

Academic Year 2019-20

# State Programs Procedures Manual

Overview of Operations for Financial Aid Professionals





STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

Dear Financial Aid Administrator:

Student Scholarships and Grants (SSG), a division within the Office of Postsecondary Financial Planning in the Michigan Department of Treasury (Treasury), works to remove barriers for Michigan students by providing State financial aid programs, resources, and information.

SSG administers eight grant, scholarship, and resource programs. Our programs provide more than \$140 million to over 75,000 students annually. We cannot do the work that we do without relying on our partners; high school counselors, college access professionals, and YOU!

SSG works to:

- Determine eligibility and policies for programs, while complying with legislative intent.
- Disburse funds to postsecondary institutions on behalf of students.
- Utilize the MiSSG data management system to identify eligible students for institutions, provide reporting and data, and manage program funds.
- Promote college access initiatives.

The *State Programs Procedures Manual - Overview of Operations for Financial Aid Professionals* 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 financial aid programs.

As our partner, we want to work with you. If you have questions or suggestions, please contact our Customer Care Center at 1-888-447-2687 or [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov). We appreciate your support as we work together to help Michigan students make college accessible, affordable, and attainable.

Sincerely,

A handwritten signature in black ink that reads 'Anne Wohlfert'.

Anne Wohlfert, Executive Director  
Office of Postsecondary Financial Planning

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# Michigan Department of Treasury – Office of Postsecondary Financial Planning

Student Scholarships and Grants (SSG) is a division within the Office of Postsecondary Financial Planning, within the Michigan Department of Treasury.

Other divisions within the Office include 529 Savings Plans and Student Loan Repayments:

- The 529 Savings Plan Division includes:
  - Michigan Education Trust (MET)
  - Michigan Education Savings Program (MESP)
- The Student Loan Repayment Division includes:
  - Michigan Guaranty Agency (MGA)
  - Student Loan Programs (SLP)
  - MiABLE

Note: The Office of Postsecondary Financial Planning is publicly branded as MI Student Aid.

## Role of Student Scholarships and Grants (SSG)

SSG administers the State financial aid programs and essential services to students and families relative to college access.

SSG is responsible for:

- Determining eligibility for State financial aid programs.
- Managing State financial aid program funds.
- Disbursing State financial aid program funds to postsecondary institutions on behalf of students.
- Maintaining data integrity and reporting.
- Educating Michigan citizens by promoting college access and financial literacy initiatives.

## MI Student Aid Services

MI Student Aid is actively involved in promoting postsecondary education, financial education, and financial aid options to Michigan students and families.

### MI Student Aid Customer Care Center

The Customer Care Center assists students, families, high school counselors, college financial aid offices, and college access professionals with general questions about types of financial aid available, State financial aid eligibility, how to search for scholarships, assist with accessing MiSSG, and more.

Contact the Customer Care Center:

- Phone: 1-888-447-2687
- Email: [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov)

### GovDelivery Emails

Updates and information regarding SSG programs, policies, and more are emailed to subscribers via GovDelivery.

If you currently do not receive our GovDelivery emails, you can [join the listserv](#) for financial aid administrators. Please review and reference these messages to keep up to date on important State financial aid program information.

## Online Services

The MI Student Aid Web site at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid), provides support to students, families, and professionals with online resources.

## Publications

The following publications contain information about State financial aid programs.

- Affording College in Michigan Guidebook
- Financial Aid Common Mistakes for 2020-21
- Michigan Postsecondary Options Poster
- MI Student Aid MiSSG Informational Card
- MI Student Aid Services Poster
- Programs at a Glance Flyer
- Tuition Incentive Program Flyer
- Tuition Incentive Program Poster

Free copies can be ordered online at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid).

Fact Sheets and program specific resources are available at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid).

## State Financial Aid Programs

All programs are administered in accordance with legislative direction and per administrative rules approved by the Michigan Department of Treasury's Office of Postsecondary Financial Planning.

For detailed information on these programs, refer to the program-specific beginning on page 24.

### Children of Veterans Tuition Grant (CVTG)

The Children of Veterans Tuition Grant (CVTG) provides undergraduate tuition assistance to the children of qualified Michigan veterans who are deceased, totally and permanently disabled, or missing in action (MIA), due to a service-connected injury or illness.

#### CVTG Quick Reference:

- Submission Deadline: None
- Special Application: Yes, one-time.
- Award Amount: \$2,800

### Dual Enrollment (DE)

The Michigan Department of Education (MDE) administers the Dual Enrollment program allowing students to earn college credit while in high school. MDE works closely with SSG for students attending private high schools. Payments are made to eligible institutions for high school students from private high schools who dually enroll in college courses. Detailed information is available on the [MDE Web site](#).

### Fostering Futures Scholarship (FFS)

The Fostering Futures Scholarship (FFS) provides awards designed to assist former foster care students with college expenses. The State of Michigan works with individuals, community organizations, and businesses to encourage charitable contributions that go toward FFS funds.

#### FFS Quick Reference:

- Submission Deadline: June 30
- Special Application: Yes, annual.
- AY2019-20 Award Amount: \$3,000

## Michigan Competitive Scholarship (MCS)

The Michigan Competitive Scholarship (MCS) provides renewable scholarships for undergraduate students attending eligible Michigan postsecondary institutions. Awards are based on both academic merit and financial need.

### **MCS Quick Reference:**

- Submission Deadline: March 1
- Special Application: No, just FAFSA.
- AY2019-20 Award Amount: \$1,000

## Michigan Tuition Grant (MTG)

Provides need-based renewable grants for undergraduate students attending eligible private or independent degree-granting, non-profit institutions.

### **MTG Quick Reference:**

- Submission Deadline: March 1
- Special Application: No, just FAFSA.
- AY2019-20 Award Amount: \$2,800

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

The Police Officer's and Fire Fighter's Survivor Tuition Act provides for the waiver of tuition at a Michigan community college or public university for children and surviving spouses of Michigan police officers and fire fighters killed in the line of duty. The program is intended to provide an educational benefit to the spouse and children of police officers and fire fighters who made the ultimate sacrifice for their communities and the citizens of Michigan.

### **STG Quick Reference:**

- Submission Deadline: None
- Special Application: Yes, annual.
- Award Amount: Varies

## Tuition Incentive Program (TIP)

A program that encourages high school completion with the incentive of tuition assistance in college. Eligible students are those who have or have had Michigan Medicaid coverage for 24 months within a 36-consecutive month period as identified by the Michigan Department of Health and Human Services (MDHHS).

### **TIP Quick Reference:**

- Submission Deadline: August 31 of senior year.
- Special Application: Yes, one-time.
- Award Amount: Varies

## MiSSG Data Management System

MiSSG provides students, high school counselors, and college financial aid personnel access to records, applications, and information from SSG.

### **Overview of MiSSG for College Administrators**

[MiSSG](#) allows financial aid professionals, referred to as School Users, to work with student records to:

- Clear errors
- Run reports

Perform awarding tasks, such as:

- Certification
- Requesting reimbursement
- Award adjustments

MiSSG also tracks and posts quarterly payments from SSG to postsecondary institutions.

## **How to Access MiSSG as a School User**

An aid director must complete and submit the [College Security Access Form](#) before any user accounts will be created for personnel at that institution. Each user at the institution will need to have a security level assigned for each program which will determine which features inside MiSSG are available.

### **'View-Only' Users**

- Send MiSSG emails
- View award program data
- View school profile
- View school transactions, history, and payments
- View student records, transactions, and payments
- View institution eligibility rosters

### **'Update' Users**

- View and perform everything that 'View-Only' users can
- Update school profile, contact information, and records
- Add comments
- Clear ineligibility reasons from student records (such as citizenship, residency, etc.)
- Certify student enrollment and award amounts
- Request reimbursements
- Receive payment emails
- Request award reinstatement

### **'Administrator' Users**

- View and perform everything that 'View Only' and 'Update' users can
- Make award payment adjustments
- Edit the institution's annual budget

Login information will be emailed to new users shortly after the form is processed by SSG.

To maintain MiSSG access, the aid director must complete and submit a new [College Security Access Form](#) each academic year.

## **FAFSA Transaction Updates**

MiSSG will load all 2020-21 FAFSA transactions through July 6. After this date, only the first transaction for the student will be loaded automatically.

All subsequent transactions will continue to be stored, but not automatically updated. If a subsequent transaction needs to be manually loaded after July 6, please contact SSG at [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or 1-888-447-2687 to make the request.

## **Which Student Records Can Be Viewed?**

School Users may only access student records that have been assigned to their institution or have had a payment associated with an award at their institution. Student records are primarily assigned based on which institution occupied the first institution position on the FAFSA. Students may also have their records

transferred, which changes the institution able to view the records.

Only SSG can initiate a term transfer for a student if a payment has been already associated with an award of the same term.

## Student Record Transfers in MiSSG

There are two ways for a student's records to be transferred to a new institution:

- The student performs a transfer via the MiSSG Student Portal.
- SSG performs a transfer via MiSSG.
  - To request a transfer, contact SSG with the student's name, transfer term, and last four of SSN at:
    - [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov), or
    - 1-888-447-2687

## Overview of MiSSG for Students

The [MiSSG Student Portal](#) allows students to complete certain applications, change their institution, update contact information, view award status, and send MiSSG emails.

## How to Access MiSSG as a Student User

For students to have access to the [MiSSG Student Portal](#), they must have a current-year [Free Application for Federal Student Aid \(FAFSA\)](#) on file or have a Tuition Incentive Program (TIP) record. First-time Student Users must know their Social Security number when creating an account.

## Funding

The Michigan legislature appropriates funds each fiscal year. The following chart provides historical and current funding levels by program.

Program	FY18	FY19	FY20
Children of Veterans Tuition Grant and Police Officer's and Fire Fighter's Survivor Tuition Grant	\$1,400,000	\$1,400,000	\$1,400,000
Dual Enrollment	\$2,007,600	\$2,007,600	\$2,007,600
Fostering Futures Scholarship	\$750,000	\$750,000	\$750,000
Michigan Competitive Scholarship	\$26,361,700	\$32,361,700	\$38,361,700
Michigan GEAR UP Scholarship	\$3,200,000	\$3,200,000	\$3,200,000
Michigan Tuition Grant	\$38,021,500	\$38,021,500	\$38,021,500
Tuition Incentive Program	\$58,300,000	\$64,300,000	\$64,300,000
<b>TOTAL</b>	<b>\$130,040,800</b>	<b>\$142,040,800</b>	<b>\$148,040,800</b>

## Applying for State Financial Aid Programs

Students must complete the FAFSA when applying for State financial aid programs. MiSSG uses the data in the ISIR to evaluate eligibility for State financial aid programs and make initial awards.

The following State financial aid programs also require an additional application.

- Children of Veterans Tuition Grant (CVTG)
- Fostering Futures Scholarship (FFS)
- Police Officer's and Fire Fighter's Survivor Tuition Grant (STG)

- Tuition Incentive Program (TIP)

Please review our [Web site](#) for more details.

## Deadline Summary for 2019-20

Program	Program Application Deadline	FAFSA Submission Date
CVTG	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2020
FFS	June 30, 2019	June 30, 2020
MCS	March 1, 2019	March 1, 2019
MI GEAR UP	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2020
MTG	March 1, 2019	March 1, 2019
STG	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2020
TIP	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2020

## Calendar Definitions and Schedule

Three types of 'years' are defined by SSG:

- A calendar year is January 1 through December 31.
- A fiscal year is October 1 through September 30.
- An academic year is September 1 through August 31.

Within an academic year, postsecondary institutions have either semesters or terms, which will change the effective start dates used during the payment process and to evaluate student awards.

SSG considers summer to be the trailer for all State financial aid programs.

Semester	Semester Name in MiSSG	Start Date Used for Evaluation
1st	Fall	08/22/2019
2nd	Spring	01/09/2020
3rd	Summer	05/05/2020

Term	Term Name in MiSSG	Start Date Used for Evaluation
1st	Fall	09/16/2019
2nd	Winter	01/06/2020
3rd	Spring	03/30/2020
4th	Summer	06/22/2020

## Participating Institutions

Adrian College  
Albion College  
Alma College  
Alpena Community College  
Andrews University  
Aquinas College  
Baker College  
Bay College  
Bay Mills Community College  
Calvin University  
Central Michigan University  
Cleary University  
College for Creative Studies  
Compass College of Cinematic Arts  
Concordia University  
Cornerstone University  
Davenport University  
Delta College  
Eastern Michigan University  
Ferris State University  
Finlandia University  
Focus: HOPE  
Glen Oaks Community College  
Gogebic Community College  
Grace Christian University  
Grand Rapids Community College  
Grand Valley State University  
Great Lakes Christian College  
Henry Ford College  
Hope College  
Jackson College  
Kalamazoo College  
Kalamazoo Valley Community College  
Kellogg Community College  
Kettering University  
Keweenaw Bay Ojibwa Community College  
Kirtland Community College  
Kuyper College  
Lake Michigan College  
Lake Superior State University  
Lansing Community College  
Lawrence Technological University  
Macomb Community College  
Madonna University  
Michigan State University  
Michigan Technological University  
Mid Michigan College  
Monroe County Community College  
Montcalm Community College  
Mott Community College  
Muskegon Community College  
North Central Michigan College  
Northern Michigan University  
Northwestern Michigan College  
Northwood University  
Oakland Community College  
Oakland University  
Olivet College  
Rochester University  
Sacred Heart Major Seminary  
Saginaw Chippewa Tribal College  
Saginaw Valley State University  
Saint Clair County Community College  
Schoolcraft College  
Siena Heights University  
Southwestern Michigan College  
Spring Arbor University  
University of Detroit Mercy  
University of Michigan – Ann Arbor  
University of Michigan – Dearborn  
University of Michigan – Flint  
Walsh College  
Washtenaw Community College  
Wayne County Community College  
Wayne State University  
West Shore Community College  
Western Michigan University

Note: Some institutions may not participate in every State financial aid program.

## Program Eligibility Requirements

### High School Completion Requirements

For State financial aid programs, high school completion is considered:

- High school diploma; or
- Certificate of completion or its recognized equivalent.

Home-schooled students may be eligible if the institution accepts the home-school documents as proof of high school completion.

The following programs require proof of high school completion:

- MCS\*
- MI GEAR UP
- MTG\*
- TIP

\*The [High School Completion Substitution Form](#) may be used by the institution for MCS and MTG students who have not met the high school completion requirement.

The following programs do not require proof of high school completion:

- CVTG
- DE
- FFS
- STG

## **FAFSA Requirements**

To be eligible, a student must have a FAFSA on file in MiSSG which must provide at least the minimum information required to fully evaluate program eligibility and create an award.

Additionally, some State financial aid programs have FAFSA deadlines which means that the ISIR must be received by the Federal Central Processor on or before the posted date, not that it must be loaded in MiSSG by that date.

## **Residency Requirements**

A student is considered to have met the Michigan residency requirements if the date of residency is on or before July 1 of the preceding calendar year.

For example, in Academic Year 2019-20, the date of residency must have been on or before July 1, 2018.

A student's dependency status will determine if student or parent data will be used for determining residency:

- Dependent Student
  - The parent's state and date of residency is used to determine a dependent student's residency.
- Independent Student
  - The student's state and date of residency is used to determine an independent student's residency.

Note: If an independent student, or the parent(s) of a dependent student, resides outside of the state after Michigan residency was determined, then the student would remain eligible for Academic Year 2019-20.

## **CVTG Application Residency**

A student is considered to have met the CVTG application residency requirements if the date of Michigan residency is at least 12 months prior to the date of the CVTG application.

## **Updating a Student's Residency Status**

If MiSSG is unable to evaluate a student's residency status or the determination was incorrect, then an institution may update the student's application. Please see the [MiSSG Manual for College Aid Administrators](#) for further details.

Documents that could be used to update a student's residency determination:

- State/Federal tax returns or statements

- Michigan voter/vehicle registration or driver's license
- Utility bills, rent receipts, or property tax
- Any documents denoting Michigan residency

Note: During program reviews, an institution may be asked to provide copies of the supporting documents used to determine a student's residency.

## **Citizenship Requirements**

An eligible student must be a:

- U.S. citizen; or
- U.S. national; or
- U.S. permanent resident who has:
  - A Permanent Resident Card (I-551), or a Conditional Green Card (I-551C)
- An Arrival/Departure Record (I-94) from the U.S. Department of Homeland Security showing one of the following designations:
  - "Refugee;" or
  - "Asylum Granted;" or
  - "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired); or
  - "T-Visa holder" (T-1, T-2, T-3, etc.); or
  - "Cuban-Haitian Entrant."
- The holder of a valid certification of eligibility letter from the U.S. Department of Health and Human Services showing a designation of "Victim of human trafficking."
- A resident of Republic of Palau (PW), the Republic of the Marshall Islands (MH), or the Federated States of Micronesia (FM).
- A Canadian-born Native American under terms of the Jay Treaty.

Institutions must inform SSG of any students who are currently considered eligible for an award (any program) within MiSSG, but do not meet the above definitions for eligible citizenship status.

Undocumented students do not qualify for State financial aid programs.

## **Eligible Institutions**

State financial aid programs require student enrollment at a participating, degree-granting, non-profit Michigan postsecondary institution.

- Only institutions which are incorporated in Michigan and are eligible for Title IV Federal funding may participate in State financial aid programs.
- Out-of-state institutions operating in the state solely under a certificate of authority, are not eligible to participate in State financial aid programs.
- Institutions with a domestic license are eligible, while institutions with a foreign license are not eligible.
- Rules promulgated by Treasury clearly indicate that institutions that are eligible to participate in the programs are only Michigan institutions.
- Both the Tuition Grant Program Act and the Competitive Scholarship Program Act state that Treasury shall determine which institutions are eligible via its promulgated rules.

Institutions seeking eligibility information should visit the [Michigan Department of Licensing and Regulatory Affairs' \(LARA\) Web site](#).

## **Enrollment Requirements**

### ***Enrollment Status***

Eligible students must be enrolled at least half-time and the student must be pursuing a certificate, associate, or bachelor's degree.

Note: TIP has additional enrollment requirements. See page 36 for details.

## Acceptable Courses

State financial aid programs will award a student for:

- Courses within their certificate or degree program
- Remedial coursework
- Prerequisites requirements
- Transfer guideline requirements
- Retaking failed courses

## Loan Default

An award is prohibited to any student who has defaulted on a Federal Title IV or Title V loan unless the student has met the satisfactory loan repayment arrangement requirements.

## Satisfactory Academic Progress (SAP) and Grade Point Average (GPA)

GPA and SAP are to be monitored separately.

### SAP

Students must meet and maintain Satisfactory Academic Progress (SAP), as monitored by your institution. Students may not have any reimbursement requests submitted or awards certified if they are not considered to be meeting your institution's SAP policy.

### GPA

A student must have at least a cumulative 2.0 GPA at the beginning of an academic year to receive any MCS awards in the same academic year.

A student must have at least a cumulative 2.25 GPA at the beginning of an academic year to receive any CVTG awards in the same academic year. Please see CVTG program rules (page 24) for additional requirements regarding CVTG, GPA, and transfer students.

## Selective Service

Registering with Selective Service is not a requirement for SSG State financial aid programs.

## Incarceration, Felony, and Drug Offenses

- For CVTG, a student must not have been convicted of a felony involving an assault, physical injury, or death.
- For MCS and MTG, a student must not be incarcerated.
- Drug offenses do not affect a student's eligibility for State financial aid programs.

## Online Courses

SSG adheres to the Federal definition of "distance education" as defined in the [2019-20 Student Aid Handbook, volume 1, glossary](#).

- Distance education refers to instruction delivered to students who are physically separated from the instructor, to support regular and substantive interaction between student and instructor, whether in real time or through time delay..."
- Students may receive State financial aid programs for distance education courses under these conditions:
  - The courses must belong to an eligible program.
  - The institution must have the capability to effectively deliver distance education programs as determined by an approved accrediting agency.
- It is at the discretion of the institution whether or not to include any distance education classes when requesting payment from SSG.
- Distance education course-specific fees cannot be covered by State financial aid programs.
- For TIP, tuition will only be reimbursed at the approved in-district rate (unless an out-of-district rate was approved).

## Consortium Agreements

SSG adheres to Federal requirements of "consortium agreements" as defined in the [2018-19 Student Aid Handbook, volume 2, glossary](#).

- *Consortium agreements refers to two or more institutions may enter into a consortium agreement so that a student can continue to receive Federal aid while studying at an institution or organization other than his or her home (degree-granting) institution. The home institution must give credit for the courses on the same basis as if the home institution provided the training itself. A consortium agreement is signed between two institutions that are both eligible to receive Federal aid. The eligible institution is considered the home institution for aid processing and is responsible for maintaining all of the records necessary for verification of student eligibility.*

### TIP Reimbursement Requests for Consortium Students

Reimbursement requests for Consortium students are always submitted by the home institution.

- The guest institution's Rate-Per-Credit must be used if less than the home institution's Rate-Per-Credit.
- A 'Phase II Only' institution may not submit a Phase I reimbursement request.
- A 'Phase I and Phase II' institution may only submit a Phase I reimbursement request for a Consortium student if the student meets the requirements for Phase I at the home institution.

## Guest Students

Guest students may receive State financial aid program funds if:

- They are currently enrolled in a qualifying certificate or degree program at the home institution and;
- Credits earned at the guest institution are transferred and applied to the certificate or degree at the home institution; and
- They have not received State financial aid funds at another institution during the same semester/term.

### Guest Student Verification Form

The [Guest Student Verification Form](#) is not required, but may be completed by the guest institution.

### TIP Reimbursement Requests for Guest Students

Reimbursement requests for guest students are always submitted by the home institution.

- The guest institution's Rate-Per-Credit must be used if less than the home institution's Rate-Per-Credit.
- A 'Phase II Only' institution may not submit a Phase I reimbursement request.
- A 'Phase I and Phase II' institution may only submit a Phase I reimbursement request for a guest student if the student meets the requirements for Phase I at the home institution.

## Study Abroad

Students who are participating in a study abroad program and taking courses within their degree program where tuition is being paid to the Michigan institution and billed at the Michigan tuition rate can receive State financial aid program funds.

Students who are studying abroad may receive State financial aid program funds if:

- They are currently enrolled in a degree seeking or certification program at a participating Michigan institution, and
- Tuition is being billed and paid to the Michigan institution at the Michigan institution's tuition rate.

## Program Reviews

All institutions are subject to a program review by SSG, which reviews compliance with State financial

aid program administration.

When your institution is selected for a program review, SSG will contact you to arrange dates for an offsite review. This process will require the institution to send SSG copies of student records for the academic year that is being reviewed.

## **Record Retention**

SSG follows the same guidelines as Federal retention requirements; all institutions are required to keep records for three academic years. Please refer to the current [Federal Student Aid Handbook](#) for more information.

## **Program Types**

### **Awards**

#### ***Reimbursement Programs***

CVTG, STG, and TIP are considered reimbursement programs which means students are determined to be initially eligible by MiSSG, but no awards are generated.

#### ***Certification Programs***

FFS, MCS, MI GEAR UP, and MTG are considered certification programs which means students are determined to be initially eligible by MiSSG and awards are generated automatically.

### **Payments**

#### ***Quarterly Payments***

Quarterly payment files are created based on the net unpaid amounts of certified awards or requested reimbursements since the previous quarterly payment.

CVTG, FFS, MI GEAR UP, STG, and TIP use this type of payment.

#### ***Aggregate Payments***

Quarterly payment files are created based on a percentage of an institution's total certified award amount for the academic year.

MCS and MTG are the only State financial aid programs that use this type of payment.

#### ***Calculating Quarterly Percentages***

An institution will receive a payment for all certified awards, not to exceed the quarterly allotment.

Quarterly allotments are a percentage of the overall State appropriation:

- Quarter 1: 50%
- Quarter 2: 30%
- Quarter 3: 10%
- Quarter 4: 10%

## **Order of Packaging**

Aid restricted to tuition and/or fees must be used before applying funds from State financial aid programs. Institutions will ensure all known aid is applied first.

### **Multiple Awards**

Students may have multiple State financial aid programs designated for tuition and fees.

The packaging order for tuition-specific programs is:

1. STG
2. CVTG
3. MCS
4. MTG
5. TIP
6. FFS
7. Promise Zone Scholarship
  - a. The Kalamazoo Promise is not considered a [Promise Zone Scholarship](#) and should be packaged as first dollar.

MI GEAR UP is not tuition-specific and can be used for educational expenses.

### **MET Contracts**

If a student has a [MET contract](#), MET must be applied before any State financial aid program with the exception of MCS. Funds from MCS can be applied to other educational expenses when a student has MET.

### **Veterans' Benefits and State Financial Aid Programs**

The following veterans' benefits must be applied before State financial aid dollars:

- Chapter 35 Dependents Educational Assistance Program (DEA)
- Marine Gunnery Sergeant John David Fry Scholarship
- ROTC Scholarships
- Michigan Children of Veterans Tuition Grant (CVTG)
- Military Tuition Assistance
- Army Continuing Education System (ACES)
- Tuition Assistance for MI Air/Army National Guard (ANG/ARNG)
- Michigan National Guard State Tuition Assistance Program (MINGSTAP)

### **MCS Only**

For MCS only, veterans' benefits received directly by the veteran are excluded from the financial aid packaging order.

If a student has the following veterans' benefits, MCS dollars are applied first:

- Chapter 30 Montgomery GI Bill
- Chapter 31 Vocational Rehabilitation and Employment
- Chapter 32 Veterans Educational Assistance Program
- Chapter 33 Post 9/11 GI Bill
- Chapter 1606 Montgomery GI Bill
- Chapter 1607 Reserve Assistance Program

## **Certification and Reimbursement Request Availability**

Exact dates for each program will be announced through [GovDelivery emails](#) as each term's certification or reimbursement request window draws near.

Semester Name in MiSSG	Estimated Availability Date	Notes
Fall	October 2019	
Spring	January 2020	
Summer	May 2020	If program allows for summer awarding.

Term Name in MiSSG	Estimated Availability Date	Notes
Fall	October 2019	
Winter	January 2020	
Spring	January 2020	
Summer	May 2020	If program allows for summer awarding.

## Methods of Certifying Awards and Requesting Reimbursements in MiSSG

The two methods of certifying awards or requesting reimbursements in MiSSG are uploading a file to process awards in batch or using the online interface to process awards individually.

Method	Pros	Cons
Upload File	<ul style="list-style-type: none"> <li>• Able to process many students in batch with a single file.</li> <li>• Can have the file generated and exported from the institution's internal data system.</li> </ul>	<ul style="list-style-type: none"> <li>• Requires more technical proficiency to use successfully than the online interface method.</li> <li>• Overcoming file line errors can be frustrating to some users.</li> </ul>
Online Interface	<ul style="list-style-type: none"> <li>• Able to quickly process a single student.</li> <li>• Errors can be corrected in real time.</li> <li>• Easier to use.</li> </ul>	<ul style="list-style-type: none"> <li>• Is much slower to process many students compared to the upload file method.</li> <li>• Manual process.</li> </ul>

Note: The online interface is the only way to submit reimbursement requests for CVTG, FFS, MI GEAR UP, and STG.

## Download Roster File Availability

Downloadable rosters for MCS, MTG, and TIP will become available for all applicable terms at the beginning of the academic year. The files will contain only students who MiSSG believes meet the requirements of the award program at the School User's institution.

The layout of the download rosters is defined in each program's file format document:

- [MCS/MTG Download Certification Roster File Format](#)
- [TIP Download Reimbursement Request Roster File Format](#)

All file formats are available at [www.michigan.gov/missg](http://www.michigan.gov/missg) in the 'MiSSG File Formats for College Administrators' section.

MCS, MTG, and TIP are the only programs with download files. All others use the online interface.

## CVTG Reimbursement Requests

Reimbursement requests must be submitted for individual students using the online interface method. To do so, navigate to the Reimbursement Request menu under the Children of Veterans Tuition Grant menu, select a term, and click the Request Reimbursement button.

## FFS Certification Rosters

Certification must occur for individual students using the online interface method. To do so, navigate to the Certification menu item under the Fostering Futures Scholarship menu, select a term, and click the Certification Roster button.

## MCS and MTG Certification Rosters

Awards can be certified with an uploaded text file that the institution can create by using the Download Roster File as a base or by other methods such as exporting a text file from the institution's own internal system. The uploaded file must meet the specifications listed in the [MCS/MTG Upload Certification Roster File Format](#) which is available at <https://www.michigan.gov/missg> in the 'MiSSG File Formats for College Administrators' section.

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

## MI GEAR UP Certification Rosters

Certification must occur for individual students using the online interface method. To do so, navigate to the Certification menu item under the MI GEAR UP Scholarship menu, select a term, and click the Certification Roster button.

## STG Reimbursement Requests

Reimbursement requests must be submitted for individual students using the online interface method. To do so, navigate to the Reimbursement Request menu under the Survivor Tuition Grant menu, select a term, and click the Request Reimbursement button.

Note: An STG student's transcript must still be submitted to our office before reimbursement will be processed.

## TIP Reimbursement Request Files

Reimbursement requests may be submitted with an uploaded text file that the institution can create from using the Download Roster File as a base or by other methods such as exporting a text file from the institution's own internal system. The uploaded file must meet the specifications listed in the [TIP Upload Reimbursement File Format](#) which is available at <https://www.michigan.gov/missg> in the 'MiSSG File Formats for College Administrators' section.

Alternatively, reimbursement requests may be submitted for individual students by using the online interface method. To do so, navigate to the TIP Reimbursement Request menu item under the Tuition Incentive Program menu, select a term, and click the Reimbursement Roster button.

The most recent institution that submits a reimbursement for a student, prior to payment processing, is where funds will be disbursed to.

## Payments

All payments are made to the institution on behalf of the students. Payments are made through the State's Statewide Integrated Governmental Management Applications (SIGMA) system and are processed via electronic funds transfer (EFT).

For information on how to become a vendor visit the [State of Michigan SIGMA Vendor Self Service \(VSS\)](#).

SSG provides an annual certification and payment schedule indicating due dates for all programs.

Review the [SSG Payment Schedule](#).

- Payments are disbursed on a quarterly basis and are made only for students enrolled in the current academic year. Payment should be credited to the student's account unless the student has already satisfied financial obligations to the institution; in such cases, all or part of the award may be paid directly to the student.
- Payments are only made for the current academic year.
  - Prior-year billings will not be processed.

### **Award Inclusion in Quarterly Payment Files**

To have an award included in a quarterly payment file, the award must be certified or have a request for reimbursement submitted prior to the payment file being created.

# Program Payment Schedule

Academic Year 2019-20



## State Financial Aid Programs

- ✓ Children of Veterans Tuition Grant (CVTG)
- ✓ Dual Enrollment (DE)
- ✓ Fostering Futures Scholarship (FFS)
- ✓ Michigan Competitive Scholarship (MCS)
- ✓ Michigan GEAR UP Scholarship (MI GEAR UP)
- ✓ Michigan Tuition Grant (MTG)
- ✓ Police Officer's and Fire Fighter's Survivor Tuition Grant (STG)
- ✓ Tuition Incentive Program (TIP)

*Dates are subject to change and payments require approved and available funding.*

### MiSSG Semester/Term Open Dates

A Reimbursement Request or Certification for an award cannot be submitted until the appropriate semester/term opens.

Event Type	Date Available
Fall Opens	October 7, 2019
Winter Opens	January 6, 2020
Spring Opens	January 7, 2020
Summer Opens	April 22, 2020

### MiSSG Payment Dates

All payments are processed through MiSSG and will only include awards that have had a Reimbursement Request or Certification successfully submitted prior to the payment.

Payment Type	Payment Date
Quarter 1	November 4, 2019
Quarter 2	February 24, 2020
Quarter 3	May 11, 2020
Quarter 4	August 3, 2020

### STG Payment Dates

STG has a different payment schedule than the other programs in MiSSG. Additionally, student transcripts must be verified before payment may be issued.

Payment Type	Payment Date
Quarter 1	January 21, 2020
Quarter 2	May 18, 2020
Quarter 3	August 10, 2020

### Dual Enrollment Payment Dates

Dual Enrollment payments are generated every month rather than once a quarter for each award received from the Michigan Department of Education (MDE).

Dual Enrollment Payments
Payments for Dual Enrollment are processed in the second week of each month.



## Withdrawals and Enrollment Changes

Institutions may keep program funds if costs were incurred; unused funds must be refunded to SSG via MISSG.

## Year-end Balancing

### **All State Financial Aid Programs**

All institutions must balance expenditures for State financial aid programs following the 4<sup>th</sup> quarter payments. Institutions must issue any refunds owed to SSG no later than September 15 each year and complete the [SSG Refund Worksheet](#).

## Refunds

Institutions should never send refunds or other return funds to SSG without first having specifically received a billing notice, except Dual Enrollment. Any differences in total 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 or internal audit.

Note: If your institution is required to submit a refund, please utilize the [SSG Refund Worksheet](#) available on our Web site.

# Children of Veterans Tuition Grant

## Description

Provides undergraduate tuition assistance to the children of qualified Michigan veterans who are deceased, totally and permanently disabled, or missing in action (MIA), due to a service-connected injury or illness.

For full program details, please reference the [Program Fact Sheet](#).

## Application

A one-time [CVTG-specific application](#) must be completed for SSG to evaluate the student's eligibility. The application can also be completed online in the MiSSG Student Portal at [www.michigan.gov/missg](http://www.michigan.gov/missg).

## CVTG Application Residency

A student is considered to have met the CVTG application residency requirements if the date of Michigan residency is at least 12 months prior to the date of the CVTG application.

## Program Award Information

Award maximum is \$2,800 per academic year. Award is tuition-specific and may also include mandatory fees.

Maximum semester or term awards are prorated by the student's enrollment.

- Full-time: \$1,400
- Three-quarter-time: \$1,050
- Half-time: \$700

## Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: Yes

## Program Limits

Program eligibility ends when a student has:

- The student has received a bachelor's degree; or
- Received CVTG funds in four academic years; or
- Received the maximum total funding of \$11,200; or
- Student has reached age 26.

## Student Requirements/Eligibility

In addition to the requirements for all State financial aid programs, a CVTG student must:

- Be the natural or adopted child of a Michigan veteran.
- Be older than 16 and less than 26 years of age.
- Not have been convicted of a felony involving an assault, physical injury, or death.
- Maintain a minimum cumulative GPA of 2.25, which is monitored annually.

## Special Requirements

### Institution Requirements

An eligible student must attend a:

- Michigan public degree-granting, community college or public university; or
- Michigan private or independent degree-granting, non-profit institution.

## ***Veteran Requirements***

A qualifying parent veteran must:

- Meet one of the following residency requirements:
  - Have been a legal resident of Michigan immediately before entering military service and did not later reside outside of Michigan for more than two years; or
  - Have established legal residency in Michigan after entering military service.
- Meet service-connected disability or death requirements.

## ***Transfer Student Requirements***

To be eligible, a transfer student must provide transcripts from all prior eligible institutions to have their cumulative GPA evaluated.

## **Additional Program Details**

### ***Felony Reporting***

- Institutions that become aware of a CVTG student who is convicted of a felony involving an assault, physical injury, or death, must provide SSG with documentation as the student is no longer eligible for future payments.

### ***2nd Bachelor's Degree***

- Eligible students may use remaining funds to pursue a second bachelor's degree.

# Dual Enrollment

## Description

Provides funding for high school students to complete up to ten college courses between 9th grade and 12th grade. MDE administers the Dual Enrollment (DE) program and works closely with Student Scholarships and Grants (SSG).

For full program details, please reference the [Michigan Department of Education Web site](#).

## Application

Secondary schools provide letters of eligibility to students.

## Program Award Information

DE funds may be used for eligible charges including:

- Tuition
- Mandatory fees
- Materials fees
- Required books

## Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: Yes

## Program Limits

Program eligibility ends when a student has:

- Completed high school; or
- Completed ten college courses; or
- Received DE funds in four academic years.

## Student Requirements/Eligibility

Students are identified and approved by their high school.

## Special Requirements

### *Institution Requirements*

An eligible student must attend a:

- Michigan public degree-granting, community college or public university; or
- Michigan private or independent degree-granting, non-profit institution.

## Additional Program Details

- For students from a public high school, the postsecondary institution will bill the high school's district.
- For students from a non-public high school, the postsecondary institution will bill MDE which will verify courses and costs. MDE submits monthly billings to SSG which processes payment.
- A student who does not successfully complete a course shall repay Treasury any eligible charges expended and not refunded by the postsecondary institution.

## For More Information

Contact MDE:

- For program questions or issues, Eric Lipinski at [lipinski@michigan.gov](mailto:lipinski@michigan.gov) or 517-241-6895.
- For financial questions or issues, Christopher May at [mayc@michigan.gov](mailto:mayc@michigan.gov) or 517-335-1263.

# Fostering Futures Scholarship

## Description

Provides awards designed to assist former foster care students with college expenses.

For full program details, please reference the [Program Fact Sheet](#).

## Application

All students must submit an application each year. Applications are available March 15. The deadline to apply is June 30. The application can be completed online in the MiSSG Student Portal at [www.michigan.gov/missg](http://www.michigan.gov/missg).

## Program Award Information

Award maximum is \$3,000 per academic year. Award contains both non-tuition-specific and tuition-specific components.

Maximum semester or term awards are not prorated by the student's enrollment.

- Up to \$1,000 of the semester award may be used for tuition and fees, books and supplies.
  - The tuition and fees portion is based on actual tuition and mandatory fees charged to the student.
  - The books and supplies portion is based on the amount defined by the institution's Cost of Attendance (COA) and can be applied towards direct or indirect costs.
- Up to \$500 of the semester award may be used for room and board.
  - The room and board portion is based on the amount defined by the institution's COA and can be applied towards direct or indirect costs (on campus or off campus).

## Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: No

## Program Limits

Program eligibility ends when a student has:

- The student has received a bachelor's degree.

## Student Requirements/Eligibility

In addition to the requirements for all State financial aid programs, a FFS student must:

- Have been in Michigan foster care due to abuse/neglect on or after their 13<sup>th</sup> birthday.
- Demonstrate financial need.

## Special Requirements

### Institution Requirements

An eligible student must attend a:

- Michigan public degree-granting, community college or public university; or
- Michigan private or independent degree-granting, non-profit institution.

# Michigan Competitive Scholarship

## Description

Provides renewable scholarships for undergraduate students attending eligible Michigan postsecondary institutions. Awards are based on both academic merit and financial need.

For full program details, please reference the [Program Fact Sheet](#).

## Application

The FAFSA serves as the application and must be completed by new and returning students by March 1.

## Program Award Information

Award maximum is \$1,000 per academic year. Award is tuition-specific and may also include mandatory fees.

Award amount is based on legislative appropriations.

Maximum semester or term awards are prorated by the student's enrollment.

- Full-time
  - Semester: \$500
  - Term: \$333
- Three-quarter-time
  - Semester: \$375
  - Term: \$250
- Half-time
  - Semester: \$250
  - Term: \$166

## Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: No

## Program Limits

Program eligibility ends when the student has:

- Received a bachelor's degree; or
- Exhausted all remaining check counts; or
- Had ten years elapse since high school completion or its recognized equivalent.

## Student Requirements/Eligibility

In addition to the requirements for all State financial aid programs, a MCS student must:

- Achieve a qualifying test score by June 30 of the academic year in which the student completes high school or its recognized equivalent.
  - Class of 2016 and prior, a qualifying score is a ACT composite score of 23 or higher.
  - Class of 2017 and later, a qualifying score is a SAT score of 1200 or higher.
- Demonstrate financial need.
- For renewal, maintain a minimum cumulative GPA of 2.0, which is monitored annually.

## **Special Requirements**

### ***Institution Requirements***

An eligible student must attend a:

- Michigan public degree-granting, community college or public university; or
- Michigan private or independent degree-granting, non-profit institution.

## **MCS Budget**

### ***Institutional Budget***

MiSSG requires prior year institutional budgets when calculating current year awards. MiSSG begins loading ISIRs and making tentative awards to students in late fall. Since institutional budgets are often not finalized until the following summer, prior year budgets must be used.

Institutional budgets used to calculate 2020-21 awards must have been entered in MiSSG by the end of September 2019.

Note: Institutions that report their own room and board costs must be able to provide proof to SSG upon request that at least 10% of their enrollment resides in the institution's dorms.

### ***State Budget***

SSG uses the Consumer Price Index when determining the State budget amounts used for MCS, which is entered in MiSSG annually.

## **Calculation of Award**

To establish initial eligibility, SSG uses the institutional budget in MiSSG for the student's grade level (determined by the FAFSA) and a student's Factored Family Contribution (FFC) which is the Federal EFC multiplied by 1.25.

If the FFC is less than the institutional budget for the grade level, then financial need is demonstrated. The student may receive an award up to the maximum award amount, but not more than the demonstrated need (budget – FFC).

After the initial eligibility is established, the institution does not need to re-calculate financial need based on a change in Cost of Attendance (COA) or budget.

### ***Minimum Award***

Reductions to the award based on less than full need, other gift aid, or other reasons, may not reduce the award for eligible students below \$100 (\$50 for fall and \$50 for spring).

Check counts do apply; therefore, if a student wishes to forgo their award to save their check counts, the award can be cancelled.

## **Monitoring of Award**

The institution must monitor that the student does not have other tuition-specific aid or other financial resources that would exceed the student's need or tuition and fees (whichever is less).

The current institutional budget and Federal EFC may be used when monitoring awards.

### ***Tuition-specific Awards***

If a student receives an additional tuition-specific award, the institution must monitor that the combination of the additional award and the MCS award does not exceed the student's need or tuition and fees.

To evaluate:

1. Subtract the EFC from the current institutional budget for the appropriate grade level, which may differ from the institutional budget MiSSG used to calculate the student's initial eligibility.
2. Subtract other tuition-specific aid from need to determine the revised need.

Note: A \$300 buffer (\$150 per semester, \$100 per term) may be used annually without affecting the award.

EXAMPLE	
a) Current Institutional Budget	\$25,000
b) EFC	\$15,000
c) Adjusted Need (a minus b)	\$10,000
d) Other Tuition-specific Aid	\$6,000
e) Demonstrated Need (c minus d)	\$4,000
f) Buffer	\$300
g) Revised Need (e plus f)	\$4,300

3. Student need is \$4,300; therefore, award can be certified at the maximum award amount.

Note: The revised MCS award cannot be higher than the initial award.

### **Additional Program Details**

#### ***MCS Year-end Balancing***

Prior to the 4th quarter payment, aid offices need to resolve discrepancies in student awards and provide year-end totals to SSG.

# Michigan GEAR UP Scholarship

## Description

Provides scholarships to qualified students who participated in programs developed by coordinators from Michigan's public universities.

### The MI GEAR UP Program has two award components:

1. MI GEAR UP Scholarship (administered by SSG), and
2. MI GEAR UP Educational Award (administered by MET).

For MI GEAR UP Scholarship details, please reference the [Program Fact Sheet](#).

For MI GEAR UP Educational Award details, please contact MET at 1-800-638-4543.

## Application

There is no specific application. Coordinators nominate eligible students.

## Program Award Information

Award maximum is \$2,000 per academic year. Award is not tuition-specific and may not exceed the student's Cost of Attendance (COA).

Maximum semester or term awards are not prorated by the student's enrollment.

- Semester: \$1,000
- Term: \$667
  - Note: Term award amounts vary slightly from term to term because the annual amount is not divisible by three. Check MiSSG for exact award amounts.

### Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: Yes

## Program Limits

Program eligibility ends when a student has:

- Received a bachelor's degree; or
- Received MI GEAR UP funds in four academic years; or
- Received a cumulative lifetime award of \$6,000; or
- Four years has passed since the student's high school graduation date.

## Student Requirements/Eligibility

In addition to the requirements for all State financial aid programs, a MI GEAR UP student must:

- Have successfully completed the MI GEAR UP six-year program.
- Have been nominated for the MI GEAR UP Scholarship prior to completing high school.
- Initiate postsecondary enrollment prior to age 22.

## Special Requirements

### Institution Requirements

An eligible student must attend a:

- Michigan public degree-granting, community college or public university; or,
- Michigan private or independent degree-granting, non-profit institution.

# Michigan Tuition Grant

## Description

Provides renewable scholarships for undergraduate students attending eligible private or independent degree-granting, non-profit institutions. Awards are based on financial need.

For full program details, please reference the [Program Fact Sheet](#).

## Application

The FAFSA serves as the application and must be completed by new and returning students by March 1.

## Program Award Information

Award maximum is \$2,800 per academic year. Award is tuition-specific and may also include mandatory fees.

Award amount is based on legislative appropriations.

Maximum semester or term awards are prorated by the student's enrollment.

- Full-time
  - Semester: \$1,400
  - Term: \$934
- Three-quarter-time
  - Semester: \$1,050
  - Term: \$700
- Half-time
  - Semester: \$700
  - Term: \$467

Note: Term award amounts vary slightly from term to term because the annual amount is not divisible by three. Check MiSSG for exact award amounts.

## Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: No

## Program Limits

Program eligibility ends when the student has:

- Received a bachelor's degree; or
- Exhausted all remaining check counts; or
- Had ten years elapse after eligibility was determined.
  - Eligibility is established in the first academic year the student initiates enrollment (and has received a payment) at a private or independent degree-granting, non-profit institution.

## Student Requirements/Eligibility

In addition to the requirements for all State financial aid programs, a MTG student must:

- Demonstrate financial need.

## Special Requirements

### *Institution Requirements*

An eligible student must attend a:

- Michigan private or independent degree-granting, non-profit institution.

## **MTG Budget**

### ***Institutional Budget***

MiSSG requires prior year institutional budgets when calculating current year awards. MiSSG begins loading ISIRs and making tentative awards to students in late fall. Since institutional budgets are often not finalized until the following summer, prior year budgets must be used.

Institutional budgets used to calculate 2020-21 awards must have been entered in MiSSG by the end of September 2019.

Note: Institutions that report their own room and board costs must be able to provide proof to SSG upon request that at least 10% of their enrollment resides in the institution's dorms.

### ***State Budget***

SSG uses the Consumer Price Index when determining the State budget amounts used for MTG, which is entered in MiSSG annually.

## **Calculation of Award**

To establish initial eligibility, SSG uses the institutional budget in MiSSG for the student's grade level (determined by the FAFSA) and a student's Factored Family Contribution (FFC) which is the Federal EFC multiplied by 1.25.

If the FFC is less than the institutional budget for the grade level, then financial need is demonstrated. The student may receive an award up to the maximum award amount, but not more than the demonstrated need (budget – FFC).

After the initial eligibility is established, the institution does not need to re-calculate financial need based on a change in Cost of Attendance (COA) or budget.

### ***Minimum Award***

Reductions to the award based on less than full need, other gift aid, or other reasons, may not reduce the award for eligible students below \$100 (\$50 for fall and \$50 for spring).

Check counts do apply; therefore, if a student wishes to forgo their award to save their check counts, the award can be cancelled.

## **Monitoring of Award**

The institution must monitor that the student does not have other tuition-specific aid or other financial resources that would exceed the student's need or tuition and fees (whichever is less).

The current institutional budget and Federal EFC may be used when monitoring awards.

### ***Tuition-specific Awards***

If a student receives an additional tuition-specific award, the institution must monitor that the combination of the additional award and the MTG award does not exceed the student's need or tuition and fees.

To evaluate:

1. Subtract the EFC from the current institutional budget for the appropriate grade level, which may differ from the institutional budget MiSSG used to calculate the student's initial eligibility.

2. Subtract other tuition-specific aid from need to determine the revised need.

Note: A \$300 buffer (\$150 per semester, \$100 per term) may be used annually without affecting the award.

EXAMPLE	
h) Current Institutional Budget	\$25,000
i) EFC	\$15,000
j) Adjusted Need (a minus b)	\$10,000
k) Other Tuition-specific Aid	\$6,000
l) Demonstrated Need (c minus d)	\$4,000
m) Buffer	\$300
n) Revised Need (e plus f)	\$4,300

3. Student need is \$4,300; therefore, award can be certified at the maximum award amount.

Note: The revised MTG award cannot be higher than the initial award.

## **Additional Program Details**

### ***MTG Year-end Balancing***

Prior to the 4th quarter payment, aid offices need to resolve discrepancies in student awards and provide year-end totals to SSG.

### ***MTG Special Reporting***

Institutions that receive MTG funds are required to report data by October 31 yearly (pursuant to Public Act 108 of 2017) that includes MTG recipients, MTG recipients in remedial education classes, and total Pell recipients who also receive MTG.

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

# Police Officer's and Fire Fighter's Survivor Tuition Grant

## Description

Provides a waiver of tuition at Michigan community colleges and public universities for children and surviving spouses of Michigan police officers and fire fighters killed in the line of duty.

For full program details, please reference the [Program Fact Sheet](#).

## Application

An STG-specific application must be completed each year that the grant is awarded. The application can be completed online in the MiSSG Student Portal at [www.michigan.gov/missg](http://www.michigan.gov/missg).

## Program Award Information

Award maximum is the total tuition for courses applicable toward a certificate or degree in which the applicant is enrolled and is not covered or paid by any other scholarship, trust fund, statutory benefit, or other source of tuition coverage.

## Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: Yes

## Program Limits

Program eligibility ends when a student has:

- Received bachelor's degree; or
- Received STG funds in 9 semesters (14 terms); or
- Received STG funds for 124 semester (180 term) credits.

## Student Requirements/Eligibility

In addition to the requirements for all State financial aid programs, a STG student must:

- Be certified by the institution's financial aid officer that STG's waiver is needed to meet tuition expenses.
- Be either:
  - The spouse of a Michigan police officer or fire fighter killed in the line of duty; or
  - The natural or adopted child of a Michigan police officer or fire fighter killed in the line of duty.
- Not have been older than 21 at the time of the parent's death.
- Initiate postsecondary enrollment prior to age 26.

## Special Requirements

### Institution Requirements

An eligible student must attend a:

- Michigan public degree-granting, community college or public university.

### Family Income Requirement

The child's and/or surviving spouse's family income, excluding any income from death benefits attributable to the officer's or fire fighter's death, must be below 400% of Federal poverty guidelines as determined by SSG during the annual application process.

# Tuition Incentive Program

## Description

A program that encourages Medicaid eligible students to complete high school with the incentive of college tuition. Students are identified annually by MDHHS as having met the Medicaid eligibility requirement.

For full program details, please reference the [Program Fact Sheet](#).

## Application

An application is required and can be completed online in the MiSSG Student Portal at [www.michigan.gov/missg](http://www.michigan.gov/missg) or by phone at 1-888-447-2687.

Eligible students must apply before August 31 of the student's graduating year from high school or its recognized equivalent. The student must also complete high school or its recognized equivalent prior to age 20. Graduates of a State-approved Early/Middle College have until age 21, rather than age 20.

## TIP Phases

TIP is divided into two different sub-programs:

- Phase I: Provides tuition assistance to eligible students enrolled in a certificate or associate degree program.
- Phase II: Provides tuition assistance to eligible students nearing a bachelor's degree.

## Phase I

### **Program Award Information**

Award maximum is 24 semester credits (36 term credits) per academic year. Award is tuition-specific and may also include mandatory fees.

Maximum semester or term awards are based on the number of credits eligible for reimbursement:

- Tuition award: [Number of eligible credits] \* [Reimbursement Rate]
- Mandatory fees: \$250

### **Semester/Term Awards**

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: Yes

### **Eligible Credits**

Student must be taking a minimum of six credits within degree program.

SSG does not recognize contact or billable hours.

### **Fee Restrictions**

- Reimbursement requests may not be submitted for zero credit hours.
- Institutions are permitted to combine summer modules for TIP reimbursement requests; however, SSG will only accept one set of mandatory fees, up to \$250, for the combined modules.

### **Reimbursement Rates**

An institution must update their rate-per-credit annually, which will be the rate used for the academic year.

## Community Colleges

- In-district students:
  - The institution's in-district rate will be used as the rate-per-credit for reimbursement requests.
- Out-of-district students:
  - The institution's out-of-district rate will be used as the rate-per-credit for reimbursement requests.

For persons not residing in a community college district, or if the student's chosen program of study is not offered in the resident district community college, the out-of-district rate may be authorized.

## Public Universities

The university's lower-level resident rate will be used as the rate-per-credit for reimbursement requests.

## Private or Independent Institutions

- For Academic Year 2019-20, the rate of \$113 will be used as the rate-per-credit for reimbursement requests.

## Phase I Program Limits

Program eligibility ends when a student has:

- Not received a TIP reimbursement within four years and one fall semester from high school graduation; or
  - Example: Student who graduates in June 2019 must have initiated by Fall 2024.
- Six years have elapsed since high school graduation; or
- Been reimbursed for 80 semester credits or 120 term credits; or
- Received a Phase II reimbursement.

## Phase I Student Requirements/Eligibility

### ***Degree Program Requirement***

Student must be enrolled in a qualifying certificate or associate degree program.

## Phase I Special Requirements

### ***Institution Requirements***

An eligible student must attend an institution that participates in Phase I and is a:

- Michigan public degree-granting, community college or public university; or,
- Michigan private or independent degree-granting, non-profit institution.

### ***Awarding Restrictions***

A student may not receive a Phase I reimbursement and a Phase II reimbursement in the same semester/term.

## Phase I Additional Program Details

### ***Second Associate Degree or Certificate***

After completing an associate degree or acceptable certificate, any remaining Phase I credits may be used toward a second certificate or associate degree provided the student has not initiated Phase II benefits.

## Phase II

### ***Program Award Information***

Award is tuition-specific and may also include mandatory fees.

## ***Semester/Term Awards***

Maximum semester or term awards are not prorated by the student's enrollment.

- Semester: \$500
- Term: \$400

## **Phase II Program Limits**

Program eligibility ends when a student has:

- Not received a TIP reimbursement within four years and one fall semester from high school graduation; or
  - Example: Student who graduates in June 2019 must have initiated by Fall 2024.
- Six years have elapsed since high school graduation; or
- Received a Phase II cumulative lifetime award of \$2,000; or
- Received a bachelor's degree; or
- Had 30 months elapse since becoming Phase II eligible.
  - The date used to calculate the 30 months is the end date of the semester/term in which the 56 transferrable credits, certificate, or associate degree were earned.

## **Phase II Student Requirements/Eligibility**

Students become Phase II eligible when they have completed 56 transferrable credits or earned a certificate or associate degree.

### ***Degree Program Requirement***

Student must be enrolled in a bachelor's degree program.

## **Phase II Special Requirements**

### ***Institution Requirements***

An eligible student must attend an institution that participates in Phase II and is a:

- Michigan public degree-granting, community college or public university; or,
- Michigan private or independent degree-granting, non-profit institution.

### ***Awarding Restrictions***

A student may not receive a Phase II reimbursement and a Phase I reimbursement in the same semester/term.

## Appeals to SSG and Executive Decisions

Appeals must include documentation and a mitigating circumstance regarding why an application was not completed on time or failure to meet program regulations. Appeals are not guaranteed for approval. The institution should direct students wanting to appeal an eligibility determination to address their inquiries in writing to:

Anne Wohlfert, Executive Director  
Office of Postsecondary Financial Planning  
P.O. Box 30462  
Lansing, MI 48909

## Staff and Contact Information

Anne Wohlfert, Executive Director  
Janice Hursey-Anderson, Deputy Director  
Stacy Cardwell, Executive Secretary

### Program Processing/Review

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Janet Owens  
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## Disclaimers and Disqualifications

The information in this document was compiled by the Student Scholarships and Grants division, Office of Postsecondary Financial Planning, Michigan Department of Treasury. SSG retains the right to change any information and policies contained in this manual.

All programs are subject to approved and available funding.

## Glossary

### Certificate of Completion

A non-academic credential that is given to a student who has met the requirements of an alternative curriculum approved by the school district.

Students with a certificate of completion are eligible for State financial aid programs; however, are not eligible for Federal financial aid programs.

### Certificate Program

An acceptable certificate program must be a minimum of 24 semester credits (or 36 term credits) and at least 30 weeks of instructional time within a 12-month consecutive period.

### Check Counts

Check count is the method used to monitor MCS and MTG usage within MiSSG. Each student will have a starting pool of 60 check count and may not receive another award once this pool is exhausted.

Each MCS/MTG award will reduce a student's remaining check count by:

- 6 check count for an award at full-time enrollment; or
- 4.5 check count for an award at three-quarter-time enrollment; or
- 3 check count for an award at half-time enrollment.

Students without enough check count remaining for a full award will have their final MCS/MTG award prorated.

### Credit Hours

State financial aid programs may only award based on credit hours; not contact or billable hours.

SSG adheres to the Federal definition of "credit hour" as defined in the [2018-19 Student Aid Handbook, volume 2, chapter 2](#).

"A credit hour is an amount of work that reasonably approximates not less than:

- *One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or*
- *At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."*

### Cumulative Lifetime Award

The combined total of all a student's paid awards from a single State financial aid program across all academic years.

### Enrollment Status

- Full-time: 12 credits or more
- Three-quarter-time: 9 – 11 credits
- Half-time: 6 – 8 credits
- Less-than-half-time: 5 credits or less

### Failed Courses

Any course required by a student's degree or certificate program that the student has taken, but did not achieve a passing grade.

## **Mandatory Fees**

Mandatory fees must be specified in the institution's course catalog as mandatory for all students as a condition of enrollment.

Mandatory fees do not include:

- Course-specific fees
- Lab fees
- Athletic fees
- Parking fees
- Any 'one-time' fees

## **Recognized Equivalent**

In compliance with Public Act 62 of 2019, the State of Michigan, Department of Labor and Economic Development recognizes the following high school equivalency tests as options for individuals to earn a high school equivalency credential:

- General Equivalency Diploma (GED)
- High School Equivalency Test (HiSET)
- Test Assessing Secondary Completion (TASC)

The [High School Completion Substitution Form](#) may be used by the institution for MCS and MTG students who have not met the high school completion requirement.

## **Trailer**

Summer semester/term is considered a "trailer" semester (the end of the school year) for all State financial aid programs.

## **Tuition-specific**

Aid that may only be applied to tuition costs and mandatory fees.



MI  
Student Aid

[www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid)

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MI Student Aid  
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