09-2026

MCOLES
Michigan Commission on Law Enforcement Standards

Public Safety Academy Assistance Program - Appropriation IV
Notification of Recruit Separation

In accordance with the Program Guidelines, when a Recruit withdraws from the academy session or resigns from the agency prior to expending the full $20,000.00 (or total grant award amount), the balance shall be returned to MCOLES and applied back to the scholarship fund. In order to determine whether and how much of the funds are due back to MCOLES, the applying agency should complete the following documentation and return it to:

927 Centennial Way
Lansing, MI 48913

or via email to:
MSP-MCOLES-Grants@michigan.gov

Section I - Agency Information

Agency Name:	
Agency Contact Person:	Contact Person Title:
Contact Email:	Contact Phone Number:

Section II – Recruit Information

Recruit Name:	
Start Date:	End Date:
Total Wages & Benefits Paid During This Time:	Additional Approved Expenses (include invoice copies):

Section III – Academy Information

Academy Name:
Academy Session Recruit was Enrolled in:

Eligible Academy Costs

*If academy tuition was returned during the drop period, it should not be included. If it was returned at a specific percentage during the drop period, include only the amount of tuition that was actually paid to the Academy.

Expense	**Cost**
Academy tuition and fees	
Academy supplies (e.g. ammunition, first aid, or other expendables)	
Individual recruit equipment required for training (non-duty equipment)	
Academy-required uniforms	
Total	

I certify that the above information is correct.

Agency Head Signature:	Date:

Section IV – MCOLES Approval *To be completed by MCOLES.*

Total Paid to Agency:	Less Expenses Paid for Recruit:	Total Due to MCOLES:
MCOLES Reviewer Signature:		Date:
MCOLES Supervisor Signature:		Date: