Quarter 1 was \$29,150,000 and requests received totaled \$29,120,443.80. Should institutions wait to submit (even if they submit before the deadline), we cannot guarantee same-quarter payment if it puts us over the quarterly-allotment. For Quarter 2 the allotment is \$21,200,000, and for Quarter 3 it is \$2,650,000. Spring reimbursement requests are available on February 1. It is highly recommended that institutions prepare now by viewing eligible students and making transfer requests as needed to make the process easier when the reimbursement request opens. Instructions on how to do this can be reviewed in [previous GovDelivery messages](#).

If your institutions did not submit reimbursement requests for Fall, you can request Fall reimbursement now within MiSSG but they will be processed during the Quarter 2 payment. If reimbursement requests are submitted via the Upload Roster, please verify that the file was successfully processed. Files can be monitored using the *File Requests* page located in the *MiSSG* menu tab. The file's status will indicate if it was processed but errors were found, or if system errors were found and the file did not process. You may click on the status to learn more details about why the file was not successful. Please contact us at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) if you need assistance or have questions. This will be a topic that is reviewed in our first quarterly webinar.

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# Payment Rosters and Preparing for 2nd Qtr-December 9, 2016

## TIP Payment

Fall TIP payments were processed within MiSSG and funds are expected to be received by institutions mid-next week. To view a roster of students and the amount paid, please follow these instructions:

- Log into MiSSG, click on the **MiSSG** menu
- Click **Reports**
- Click **Rosters**
- Select **Payment Roster**
- Select **Phase I, Phase II or All Phases**, whichever is applicable under the Program scroll bar
- Select **Fall** under Term scroll bar
- Click **Generate Report**

If you want to export the report to an Excel spreadsheet, PDF file, or other printable document, click the save/file icon on the top right and select the desired program.

## Refund Reminder

Any differences in amounts awarded and paid are designed to net out naturally over the course of the four quarterly payments. An example of this is if a student withdrew at 100% and the \$1,000 TIP payment did not apply against account, instead of sending the \$1,000 back to our office you would adjust the student's account and the institution's 2<sup>nd</sup> Quarter payment would be reduced by \$1,000 automatically.

This process is only applicable for programs within MiSSG; therefore, do not send in a paper refund worksheet or check for students with MCS/MTG/TIP unless you were told to do so as the result of a prior year program review. Please make the adjustments (enrollment, dollar amount, etc.) within MiSSG. Current year refunds should only be sent to our office after 4<sup>th</sup> Quarter payment has been processed and the institution was contacted by SSG about over-payment.

## Preparing for 2<sup>nd</sup> Quarter

For MCS and MTG, Winter Certification (Term Institutions) is available beginning January 20 and Spring Certification (Semester and Term Institutions) on February 1. For TIP, Winter Reimbursement Requests (Term Institutions) is available beginning January 3 and Spring Reimbursement Requests (Semester and Term Institutions) on February 1.

To prepare for certification (MCS/MTG), institutions can download certification lists as a spreadsheet from *MiSSG>Reports>Certification Roster*, though the format will differ from the file that can be downloaded after certification opens. The *Information Roster* is also located in the same tab as the *Certification Roster* and the *Eligible Students Report* is located in the nearby "Activity Reports" tab. These reports can be utilized to begin preparing for certification to open.

To prepare for requesting reimbursement (TIP), institutions can view eligible students and make transfer requests as needed by going to *MiSSG>Reports>Eligible Students Reports>indicating aid program>then generating report*.

### **Contacting our Office**

For transfer requests, questions, or if we can be of further assistance to you, please contact our Customer Care Unit at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov). Our office will be closed on December 23, 26, 30 and January 2.

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## **TIP 1st Quarter Payment and TIP Policy Update (Summer)-December 1, 2016**

### **TIP 1st Quarter Payment**

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Our office extended the deadline to Friday, December 2, to submit a request for reimbursement for a Tuition Incentive Program (TIP) 1st Quarter payment.

Requests MUST be submitted and finalized by 5:00pm on December 2. Failure to meet this deadline will delay your payment until 2nd Quarter's payment expected in February.

#### **TIP Policy Update**

In November, we sent a survey to aid directors in order to evaluate how institutions handled credit hours during accelerated periods of enrollment, specifically Summer. The results indicated that 92% of institutions considered 'half-time' to be at least six credit hours, even during accelerated periods of enrollment. The survey was performed to assist with the processing of aid within MiSSG and as a result of the survey our office has made a policy change.

We previously allowed students to be enrolled in 3 credit hours during accelerated periods of enrollment and receive TIP funds. Our new policy based on survey feedback will require that a student be enrolled in at least six credit hours during any enrollment period (including Summer) to receive TIP. As a reminder, TIP will only pay for classes within a student's degree program (Phase I-Certificate/Associate degree). A student must also have at least six credit hours within their degree program.

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## **TIP Request for Reimbursement Deadline-December 1, 2016**

The deadline to request reimbursement for the Tuition Incentive Program (TIP) within MiSSG has been extended to Friday, December 2. There are currently 16 institutions who have not started the request for reimbursement process. Delay in submitting will result in your payment being delayed until Quarter 2. Please contact our Customer Care Unit at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 1-888-4-GRANTS (888-447-2687) if you need assistance with this process.

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# MCS/MTG and TIP Information-November 29, 2016

## MCS/MTG 1st Quarter Payment

The 1st Quarter payments for the Michigan Competitive Scholarship (MCS) and the Michigan Tuition Grant (MTG) were issued last week. Each quarter, in accordance with State appropriations and legislative language, we are restricted to releasing funds within set appropriation percentages and amounts. The 1st Quarter payment is 50% of an institution's aggregate award; however, **all institutions in last week's payments received a proportionally reduced amount so that the 1st Quarter payment total did not exceed the quarterly allotment.** These programs use aggregate payments, meaning that the institution certifies enrollment status and award amounts and then receives payment based on both the certified criteria and the total aggregate award amount. Students that are certified without an award or reduced award due to non-enrollment, under-enrollment, or other award-limiting factors de-obligate funds for all student awards and payments. The gap between what was expected to be paid and the actual paid amount, which was proportionally reduced, will be made up in subsequent payments.

## TIP Reimbursement

In the November 16 message sent to institutions, our office provided instructions on processing requests for reimbursement for TIP within MiSSG. These instructions are also posted on the Home tab's News page upon logging into MiSSG.

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# TIP reminders and scenarios-November 21, 2016

## TIP Request for Reimbursements

The new deadline to submit requests for reimbursement is November 30, with payment expected to process on December 7.

## TIP Reminders and Scenarios

A student **must** be enrolled in at least six credit hours that are within their degree program (for Phase I, must be a Certificate or Associate degree).

- If a student is enrolled in 12 credit hours, but only five credit hours are within their TIP eligible degree program – is the student eligible to receive a TIP reimbursement?
  - No, a student must be enrolled in at least six credit hours that apply to his/her degree per semester.
- If a student has 8 credits (2 classes, for example) remaining before completing their associate degree program, but the classes are not offered in the same semester, will the student be able to receive a TIP reimbursement for either semester?
  - In order to receive a TIP reimbursement, a student must be enrolled in at least six credit hours (per semester) within their degree program. Since this student would only be able to be enrolled for four credits in a given semester, the minimum credit threshold is not reached and thus the student would not be able to receive a TIP reimbursement for either semester.

Per the message sent on October 17, If your institution is currently awarding TIP Phase I improperly, we will not ask you to cancel Fall awards; however, you will be required to change your practices and awarding procedures by Winter term.

If a student is enrolled in one or more classes outside of their program but still has at least six credit hours within their program then reimbursement may be requested for the credits within the degree program.

Example:

- A student is enrolled in 12 credit hours, but of the 12, only six are within the degree program.
- \$100/credit. 6 credit hours. Reimbursable tuition is \$600 {\$100 x 6}.
- When requesting Phase I reimbursement, you would indicate six credit hours, \$600 for tuition, and mandatory fees based on six credits.

### **TIP and Other Tuition-specific Aid**

If a student has other gift aid, the number of credits cannot be reduced due to applying other aid before charging TIP.

Example:

- Student is enrolled in 12 credit hours within degree program.
- \$100/credit. 12 credit hours. Initial reimbursable tuition is \$1200 {\$100 x 12}.
- The student also received a tuition-specific scholarship for \$1,000.
- \$1,200 (initial tuition) - \$1,000 {other tuition-specific aid} = Final reimbursable tuition is \$200.
- When requesting Phase I reimbursement, you would indicate 12 credit hours, \$200 for tuition, and mandatory fees based on 12 credits.

If a student is enrolled in at least six credit hours within degree program but has less than six Phase I credits remaining, an institution may request a reimbursement exhausting the remaining Phase I credits.

Example:

- Student is enrolled in six credit hours within degree program.
- Student has previously used 75 of the original 80 TIP Phase I credits and therefore only has five credits remaining.
- \$100/credit. 5 credit hours remaining of TIP. Reimbursable tuition is \$500 {\$100 x 5}.
- When requesting Phase I reimbursement, you would indicate five credit hours, \$500 for tuition, and mandatory fees based on five credits.

**If you have any questions or if we can be of assistance to you, please contact our Customer Care Unit at 1-888-4-GRANTS (888-447-2687) or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).**

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# TIP Reimbursement Requests-November 16, 2016

## TIP Reimbursement Requests are now available:

Institutions can now utilize MiSSG to request reimbursement for TIP, starting with the Fall term of academic year 2016-17.

Within MiSSG, the *TIP Reimbursement Request* menu presents three options:

- *Download Roster*
  - This option allows you to download a roster that contains all of your TIP eligible students
  - This file is a .CSV following the format that was sent out on November 4 but is also available in MiSSG
- *Upload Roster*
  - This option allows you to upload a roster that contains all of the reimbursements you are requesting for a given term
  - This file must be a .CSV that follows the format that was sent out on November 4
    - Errors in the uploaded file will be identified by MiSSG and listed in a line-by-line error format
  - This option is best for large groups of students
- *Reimbursement Roster*
  - This option allows you to request reimbursements for specific students without submitting a file
  - This interface is excellent for individual or small groups of students but is unlikely to be suitable for large groups
  - If utilizing the *Reimbursement Roster*:
    - Click the *Request Reimbursement* button for a specific student
    - View the Phase I and Phase II totals remaining and select which Phase you are requesting reimbursement for
    - Enter the credit hours, total tuition charged to TIP, total mandatory fees, and total amount
    - Click the *OK* button

**Do not send in a paper bill requesting reimbursement.** Paper TIP bills received by SSG cannot be processed and will be confidentially destroyed.

SSG's payment schedule indicates a deadline of November 11 to request reimbursement for 1<sup>st</sup> Quarter payment and a payment date of November 17. Due to the delay that MiSSG experienced regarding the release of the TIP reimbursement feature, these dates have been extended.

**The new deadline to submit requests for reimbursement is November 30, with payment expected to process on December 7.**

**If you have any questions or if we can be of assistance to you, please contact our Customer Care Unit at 1-888-4-GRANTS (888-447-2687) or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).**

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# TIP Reimbursement File Layout-November 4, 2016

## TIP Reimbursement File Layout

To prepare for the TIP request for reimbursement period, please review the Download/Upload TIP Reimbursement File Layout format below. Please communicate this file layout and information with your institutional IT staff so they can provide assistance with using the layout with your data management systems.

As stated in the October 20 message, the MiSSG TIP reimbursement menu option is not currently available. Information and instructions will be sent to you as soon as it is available. Because of this, the November 11 deadline on the Payment Schedule will be extended. We are anticipating it to be available beginning next week.

- [TIPReimbursementFileLayouts.pdf](#)
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## MiSSG Closed-Scheduled Maintenance-November 3, 2016

MiSSG will not be available Thursday 5:00pm-Friday 9:00am due to scheduled maintenance. Please do not utilize MiSSG during that time.

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## College Manual, MCS/MTG Certification, and TIP-October 20, 2016

### State Programs Procedures Manual

The Academic Year 2016-17 State Programs Procedures Manual-Overview of Operations for Financial Aid Professionals is enclosed below. There are several updates to the procedures manual, including but not limited to:

- MiSSG Student Portal
- MCS/MTG Certification Rosters
- Year-End Balancing
- Refunds, Reporting, Program Reviews

Additionally, instructional and informational messages that we have sent out through this listserv are included in the manual as a reference for you.

- [College Manual.pdf](#)

### MCS/MTG Certification

Certification is now open for MCS/MTG. The certification deadline is November 14. When certifying student awards, you are certifying whether or not the student is receiving an award, not that the student is enrolled at your institution. If a student is not enrolled at your institution,

they should be certified as "No-Not Enrolled". If they are enrolled at your institution but have other gift aid and do not exhibit need for the award, the student would be certified as "No-Other-\$0", however, if there was some remaining need (less than the value of the award), then the award would instead be certified as "Yes-Reduce Award-Other Gift Aid - \$\$\$" where \$\$\$ would be the reduced value of the award.

Certifying awards as "No-SAP Not Met" or "No-GPA Not Met" should only be used for Fall term certification if a student was not in compliance with SAP or GPA standards at prior year-end. Winter/Spring term certification would only use these reasons if the student was certified ""No-SAP Not Met" or "No-GPA Not Met" during Fall and still has failed to meet SAP/GPA standards.

Students who have awards incorrectly certified as "No" may have the awards reinstated by using the "Request Reinstatement" tab to identify the awards and then by notifying our office. It is important to notify our office of mistakes as soon as possible to correct awards.

Additional information about the certification process can be found on Page 9 of the State Programs Procedures Manual.

### **TIP Information/Update**

On Monday we sent notification to 4-year public and private institutions regarding clarifications for Phase I administration. Students must be specifically enrolled in a published Certificate or Associate degree program to receive Phase I and the courses taken by those students must be within their Certificate or Associate degree program. Institutions that generalize degrees (for example: any 60 credits earns an Associate degree or stating that the first two years enrolled are Associate level) are not qualified to receive TIP Phase I funds. The message generated some questions from aid offices. Below is clarification:

**If a student is in an Associate degree program and is taking 12.0 credits but only 8.0 credits go towards their Associate degree, do we only bill TIP for the 8.0 credits? If yes, do we still bill the \$250/fees since they are enrolled full-time?**

Since TIP will only cover courses within the degree/certificate program, you can bill for 8 credits since they are enrolled at least half-time in courses within their degree program. Mandatory fees cannot exceed \$250 per semester/term.

**If a student is in an Associate degree program and is enrolled in 12.0 credits but only 4.0 credits (which is less than half time) count towards their degree, do we bill for the 4.0 credits (less than half-time) since they are still enrolled full-time with the additional 8.0 credits? If yes, do we still bill the \$250/fees since they are enrolled full-time?**

The student would not be eligible for TIP Phase I. The minimum enrollment level of half-time must be from courses related to their Associate degree or Certificate program. The institution would not be able to request reimbursement for the 4 credit hours. In this scenario, the student would not receive TIP funds for tuition or fees.

Requests for TIP reimbursement will no longer be processed using SSG's TIP Reimbursement form. In the future, you will have the ability to upload files (or process students individually) through MiSSG. The MiSSG TIP reimbursement menu option is not currently available.

Information and instructions will be sent to you as soon as it is available. Because of this, the November 11 date on the Payment Schedule will be postponed.

In the meantime, please verify enrollment for students listed on your TIP Eligible Students Report. If TIP students are missing from your roster, please contact SSG to request the student(s) be transferred to your institution. Students can also go to the MiSSG Student Portal to select your institution as their college of choice which will cause their name to appear on your list of TIP students.

Should you have any questions or if we can provide assistance to you, please contact our Customer Care Unit at 1-888-4-GRANTS (888-447-2687) or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

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## Important: TIP Phase I funding-October 17

**Please share this message with your registrar and business offices.**

It has recently come to our attention that there have been errors in how TIP Phase I is being administered at some institutions. Students must be specifically enrolled in a Certificate or Associate degree program to receive Phase I and **the courses taken by those students must be within their Certificate or Associate degree program. Institutions who generalize their degrees (for example: any 60 credits earns an Associate degree or stating that the first two years are Associate level) would not be qualified to receive TIP Phase I funds.**

Degree/Certificate programs must be both declared and published in the course catalog as well as having specified courses required for the corresponding program.

If your institution is currently awarding TIP Phase I improperly, we will not ask you to cancel Fall awards; however, you will be required to change your practices and awarding procedures by Winter/Spring term.

To verify that institutions are administering TIP Phase I accurately, we will be requesting from each TIP Phase I institution a sample of transcripts from TIP students along with corresponding program listings after each quarterly payment (we will send the listing of students we are verifying) to ensure that the program is either a Certificate or Associate degree program and that the student is taking classes specific to that program.

If you have questions, please contact our office at 1-888-4-GRANTS (888-447-2687) or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).

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## MCS/MTG: School Change Deadline and Certification Update-October 13, 2016

MCS/MTG: School Change Deadline and Certification Update

The technical issue impacting the MCS/MTG *Clear Ineligible Reasons* lists that we informed you about earlier has been resolved. The deadline for correcting these ineligible reasons has been extended until midnight on Wednesday, October 19. Downloadable Fall Certification roster files (MCS/MTG) will be available on Thursday, October 20.



Wednesday, October 19; School Change Deadline: This is the final opportunity to make students eligible to receive an award during the first round of awarding of MCS/MTG. Additional rounds of awarding are never guaranteed and are subject to available funding. It's important that each student is specifically evaluated before being cleared. To clear ineligible reasons, log into MiSSG, and click on the Michigan Competitive Scholarship menu:

- Click Clear Ineligible Reasons
- Review the students in each category (Citizenship Status, Non-Michigan Resident, Loan Default and/or Refund Owed on Federal Financial Aid, Satisfactory Academic Progress Not Met, and GPA Requirement Not Met).

Private Institutions Only: Additionally, please perform these tasks under the Michigan Tuition Grant menu as well.

On Thursday, October 20 Fall Certification roster files (MCS/MTG) will become available.

In the meantime, schools can still download a copy of these lists in spreadsheet form from *MiSSG>Reports>Certification Roster*, though the format will differ from the file that can be downloaded starting on October 20. The *Information Roster* is also located in the same tab as the Certification Roster and the *Eligible Students Report* is located in the nearby 'Activity Reports' tab.

#### **TIP: Reimbursement Roster Files**

Information on Fall Reimbursement roster files for TIP will be available soon. In the meantime, schools can view eligible students and make transfer requests as needed.

To view a listing of TIP eligible students who have indicated they are planning on attending your institution for 2016-17:

- Log into MiSSG
- Under the MiSSG menu tab, select Reports
- Click the Eligible Students Report
- Indicate aid program and generate report

TIP students must indicate their college selection choice each year. They can do this by logging into the [MiSSG Student Portal](#) or by calling our Customer Care Unit at 1-888-4-GRANTS (888-447-2687). Once a student does this they will display on your Eligible Students Report and an email message will be generated to the institution contact(s) listed in your school profile under the Tuition Incentive Program menu tab in MiSSG. As an aid administrator, you can also request that a student is transferred to your listing by calling our Customer Care Unit.

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## **Technical Issue: Clear Ineligible Reasons: September 29, 2016**

The technical issue that occurred during a recent data exchange process that we informed you about on Wednesday has led to an impact on the Clear Ineligible Reasons. SSG and the MiSSG software vendor are aware of the issue and are working toward a solution.

Please do not utilize MiSSG Clear Ineligible Reasons lists until this situation is corrected. You will be notified when it is corrected.

The current deadline date of October 5 (School Change Deadline-Ineligible Reasons must be cleared) has been extended. Once the technical issue is corrected we will inform you of the new deadline date for clearing the Ineligible Reasons lists, which will result in a revised date for the Certification Rosters and Fall Reimbursement requests becoming available.

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## **Technical Issue Impacting Eligibility: September 28, 2016**

An error has occurred in MiSSG during a recent data exchange process. Some students have lost program eligibility in the last few weeks with "**High School Graduation Date Not on File**" being cited as the reason. Both SSG and the MiSSG software vendor are aware of the issue and are working toward a solution.

Please do not utilize MiSSG eligibility reports until this situation is corrected, which is expected to be by the end of the week. You will be notified when awards are restored.

## **Entering Academic Year 2017-18 Budgets: September 23, 2016**

As stated during previous communications, the Academic Year screens for 2017-18 are now available, and institutions need to input 2016-17 institutional budgets within the 2017-18 records. Budgets must be entered by September 30. The budget screens are locked after September 30 and student award eligibility for 2017-18 will be based on the budgets indicated. Please make sure you are entering the correct budget information.

To enter the 2017-18 budget, please follow these instructions:

- Log into MiSSG, click on the Michigan Competitive Scholarship menu
- Click School Profile
- Change the Academic Year at top of screen to Year 2017 to 2018
- Click Budget
- Enter both the *Tuition and Fees* and *Room and Board* using your institution's 2016-17 budget information
- Click Save

**Private Institutions Only:** Additionally, please enter the same budget information for MTG. The steps are the same as above, but use the Michigan Tuition Grant menu instead.  
MCS/MTG Certification

The certification period for the Michigan Competitive Scholarship (MCS) and the Michigan Tuition Grant (MTG) is only a few weeks away! We received feedback during the last academic year and used those responses to make the certification process a little easier, namely through optimizing the file layouts.

The file formats for both the downloaded certification roster and the file that gets uploaded back into MiSSG have been updated. If your institution imports/exports these rosters to/from your

own data management system, please make sure your IT department receives these layouts to make the necessary adjustments.

**Updated 09/23/2016:**

[Updated 23SEP2016 Download Certification Roster File Layout.pdf](#)

[Updated 23SEP2016 Upload Certification Roster File Layout.pdf](#)

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## **MiSSG-TIP Update: September 19, 2016**

### **TIP credit hour rates**

A reminder that today is the deadline to enter TIP credit hour rates within MiSSG. Instructions on this were sent via GovDelivery on September 13. If you need another copy of the instructions, please e-mail [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) and use subject topic TIP Rates in MiSSG.

### **Where did the mandatory fees go?**

When you are entering your institutions credit hour rates and information in the school profile, you will notice that there is not a section for mandatory fees. TIP does cover up to \$250 in mandatory fees. Do not include the mandatory fee amounts in with your per credit hour rate in the school profile. Mandatory fees are entered at the time of your reimbursement request, which you will receive more information on soon. Fall reimbursement requests will become available October 6.

### **Should I cancel a TIP award if a student isn't showing up on the MiSSG Eligible Students Report?**

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 your institution. If a TIP student is not displaying on the Eligible Student Report it is because they haven't selected a college choice in MiSSG, do not have a FAFSA on file, or do have a FAFSA on file but did not list your institution first and are currently displaying on another institution's report, or they have not indicated their college selection with our office/MiSSG Student Portal.

Do not automatically cancel a student's TIP award in your institutions system. If they are not displaying on the Eligible Students Report, use the Lookup TIP Remaining Credits/Amounts menu tab to check eligibility. If they are eligible, contact our office to have the student transferred to your institution so they will reflect on the Eligible Students Report, allowing you to request reimbursement when it becomes available. Student transfers can be requested by you calling our Customer Care Unit at 1-888-4-GRANTS (888-447-2687) or the student can indicate institution choice within the MiSSG student portal.

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## **Your TIP students in MiSSG: September 16, 2016**

### **Are TIP eligibility letters still required?**

TIP eligibility letters (College Payment Authorization form and Phase II Letter of Credit) are **NO LONGER REQUIRED AND WILL NOT BE PRINTED.**

It is important to communicate this information with your institutional departments (such as Admissions and Business Services) that communicate with TIP students to inform them of the

new policy. Please do not ask students to contact our office for a copy of their letter. Institutions can view student eligibility in MiSSG; therefore, letters are no longer required.

### **How do I view TIP Eligible Students?**

To view a listing of TIP eligible students who have indicated they are planning on attending your institution for 2016-17:

- Log into MiSSG
- Under the MiSSG menu tab, select Reports
- Click the Eligible Students Report
- Indicate aid program and generate report

TIP students must indicate their college selection choice each year. They can do this by logging into the [MiSSG Student Portal](#) or by calling our Customer Care Unit at 1-888-4-GRANTS (888-447-2687). Once a student does this they will display on your Eligible Students Report and an email message will be generated to the institution contact(s) listed in your school profile under the Tuition Incentive Program menu tab in MiSSG.

### **A TIP student is missing from the Eligible Student Report, how do I get them on our institution's report?**

To lookup a student's TIP status you can use the TIP Students menu tab and the Lookup TIP Remaining Credits/Amounts menu tab under Tuition Incentive Program within MiSSG. If they are TIP eligible but are not displaying on your reports it's because they are currently listed at another institution or they have not indicated their institutional choice. To transfer a student's record, a student can utilize the MiSSG Student Portal or call us. You can also call us at 1-888-4-GRANTS (888-447-2687) to request that we transfer a student; we are happy to help you with this process.

### **When can I submit my TIP reimbursement request?**

Fall reimbursement requests become available October 6. You will not be able to request reimbursement for students that do not have your institution declared within MiSSG.

### **I do not know how to navigate MiSSG and need help!**

We are available to answer your questions and provide assistance. We are in the process of developing training materials; however, in the meantime please reach out to us if we can help you! You can reach us at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 1-888-4-GRANTS (888-447-2687).

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## **Fall Update-Budgets and MiSSG: September 13, 2016**

### **Tuition Incentive Program (TIP) is now on MiSSG.**

Our office is excited to announce that TIP is now integrated into MiSSG. Within MiSSG, there are menus for TIP that include:

- School Profile, Payment History, TIP Students
- TIP Reimbursement Request, Lookup TIP Remaining Credits/Amounts

The form previously used to request reimbursement is no longer utilized. This information is now processed on MiSSG. After drop/add periods for Michigan institutions, we will send out detailed instructions on how to process reimbursement requests.

### **Entering Academic Year 2016-17 Tuition Incentive Program (TIP) rates within MiSSG**

Now that TIP has been integrated into MiSSG, institutions need to indicate their credit hour rate information to calculate student reimbursement. Please update the rate that applies to your institution type. TIP rates must be entered in MiSSG by September 19.

- Community: In-District Tuition Rate per Credit and Out-of-District Tuition Rate per credit
- Public: Lowest Resident rate per credit

**Private Institutions Only:** The *Rate Per Credit* for private/independent institutions is already pre-populated. No further action on this subject is required for AY2016-17 but you will need to specify which Phase(s) your institution accepts.

To enter the 2016-17 TIP Rate, please follow these instructions:

- Log into MiSSG, click on Tuition Incentive Program menu
- Click **School Profile**
- Click **Update**
- Enter in credit rate information
- Indicate the reimbursement phase(s) that your institutions qualifies for
- Click **Save**

### **Entering Academic Year 2017-18 Budgets**

As stated in previous communication, we are using prior year budgets within MiSSG. The Academic Year screens for 2017-18 are now available, and institutions can now begin to input 2016-17 institutional budgets within the 2017-18 records. Budgets must be entered by September 30.

To enter the 2017-18 budget, please follow these instructions:

- Log into MiSSG, click on the Michigan Competitive Scholarship menu
- Click **School Profile**
- Change the Academic Year at top of screen to **Year 2017 to 2018**
- Click **Budget**
- Enter both the *Tuition and Fees* and *Room and Board*
- Click **Save**

**Private Institutions Only:** Additionally, please enter the same budget information for MTG. The steps are the same as above, but use the Michigan Tuition Grant menu instead.

### **School Change Deadline**

The School Change Deadline is **October 5**. This date is when a student's *Ineligible Reasons* need to be cleared by in order to receive an award during the first round of awarding. Additional rounds of awarding are never guaranteed and are subject to available funding. When clearing the Ineligible Reason lists, it's important that each student is specifically evaluated before being cleared.

### **MCS/MTG Certification Rosters**

*Certification Rosters* will be active on **October 6**. In the meantime, institutions can still download a copy of it in spreadsheet form from *MiSSG>Reports>Certification Roster*, though the format will differ slightly from the active one that can be downloaded after October 6. The *Information Roster* is also located in the same place and the *Eligible Students* Report is located in the nearby 'Activity Reports' tab.

### **State of Michigan Deadline for Aid Consideration**

As you begin to promote the new FAFSA filing date of October 1 to students, please remind them that March 1 is still the deadline for State of Michigan aid consideration. Please promote the [MiSSG Student Portal](#) through your communication, encouraging students to check State of Michigan aid eligibility and information.

### **TIP-College Payment Authorization Form and Phase II Letter of Credit**

Institutions no longer need to obtain the College Payment Authorization Form or Phase II Letter of Credit from students or our office, now that this information is within MiSSG. For students to appear on lists and rosters in MiSSG (including TIP) at your institution, students must select your institution as the one they plan on attending. This can be done by the student indicating college selection on the FAFSA as first choice, the student selecting institution within MiSSG Student Portal, the student calling our office to indicate, or an aid office representative calling to indicate institutional choice.

### **Refunds**

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.

Times when you will receive a billing notice:

- After 4th Quarter payment has been processed and your institution was overpaid
  - As a result of a program review finding/internal audit
- 

## **8/19/2016: MTG Reporting Requirements**

Pursuant to Public Act 249 of 2015 (MCL 388.1852), Michigan Tuition Grant funds are not able to be awarded to students enrolled at an independent college or university that does not report data by September 30, 2016.

The required reporting requirements include MTG Recipients, MTG Recipients in Remedial Education Classes, Total Pell Recipients, and Total Pell Recipients Who Also Receive the MTG.

The data is collected by Michigan Independent Colleges and Universities (MICU) and submitted to the Department of Treasury on behalf of the entire MICU membership.

**MICU will be reaching out to financial aid offices with more information; however, if you have questions please contact Peter Spadafore, Vice President, MICU, at [pspadafore@micolleges.org](mailto:pspadafore@micolleges.org) or 517-372-9160.**

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## **8/19/2016: SAT score for MCS, TIP Letters, and MiSSG Accounts**

### **MiSSG Accounts**

As a reminder, MiSSG accounts are set to expire on Wednesday, August 31, if an [Academic Year 2016-17 MiSSG Aid Administrator Security Access Form](#) renewing them is not received by our office. Forms can be completed electronically, saved, and emailed to [ssg@michigan.gov](mailto:ssg@michigan.gov) or faxed to 517-241-5835.

### **SAT Score for Michigan Competitive Scholarship**

Beginning with the Class of 2017, the SAT score will be used instead of the ACT for evaluating the Michigan Competitive Scholarship's merit requirement. The minimum qualifying SAT score is 1200. Students who graduated from high school prior to the Class of 2017 will continue to use their ACT scores (23 and higher), as their SAT scores would not be considered.

### **Tuition Incentive Program (TIP) Letters**

Effective for the 2016-17 academic year, TIP College Payment Authorization forms and Phase II Letters of Credit are not required to be submitted to financial aid offices or retained in student files. Information about student eligibility will be housed within MiSSG after TIP is integrated and should be available during early September.

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## **8-09-16: IMPORTANT-Final TIP Reminder**

The billing deadline date for 4th Quarter TIP reimbursements has passed. However, if your institution has eligible students that need to be billed for--we will accept late billings on a first come, first serve basis as long as you communicate with our office by **August 11** at [ssg@michigan.gov](mailto:ssg@michigan.gov) or 1-888-4-GRANTS (888-447-2687).

**This will be the final TIP payment processed for the 2015-16 academic year.**

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## **8-4-2016: Update to Fostering Futures Scholarship amount and 4<sup>th</sup> Qtr payment for TIP and MCS/MTG**

### **Fostering Future Scholarship**

At the Summer MSFAA conference we announced that the 2016-17 amount for the Fostering Futures Scholarship was \$2,250; however, due to a recent charitable contribution we are now able to increase the amount. The revised amount is \$3,000. The award breakdown is: \$1,000 per semester towards tuition and \$500 per semester towards room/books/supplies. Enrollment Verification Rosters will be sent to aid offices at the end of August.

### **4th Quarter Payment: Michigan Competitive Scholarship and Michigan Tuition Grant**

All institutions are now balanced and we can move forward with 4th Quarter payment processing. Payment is estimated for late next week.

### **4th Quarter Payment: Tuition Incentive Program**

The billing due date for 4th Quarter TIP payment was August 3. This will be the last payment processed for the 2015-16 academic year. If your institution hasn't sent in the bill yet, this must be done ASAP. Payment is scheduled August 15.

## **8-3-2016: 2016-17 Access to MiSSG**

Aid offices are required to complete new security access forms on a yearly basis. **MiSSG accounts will be locked on Wednesday, August 31, if an Academic Year 2016-17 MiSSG Aid Administrator Security Access Form is not submitted to our office.**

The enclosed form is a PDF document that can be signed electronically by the aid director and emailed ([ssg@michigan.gov](mailto:ssg@michigan.gov)) or faxed (517-241-5835) to our office. Only employees listed in section two will be granted MiSSG access, including aid directors.

Update 1 access allows a user to update student information, certify online, and download/upload certification rosters. Administrator 1 level allows a user to make Update 1 functions as well as edit school budget and make payment adjustments.

- [Financial Aid Admin Security Access AY16-17 V2.pdf](#)
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## **8-2-2016: 2016-17 MCS/MTG amounts, TIP Payment, and Payment schedule**

2016-17 Michigan Competitive Scholarship (MCS) and Michigan Tuition Grant (MTG) amounts  
For the 2016-17 year, the MCS amount at public and community college institutions has been set at \$636 for the year and \$1,830 at private/independent institutions. The MTG amount at private/independent institutions is \$1,830. Enclosed is a breakdown of standard award amounts. As a reminder, you can view eligible students in the MiSSG report "Eligible Students Report".

### **4th Quarter Tuition Incentive Program (TIP)**

The billing due date for 4th Quarter TIP Payment is **Wednesday, August 3**. Payment is scheduled for August 15. Please ensure that you have billed for all eligible students as this will be the last payment processed for the 2015-16 academic year.

### **4th Quarter MCS/MTG Payment**



Per previous GovDelivery messages regarding the 4th Quarter MCS/MTG payment, we will not release payment until all institutions are balanced. We are still waiting on two institutions.

### **2016-17 Payment Schedule**

Enclosed is the 2016-17 Payment Schedule.

### **MiSSG Student Portal**

We are updating the student portal with the following message:

**Your award is visible to the institution you listed first on your FAFSA or have transferred to.** However, it is the responsibility of the institution to include any State awards in your award notification. When funds for your award are disbursed, they will be sent directly to your institution to apply against your account. Please contact your institution to learn when this will happen.

**\*\*Important:** If you will not be attending that institution, please use the Transfer button on the Home page to update your records.

- [MCS Award Breakdown Template.pdf](#)
  - [2016-17 Payment Schedule.pdf](#)
  - [MTG Award Breakdown Template.pdf](#)
- 

## **7-8-16 TIP 3<sup>rd</sup> Quarter Payment**

The request for supplemental TIP funds was approved and received. **TIP 3rd Quarter payments were processed today and should reflect in institutional accounts by mid-next week.** The supplemental TIP funds included funding for the 4th Quarter payment. The billing due date for 4th Quarter is August 3 with a payment date of August 15. **Please reconcile your student accounts prior to submitting your 4th quarter billing, as that will be the final payment for this academic year.**

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## **7-7-16 Year-End Balancing and MSFAA Training**

### **Year-End Balancing**

A reminder that the 4th Quarter certification deadline is **July 8** and payment is scheduled **July 22**. It is very important that institutions complete year-end balancing for the Michigan Competitive Scholarship and Michigan Tuition Grant as soon as possible and no later than July 31. **We will not process 4th Quarter payment until all institutions are certified and in balance.** In the May 27th GovDelivery message, our office provided the following instructions on year-end balancing:

To prepare for year-end balancing within MiSSG, please complete the following:

- Under the **MiSSG** tab, click **Report**, then click on **School Totals Report**.
- The **School Totals Report** is a listing of your awarded students by semester/term and should be compared to your internal records.
- Select the **2015-2016 Academic Year** and the **Aid Program**, then click **Generate Report**.
- Review your **Total Award amount**.

- After you have your **Total Award amount**, click the tab on the left menu for either the **Michigan Competitive Scholarship** or the **Michigan Tuition Grant**.
- Click on **Payment History**.
- Review the **Payment Total** amount in the **Payment History**.
- Compare this figure with the total indicated on your **School Totals Report**.
- Reviewing these figures will determine if your institution owes a refund to Student Scholarships and Grants from overpayment or if our office owes your institution a 4<sup>th</sup> quarter payment. Refunds must be received by September 23.

If there are discrepancies in your reports or totals, please review your students individually on the **School Totals Report** to compare their award information in MiSSG vs. your institutional records.

If you have questions or need assistance with this process, please contact us at [ssg@michigan.gov](mailto:ssg@michigan.gov) or 1-888-4-GRANTS (888-447-2687). Please send an email to [ssg@michigan.gov](mailto:ssg@michigan.gov) once you are in balance.

### **MSFAA Summer Training**

If you were not in attendance at MSFAA Summer Training, please view the enclosed presentation from our office regarding program updates and information.

### **2016-17 MCS/MTG**

Governor Snyder signed the FY 17 (Academic Year 2016-17) budget last week. MCS/MTG student award amounts will be announced later next week.

[2016 Summer MSFAA.pptx](#)

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## **5-27-2016:Year-End Balancing**

### **Year-End Balancing**

To prepare for year-end balancing within MiSSG, please complete the following:

- Under the **MiSSG** tab, click **Report**, then click on **School Totals Report**.
- The **School Totals Report** is a listing of your awarded students by semester/term and should be compared to your internal records.
- Select the **2015-2016 Academic Year** and the **Aid Program**, then click **Generate Report**.
- Review your **Total Award amount**.
- After you have your **Total Award amount**, click on either the **Michigan Competitive Scholarship** or the **Michigan Tuition Grant** tab.
- Click on **Payment History**.
- Review the **Payment Total** amount in the **Payment History**.
- Compare this figure with the total indicated on your **School Totals Report**.

- Reviewing these figures will determine if your institution owes a refund to Student Scholarships and Grants from overpayment or if our office owes your institution a 4<sup>th</sup> quarter payment. Refunds must be received by September 23.
- Institutions must be in [balance](#) no later than **July 31**.

The 4<sup>th</sup> Quarter certification deadline is July 8 and payment is scheduled July 22. A 4<sup>th</sup> quarter payment will not be issued to your institution until all students have been certified.

If there are discrepancies in your reports and totals, please review your students individually on the **School Totals Report** to compare their award information in MiSSG vs. your institutional records.

If you have questions or need assistance with this process, please contact us at [ssg@michigan.gov](mailto:ssg@michigan.gov) or 1-888-4-GRANTS (888-447-2687).

### **Scholarship Scam**

Our office has been notified that Michigan students and families are receiving phone calls from individuals identifying themselves as representatives from the “State of Michigan-Office of Scholarships and Grants”, attempting to retrieve personal information. Please be aware that this activity may be fraudulent and our office has not been making these calls. If students and families receive phone calls that seem suspicious, please ask them to contact the Michigan Attorney General's Office-Consumer Protection Division at 877-765-8388.

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## **5-12-2016: MNS Status, MiSSG, and 3<sup>rd</sup> Qtr TIP Status**

### **Michigan Nursing Scholarship**

The Michigan Nursing Scholarship funds have been depleted to a level where we are unable to commit to making awards for 2016-17. Funding for this program is generated by repayments made by past recipients who failed to meet either the work or enrollment requirement which caused their scholarship to revert to a loan. We anticipate that funds will be available for awarding during the 2017-18 academic year.

### **MiSSG: Middle Initial in Certification Roster**

We conveyed to MiSSG's vendor the frustrations from aid offices resulting from the middle initial field on the Certification Roster file upload feature. The vendor will remove the requirement for an exact match of the middle initial during upload certification starting in the 2016-17 academic year.

### **3<sup>rd</sup> Quarter TIP Payment Delayed**

On April 18, we notified aid offices that 3<sup>rd</sup> Quarter TIP reimbursements may be delayed. A supplemental request was submitted to the State Budget Office in order to cover 3<sup>rd</sup> and 4<sup>th</sup> quarter reimbursement requests. We have received confirmation that these funds will not be available until after the legislature approves a final budget in mid-June. Payments will be processed and colleges notified as soon as these funds become available.

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## 5-2-2016: Change in policy: TIP Rates with Decimals/Cents

In the March 22 GovDelivery message sent to aid offices, we indicated that within MiSSG tuition and fees may only be reported in whole dollar amounts for TIP and that rounding would be necessary. We received feedback about the concerns that several aid offices had about this limitation. After consulting with MiSSG's software vendor, we are pleased to announce that a solution was found. **Please disregard the policy sent on March 22. When requesting reimbursement for TIP in MiSSG, you will be able to report dollars/cents for tuition and/or mandatory fees. Decimals/Cents will be allowed for future programs added to MiSSG.**

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## 4-28-2016: Treasury Press Release

### Treasury Announces Partnership with Inceptia to Provide Student Loan Default Prevention Services

LANSING, Mich. – The Student Financial Services Bureau, a Bureau within the Michigan Department of Treasury, is pleased to announce that a MiDEAL Extended Purchasing contract has been awarded to Inceptia to provide MiDEAL member colleges and universities with student loan default prevention and financial literacy services at a reduced cost. Inceptia's counselors will connect with individual borrowers who have become delinquent on their student loans and address their specific repayment needs in order to find the best tailored solution to get them back on track with repaying their loans, thereby preventing student loan default. In turn, MiDEAL member colleges and universities who take advantage of this service will benefit by reducing their Cohort Default Rate (CDR).

The CDR, or the percentage of a school's borrowers who enter repayment on their federal student loans during a fiscal year and default prior to the end of the next one to two fiscal years, remains a major concern for Michigan colleges and universities. The time and expense of conducting in-house default aversion programs is often not feasible for institutions. However, the threat of sanctions and the loss of federal funding, has created a need to keep the 3-year CDR well below the 30% threshold. Taking advantage of this MiDEAL opportunity will help address the CDR issues many Michigan institutions are facing. "At no cost to the state, Michigan has taken a step toward helping colleges address this problem which is in the best interest of students," said Anne Wohlfert, State Bureau Administrator for the Michigan Department of Treasury.

Colleges and universities who take advantage of this ground breaking state initiative, will realize advantages that are not limited to actual dollar savings on this service. Indirect savings are also realized through the elimination of administrative duplication. The work of writing and updating specifications, drafting solicitations, maintaining a large, diverse pool of potential bidders, accepting, reviewing, and evaluating bid responses, making award recommendations, and negotiating terms and conditions has already been completed. Colleges and universities can have confidence that the RFP process has been completed by the State and representatives from the higher education community with best value and price considerations in mind. Inceptia will work individually with MiDEAL institutions to determine their unique needs and create a contractual arrangement accordingly.

In addition, Michigan high schools will have the opportunity to take advantage of Inceptia's financial literacy modules at no cost through MiDEAL. This leads to students who are better prepared for the financial responsibilities of higher education.

Michigan degree-granting, non-profit colleges and universities who are interested in seeking more information about this contract should go to <http://www.buy4michigan.com> to view the Student Loan Default Prevention Management Services contract #027116B0006554.

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## **3-30-2016: MTG 2<sup>nd</sup> Round Awarding**

### **Michigan Tuition Grant (MTG) 2<sup>nd</sup> Round Awarding**

We have processed eligible students for a 2<sup>nd</sup> round of MTG awards. Eligible students were identified as students who were cleared after deadline. These students will now appear on your institution's Certification Roster. Please review each student individually and certify accordingly. As a reminder, the 3<sup>rd</sup> quarter certification deadline is close of business May 9. If you have questions about your Certification Roster, please contact Marion Seelman at [SeelmanM@michigan.gov](mailto:SeelmanM@michigan.gov) or 517-241-3106.

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## **3-22-2016: 16/17 Budget, TIP, and Fostering Futures Scholarship Information**

### **16-17 Budgets**

To match the PPY initiative from the Federal Government, we will be using prior year budgets when awarding. For the academic year 2016-17 we will use your previously submitted budgets from 2015-16. Institutions will need to submit their school budget for 2016-17 by September 2016 for awards to be processed for academic year 2017-18. Estimated awards are being made in MiSSG. We will not know final award amounts until the Governor signs the budget in June. You can utilize the Reports function within MiSSG to view eligible students for 2016-17. For monitoring other gift aid, you may use current year information.

### **Tuition Incentive Program (TIP)**

TIP is in the process of being integrated into our data management system, MiSSG. We will update you on developmental progress and will provide training materials in the near future. There are two major changes that come with TIP being processed through MiSSG that you should be aware of immediately:

- **Tier Tuition Rates**

Within MiSSG, tuition may only be calculated for TIP based on in-district and out-of-district rates (to match the legislative intent of the program). SSG uses standard credit hour tuition rates only (in-district and out-of-district). We do not use contact hours or tier tuition rates.

- **Tuition Rates Containing Decimals/Cents**

Within MiSSG tuition and fees may only be reported in whole dollar amounts. Tuition and/or fees with cents will need to be rounded before entering a TIP reimbursement within MiSSG. For example, \$29.50 would be reported as \$30 and \$29.49 would be reported as \$29.

**Effective January 1, 2016, children previously covered under MI-Child were switched to Medicaid.** For purposes of determining TIP eligibility, months of ***MI-Child coverage prior to 1/1/2016 will not count*** towards the required 24 months of Medicaid. The first time these students will be included in the TIP Medicaid file will be November 2018. Some students could become eligible as early as December 31, 2017.

### **Fostering Futures Scholarship (FFS)**

The [FFS application](#) is currently available on our Web site, with a submission deadline of June 30, 2016 (late applications will not be accepted). Award maximums have been set for the 2016-17 academic year. An eligible student may receive up to a maximum of \$3,000 for the 2016-17 academic year (must meet financial need). **For this program only, TIP is applied before FFS.** Future awards are subject to approved and available funding. EVRs will be sent 9/6/2016.

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## **2-23-2016: MCS/MTG Payment Status, Withdraw Information, and 2<sup>nd</sup> Round Awards**

**MCS/MTG Payment Status:** Now that everyone is certified, we are scheduled to run payment Thursday morning. Your institution should expect payment early next week.

**MCS/MTG Withdraw Information:** At the start of the 2015-16 academic year, SSG announced a change to the monitoring/adjustment form. This announcement is also reflected on page 9 of the manual *Working with SSG*. When a student withdraws, a monitoring and adjustment form is no longer needed. SSG merely needs to know the amount being awarded. For the MCS and MTG-if the student withdraws at 100%, all funds come back to the program. Since MCS and MTG are based on aggregate funds to the institution, any withdraw less than 100%, the institution may keep all funds due to the institutional costs-incurred during the enrollment process. The student's check count, however, will be reduced accordingly.

Our office has received questions about this; therefore, we wanted to clarify some information based on the inquiries we've received:

- If a student withdraws at a rate less than 100%, you do **not** need to adjust information in MiSSG to document this. Your institution keeps these funds as if the student had not withdrawn.
- When you balance at year end, you balance as if the student had not withdrawn.
- The funds should be applied to the balance of the student's account with anything beyond going to the institution.
- When our office performs a program review, we compare award information to enrollment. If there is a student who withdrew at anything other than 100% and your institution kept the remaining funds, the program reviewer will know that it fell under this policy. You do not need to document the student file.

**2<sup>nd</sup> Round Awarding:** We will be doing 2<sup>nd</sup> round awarding for MTG. MCS will not have 2<sup>nd</sup> round awards. We will do as many as possible automatically working through MiSSG; however, please contact Marion Seelman (SeelmanM@michigan.gov or 517-241-3106) if you are able to self-identify eligible students you are aware of.