

# State Programs Procedures Manual

## Academic Year 2023-24

### Overview of Operations for Financial Aid Professionals





STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL

LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHELLE RICHARD  
ACTING DIRECTOR

Dear Financial Aid Administrator:

MI Student Aid, a division within the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), works to remove barriers for Michigan students by providing State financial aid programs, resources, and information.

MiLEAP administers State financial aid and Outreach resource programs. Our programs provide nearly \$200 million to more than 80,000 students annually. We cannot do the work that we do without relying on our partners; high school counselors, college access professionals, and YOU!

MI Student Aid 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 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 "Diann Cosme".

Diann Cosme, Director  
MI Student Aid  
Michigan Department of Lifelong Education, Advancement, and Potential

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## Role of MI Student Aid

MI Student Aid, a division within the Michigan Department of Lifelong Education, Advancement, and Potential (MILEAP), works to remove barriers for Michigan students by providing State financial aid programs, resources, and information.

MI Student Aid 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 empowerment 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: 888-447-2687
- Email: [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov)

### Program Coordinators

The program coordinators work to administer the State financial aid programs and are available to assist financial aid professionals.

Programs	Coordinator	Email
Children of Veterans Tuition Grant	Christy Williams	<a href="mailto:WilliamsC96@michigan.gov">WilliamsC96@michigan.gov</a>
Dual Enrollment	Christy Williams	<a href="mailto:WilliamsC96@michigan.gov">WilliamsC96@michigan.gov</a>
Fostering Futures Scholarship	Stephanie Dillon	<a href="mailto:DillonS7@michigan.gov">DillonS7@michigan.gov</a>
Futures for Frontliners Scholarship	Nancy Vaughn	<a href="mailto:VaughnN@michigan.gov">VaughnN@michigan.gov</a>
MI Future Educator Fellowship	Maggie Polley	<a href="mailto:PolleyM@michigan.gov">PolleyM@michigan.gov</a>
MI Future Educator Stipend	Maggie Polley	<a href="mailto:PolleyM@michigan.gov">PolleyM@michigan.gov</a>
MI GEAR UP Scholarship	Stephanie Dillon	<a href="mailto:DillonS7@michigan.gov">DillonS7@michigan.gov</a>
Michigan Achievement Scholarship	Sarah Laycock	<a href="mailto:LaycockS@michigan.gov">LaycockS@michigan.gov</a>
Michigan Competitive Scholarship	Caroline Nurenberg	<a href="mailto:NurenbergC4@michigan.gov">NurenbergC4@michigan.gov</a>
Michigan Reconnect Scholarship/Michigan Reconnect Expansion	Nancy Vaughn	<a href="mailto:VaughnN@michigan.gov">VaughnN@michigan.gov</a>
Michigan Tuition Grant	Caroline Nurenberg	<a href="mailto:NurenbergC4@michigan.gov">NurenbergC4@michigan.gov</a>
Police Officer's and Fire Fighter's Survivor Tuition Grant	Christy Williams	<a href="mailto:WilliamsC96@michigan.gov">WilliamsC96@michigan.gov</a>
Tuition Incentive Program	Stephanie Dillon	<a href="mailto:DillonS7@michigan.gov">DillonS7@michigan.gov</a>

## GovDelivery Emails

Updates and information regarding 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 [michigan.gov/mistudentaid](https://michigan.gov/mistudentaid), provides support to students, families, and professionals with online resources.

## Publications

Digital [publications](#) and [program Fact Sheets](#) are available at [michigan.gov/mistudentaid](https://michigan.gov/mistudentaid).

## Funding

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

Program	FY22	FY23	FY24
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	\$3,000,000	\$3,000,000	\$3,000,000
Futures for Frontliners/Path II	\$25,000,000		
Fostering Futures Scholarship	\$750,000	\$750,000	\$750,000
MI Future Educator Fellowship	n/a	\$25,000,000	\$25,000,000
MI Future Educator Stipend	n/a	\$50,000,000	\$50,000,000
MI GEAR UP Scholarship	\$3,200,000	\$3,200,000	\$3,200,000
Michigan Achievement Scholarship/Skills	n/a	\$250,000,000	\$300,000,000
Michigan Competitive Scholarship	\$29,861,700	\$29,861,700	\$26,861,700
Michigan Tuition Grant	\$42,021,500	\$42,021,500	\$42,021,500
Michigan Reconnect Scholarship/Michigan Reconnect Expansion	\$40,000,000	\$40,000,000	+ \$40,000,000 + \$70,000,000
Tuition Incentive Program	\$71,300,000	\$73,800,000	\$73,800,000
<b>TOTAL</b>	<b>\$216,533,200</b>	<b>\$519,033,200</b>	<b>\$636,033,200</b>

## Applying for State Financial Aid Programs

To be eligible for most State financial aid programs, a student must have a Free Application for Federal Student Aid (FAFSA) on file in MiSSG. The MI Future Educator Stipend does not require a FAFSA to be filed. MiSSG uses the data in the Institutional Student Information Record (ISIR) to evaluate eligibility for State financial aid programs and make initial awards.

# Free Application for Federal Student Aid (FAFSA) Status

## Completed FAFSA

The FAFSA must be submitted, completed, and verified (if required) for the following programs:

- Fostering Futures Scholarship
- Futures for Frontliners Scholarship
- Michigan Achievement Scholarship
- Michigan Competitive Scholarship
- Michigan Tuition Grant

## Submitted FAFSA

The FAFSA must be submitted. It does not have to be completed or verified to qualify for these programs:

- Children of Veterans Tuition Grant
- MI Future Educator Fellowship
- MI GEAR UP Scholarship
- Michigan Reconnect Scholarship
- Michigan Reconnect Expansion
- Police Officer's and Fire Fighter's Survivor Tuition Grant
- Tuition Incentive Program

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

- Children of Veterans Tuition Grant (One time only special application.)
- Fostering Futures Scholarship (Annual special application required.)
- Futures for Frontliners (One time only special application, closed.)
- MI Future Educator Fellowship (Annual special application required.)
- MI Future Educator Stipend (Annual special application required.)
- Michigan Reconnect (One time only special application.)
- Michigan Reconnect Expansion
- Police Officer's and Fire Fighter's Survivor Tuition Grant (One time only special application.)

Program specific applications are available in the [MiSSG Student Portal](#).

## Deadline Summary for 2023-24

Program	Program Application	FAFSA Submission Date
CVTG	July 15, 2024	June 30, 2024
FFS	August 1, 2023	June 30, 2024
F4F	December 31, 2020	June 30, 2024
MI Future Educator Fellowship	July 15, 2024	June 30, 2024
MI Future Educator Stipend	July 15, 2024	n/a The FAFSA is not required for this program.
MI GEAR UP	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2024
Michigan Achievement Scholarship	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2024
Michigan Reconnect	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2024
Michigan Reconnect Expansion	Prior to 4 <sup>th</sup> Quarter Payment	June 30, 2024
MCS	May 1, 2023	May 1, 2023
MTG	May 1, 2023	May 1, 2023
STG	July 15, 2024	June 30, 2024

## Calendar Definitions and Schedule

Three types of 'years' are defined by MI Student Aid:

- 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. MI Student Aid considers summer to be the trailer for all State financial aid programs.

Students enrolled in a non-standard term may be eligible for State financial aid programs if they meet the individual program eligibility requirements. Institutions should retain detailed records for students in this situation that include dates of enrollment for each semester/term and the correlating semester/term the student was paid in MiSSG. It is suggested that when performing certification/request for reimbursement for non-standard terms, the institution chooses the semester/term that most overlaps the dates of the non-standard term.

Semester	Semester Name in MiSSG	Start Date Used for Evaluation
1st	Fall	August 23, 2023
2nd	Spring	January 6, 2024
3rd	Summer	May 5, 2024

Term	Term Name in MiSSG	Start Date Used for Evaluation
1st	Fall	August 23, 2023
2nd	Winter	January 6, 2024
3rd	Spring	March 30, 2024
4th	Summer	June 22, 2024

## 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. For Michigan Achievement Scholarship and Michigan Achievement Skills Scholarship, if the institution accepts the home-school documents as proof of high school completion and the student meets all other eligibility requirements, they will be eligible for the award.

The following programs require proof of high school completion:

- MI Future Educator Fellowship
- MI GEAR UP Scholarship (MI GEAR UP)
- Michigan Achievement Scholarship
- Michigan Competitive Scholarship (MCS)\*
- Michigan Tuition Grant (MTG)\*
- Tuition Incentive Program (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 form must be on file prior to payment.

Notes:

- High school graduation completion information may be confirmed in the Student Information section of MiSSG. If the 'HS Grad Confirmed by CEPI' indicates "Yes," this can be used as documentation for a program review. If the status is "No" or blank, the institution must provide proof of high school completion.
- Futures for Frontliners Scholarship/Path II (F4F), Michigan Reconnect Scholarship (Reconnect), and Michigan Reconnect Expansion (Reconnect Expansion) have different requirements, refer to the handbooks for high school requirements.
  - [Futures for Frontliners Handbook for Community Colleges](#)
  - [Reconnect Handbook for Community Colleges](#)
  - Reconnect Expansion Handbook Coming Soon

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

- Children of Veterans Tuition Grant (CVTG)
- Dual Enrollment (DE)
- Fostering Futures Scholarship (FFS)
- MI Future Educator Stipend
- Police Officer's and Fire Fighter's Survivor Tuition Grant (STG)

## **FAFSA Requirements**

To be eligible for most State financial aid programs, a student must have a FAFSA on file in MiSSG. Additional details available in the [Applying for State Financial Aid Programs](#) section.

### ***FAFSA Transaction Updates***

MiSSG will load all 2023-24 FAFSA transactions; including subsequent transactions through July 10, 2024 (unless a student has an award certified or paid reimbursement for Academic Year 2023-24).

## **Residency Requirements**

Except for the MI Future Educator Stipend, State financial aid programs require Michigan residency.

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 2023-24, the date of residency must have been on or before July 1, 2022.

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 2023-24.

### ***Program Specific Residency Requirements***

- [CVTG Application Residency](#)
- [Reconnect Application Residency](#)
- [STG Application Residency](#)

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

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 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 statements
- 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

If the student is neither a citizen nor an eligible non-citizen, the student is not eligible for most State financial aid programs. MI Future Educator Fellowship, MI Future Educator Stipend, Michigan Reconnect, and Reconnect Expansion do not require U.S. Citizenship.

- **U.S. citizen (or U.S. national) if student is:**
  - A United States citizen by birth or by naturalization.
  - A person (except for the children of foreign diplomatic staff) who are born in the 50 states, the District of Columbia, and in most cases, Puerto Rico (PR), the U.S. Virgin Islands (VI), Guam (GU), and the Northern Mariana Islands (MP) are U.S. citizens, as are most persons born abroad to parents (or a parent) who are citizens.
  - All U.S. citizens are considered to be U.S. nationals, but not all nationals are citizens: natives of American Samoa and Swain's Island (AS) are not U.S. citizens, but are nationals.
- **Eligible non-citizen if student is not a U.S. citizen (or U.S. national) and is one of the following:**
  - A U.S. permanent resident, with a Permanent Resident Card (I-551), or a conditional permanent resident with a Conditional Green Card (I-551C).
  - Other eligible non-citizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms that you were paroled for a minimum of one year and status has not expired), T-Visa holder (T-1, T-2, T-3, etc.), or "Cuban-Haitian Entrant."
  - The holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of "Victim of human trafficking."
  - A resident of the 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.
- **Neither citizen nor eligible non-citizen if student is in the U.S. and has:**
  - Been granted Deferred Action for Childhood Arrivals (DACA)
  - A F1 or F2 student visa
  - A J1 or J2 exchange visitor visa
  - A G series visa (pertaining to international organizations)
  - Other categories not included under U.S. citizen and eligible non-citizen

Institutions must inform MI Student Aid 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 (except MI Future Educator Fellowship, MI Future Educator Stipend, and Reconnect).



## 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 MiLEAP 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 MiLEAP shall determine which institutions are eligible via its promulgated rules.

Institutions seeking eligibility information should visit the [Michigan Department of Labor and Economic Opportunity \(LEO\) 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. Half-time is defined as a minimum of six (6) credit hours.

Notes:

- Michigan Achievement Scholarship requires full-time enrollment, see program page for more information.
- MI Future Educator Fellowship and MI Future Educator Stipend require full-time enrollment, see program page for more information.
- For Futures for Frontliners and Reconnect, students do not need to be half-time beginning Summer 2023.

### *Acceptable Courses*

State financial aid programs will award a student for:

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

## Loan Default

An award is prohibited to any student who has defaulted on a Federal Title IV loan (except Reconnect) 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 for additional requirements regarding CVTG, GPA, and transfer students.

## Selective Service

Registering with Selective Service is not a requirement for MI Student Aid 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 Michigan Achievement Scholarship, 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

MI Student Aid adheres to the Federal definition of "distance education" as defined in the [Federal Student Aid Handbook Glossary | Knowledge Center](#).

- Distance education is defined as training that uses one or more of the following technologies, the Internet, one-way and two-way transmissions through open broadcast, closed circuit, cable, micro-wave, broadband lines, fiber optics, satellite, or wireless communications devices, audio conferencing, or video cassettes, DVDs, and CD-ROMS, if the cassettes, DVDS, or CD-ROMS are used in a course in conjunction with any of several other technologies, to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.
- 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 MI Student Aid.
- Distance education course-specific fees can 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

MI Student Aid adheres to Federal requirements of "consortium agreements" as defined in the [Federal Student Aid Handbook Glossary](#).

A consortium agreement can apply to all FSA programs. Under a consortium agreement, a student may take courses at another institution and have them count toward the degree or certificate at the home institution. A student can receive FSA funds only for courses that apply to their certificate or degree program.

A consortium agreement can be a blanket agreement between two or more eligible institutions, or it can be written for a specific student. Such an agreement is often used when a student takes related courses at neighboring institutions or when a student is enrolled in an exchange program with another eligible institution for a semester/term or more. An institution could have one agreement for each student, a separate agreement with each host institution, or a blanket agreement with a group of institutions.

## Michigan Achievement Scholarship Award for Consortium Students

The home institution will determine the award amount using their semester program limits highlighted in MI Student Aid's [Packaging Order Guidance](#).

## 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

Students who are identified as guest students at your institution may receive MI Student Aid program funds if they meet the following:

- Have been a legal resident since July 1 of the previous calendar year, and
- Credits earned at your institution will be transferred and applied to a certificate or degree at their home institution, and
- They are currently enrolled in a degree seeking or certification program at their home institution, and
- The [Guest Student Verification Form](#) has been completed. (Institutions must keep this form with the student's financial aid records.)

Note: Students may not receive funds at two institutions at the same time. TIP students may not use Phase I funds if they have previously received Phase II funds.

## Study Abroad

Students who are participating in a study abroad program may receive State financial aid program funds if:

- They are taking courses within their 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.

# Children of Veterans Tuition Grant

## Contact

Program Coordinator: Christy Williams, [WilliamsC96@michigan.gov](mailto:WilliamsC96@michigan.gov)

## 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

Students must complete an initial application (one time only). Applications are available January 1. The deadline to apply is July 15, 2024. To complete an initial application or check the status, the student can log into the MiSSG Student Portal at [michigan.gov/missg](http://michigan.gov/missg). For renewal, students must complete a current year Free Application for Federal Student Aid (FAFSA).

## *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. CVTG does not restrict what classes a student can enroll in. Courses outside of the degree program may count towards the enrollment requirement and covered costs.

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

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

## 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.

## *Semester/Term Awards*

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

## Program Limits

Program eligibility ends when a student has:

- Received CVTG funds in four academic years; or
- Received the maximum total funding of \$11,200; or
- Reached age 26.

## Student Requirements/Eligibility

To be eligible for an award, a student must:

- Complete an initial application (one time only).
- Be the natural or adopted child of a qualifying 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.
- File a current year Free Application for Federal Student Aid (FAFSA): Submitted (not completed or verified).
- Not be in default on a Federal student loan.
- Be a Michigan resident for 12 months prior to program application.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is not required).
- Be an undergraduate student.
- Be enrolled at least half-time at a participating institution.
- Have a minimum cumulative GPA of at least 2.25, which is monitored annually, at the beginning of an academic year to receive any CVTG awards in the same academic year.
- Be maintaining Satisfactory Academic Progress (SAP).

CLARIFIED

## Renewal Requirements

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Be an undergraduate student.
- Enroll at least half-time at a participating institution.
- Have a cumulative Grade Point Average (GPA) of at least 2.25.
- Be maintaining Satisfactory Academic Progress (SAP).

CLARIFIED

## 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:

- Must 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 the veteran must have established legal residency in Michigan after entering military service.
- Must have been killed in action or died from another cause while serving in a war or war condition in which the United States of America was or is participating; or,
- Must have died or become totally and permanently disabled as a result of a service-connected illness or injury as determined by the U.S. Department of Veterans Affairs; or,
- Must have been totally and permanently disabled as a result of a service-connected illness or injury prior to death and has now died; or,
- Must be listed as MIA in a foreign country as determined by the U.S. government.

### *Transfer Student Requirements*

To be eligible, a transfer student must provide their most recent transcript from the institution 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 MI Student Aid with documentation as the student is no longer eligible for future payments.

# Dual Enrollment

## Contact

Program Coordinator: Christy Williams, [WilliamsC96@michigan.gov](mailto:WilliamsC96@michigan.gov)

## Description

Provides funding for non-public 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 MI Student Aid.

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 MI Student Aid which processes payment.
- A student who does not successfully complete a course shall repay MiLEAP any eligible charges expended and not refunded by the postsecondary institution.

## For More Information

Contact MDE:

- For program questions or issues, Jeff McNeal at [mcnealj@michigan.gov](mailto:mcnealj@michigan.gov) or 517-241-6958.
- For financial questions or issues, Christopher May at [mayc@michigan.gov](mailto:mayc@michigan.gov) or 517-335-1263.

# Fostering Futures Scholarship

## Contact

Program Coordinator: Stephanie Dillon, [DillonS7@michigan.gov](mailto:DillonS7@michigan.gov)

## 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 priority deadline to apply is August 1. The application can be completed online in the MiSSG Student Portal at [michigan.gov/missg](http://michigan.gov/missg).

## Program Award Information

Award maximum is \$3,000 per academic year. Award contains both non-tuition-specific and tuition-specific components. FFS does not restrict what classes a student can enroll in. Courses outside of the degree program may count towards the enrollment requirement and covered costs.

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).

## Certification

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.

## Semester/Term Awards

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

## Program Limits

Program eligibility ends when a student has:

- Received a bachelor's degree.

## Student Requirements/Eligibility

To be eligible for an award, a FFS student must:

- Complete a current year FFS application prior to the deadline.
- Have been in Michigan foster care due to abuse/neglect on or after their 13th birthday.
- File a current year Free Application for Federal Student Aid (FAFSA): Completed (submitted, completed, and verified).
- Not be in default on a Federal student loan.
- Demonstrate financial need.



- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Be an undergraduate student.
- Eligible students must be enrolled at least half-time.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is not required).
- Be maintaining Satisfactory Academic Progress (SAP).

## **Renewal Requirements**

In addition to the initial eligibility requirements, to renew, a student must:

- Complete a current year FFS application prior to the deadline.
- File a current year FAFSA.
- Maintain Michigan residency.
- Enroll at least half-time at a participating institution.
- Be an undergraduate student.
- Be maintaining Satisfactory Academic Progress (SAP).

## **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.

# Futures for Frontliners Scholarship

## Contact

Program Coordinator: Nancy Vaughn, VaughnN@michigan.gov

## Description

Futures for Frontliners (F4F) is a State of Michigan scholarship program for frontline workers; Michiganders who worked in essential industries during the state COVID-19 shutdown in Spring 2020. It uses Federal funds to launch the program and provides a pathway to tuition-free access to public community college to earn an associate degree or an industry recognized certificate for frontline workers without a college degree.

For frontline workers without a high school diploma or equivalent, F4F also offers a High School Completion component which provides tuition-free high school completion courses and skills training as a pathway to tuition-free community college. The Futures for Frontliners High School Completion component is led separately by the Michigan Department of Labor and Economic Opportunity's (LEO) Workforce Development.

Please reference the [Futures for Frontliners Handbook for Community Colleges](#) for more details.

## Application

The F4F application deadline to apply for the scholarship was 11:59 p.m. on December 31, 2020.

## Program Award Information

The F4F Scholarship program is a last-dollar scholarship, which is equal to the difference between in-district tuition and fees (i.e., tuition, contact hours and mandatory fees) and any Pell Grant and any state tuition-restricted scholarships or awards that a student receives. F4F will only cover courses towards the student's certificate or degree program.

## Reimbursement Requests

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 [F4F Upload Reimbursement File Format](#) which is available at [michigan.gov/missg](http://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 F4F Reimbursement Request menu item under the Futures for Frontliners 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.

## Program Limits

Program eligibility ends when a student has:

- Four years have passed from the first reimbursement or Eligible No Reimbursement report that MiLEAP receives.
- The student has earned an associate degree.

## Student Requirements/Eligibility

To be eligible for the award, the applicant must:

- Have completed a F4F application prior to 11:59 p.m. on December 31, 2020.
- Have been employed in an essential industry at least 11 of the 13 weeks between April 1 to June 30, 2020, where they worked an average of at least 20 hours per week.

- Have been required by their job to work outside of their home at least some of the time between April 1 to June 30, 2020.
- File a current year Free Application for Federal Student Aid (FAFSA): Completed (submitted, completed, and verified – for those required).
- Not be in default on a Federal student loan.
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is not required).
- Not have an associate or bachelor's degree.
  - Applicants who earned a certificate previously or are currently enrolled in an associate degree program, but have not yet earned an associate or bachelor's degree, are eligible for the program.
- Be maintaining Satisfactory Academic Progress (SAP) or a cumulative GPA of at least 2.0.

## **Renewal Requirements**

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Not have an associate or bachelor's degree.
- Maintain continuous enrollment.
- Be maintaining Satisfactory Academic Progress (SAP) or a cumulative GPA of at least 2.0.

## **Special Requirements**

### ***Institution Requirements***

An eligible student must attend a:

- Michigan public degree-granting, community college.

# MI Future Educator Fellowship

## Contact

Program Coordinator: Maggie Polley, PolleyM@michigan.gov

## Description

Provides up to a \$10,000 annual award toward the cost of tuition and required fees, whichever is less, to create low-cost tuition pathways for our future teachers.

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

## Application

Students must complete an annual application and the current year FAFSA to be considered. Applications are available May 1. The deadline to apply is July 15, 2024. To complete the annual application or check the status, the student can log into the MiSSG Student Portal at [michigan.gov/missg](http://michigan.gov/missg).

## Program Award Information

Award maximum is up to \$10,000 per academic year for tuition and required fees. MI Fellowship does not restrict what classes a student can enroll in. Courses outside of the degree program may count towards the enrollment requirement and covered costs.

There is no maximum semester of term awards. Institutions are permitted to request up to the \$10,000 annual maximum in one semester if needed, so long as the requested amount does not exceed that semester's tuition and required fees amount.

## Semester/Term Awards

- Fall: Yes
- Winter: Yes
  - Term institutions only.
- Spring: Yes
- Summer: Yes
  - Summer awards are available only if the student has not exceeded the \$10,000 maximum annual award.

## Reimbursement Requests

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 [MI Fellowship Upload Reimbursement File Format](#) which is available at [michigan.gov/missg](http://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 MI Fellowship Reimbursement Request menu item under the MI Fellowship 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.

## Program Limits

Program eligibility ends when a student has:

- Been awarded a maximum of three MI Future Educator Fellowship awards up to a maximum of \$30,000.

- o Please note if a student's award amount is less than the \$10,000 maximum, they will still be considered to have received one year of MI Future Educator Fellowship and this will count towards the three-year maximum.
- Earned their initial teaching certificate.

## Student Requirements/Eligibility

To be eligible for an initial award, a student must:

- Complete the annual MI Future Educator Fellowship application.
- Be admitted into an eligible Educator Preparation Program.
- Be working on their initial teacher certification.
- Complete a Commitment to Teach in Michigan Agreement, which requires that the recipient teach in Michigan in a public school or qualifying public preschool program for a specific number of years, depending on the number of years they have received the MI Future Educator Fellowship.
- File a current year Free Application for Federal Student Aid (FAFSA): Submitted (not completed or verified).
- Be a Michigan resident since July 1 of the previous calendar year.
  - o For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- The Fellowship does not require applicants be U.S. Citizens or eligible non-citizens to qualify; however, applicants must have a SSN, as the FAFSA is required.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is required).
- Have reached Junior grade level according to the institution's definition.
- Be enrolled in enough coursework to be considered enrolled full-time during the academic year or its equivalency for individuals enrolled in an alternative certification program.
- Have a cumulative Grade Point Average (GPA) of at least 3.0.

## Renewal Requirements/Eligibility

In addition to the initial eligibility requirements, to renew the award for Academic Year 2023-24, a student must:

- Complete the annual MI Future Educator Fellowship application.
- File a current year FAFSA.
- Maintain Michigan residency.
- Have earned at least 24 credit hours in the Academic Year 2022-23 or the equivalent of full-time participation for individuals enrolled in an alternative certification program. 'Alternative Certification Program' is defined by the Michigan Department of Education as an approved Michigan alternative route program or an approved post-baccalaureate teacher preparation program for which full-time enrollment is less than 24 credits in an academic year.
- Maintain full-time continuous enrollment in an eligible EPP, as determined by the EPP, or the equivalent of full-time participation for individuals enrolled in an alternative certification program.
  - o For the Academic Year 2024-25 renewal, students must have maintained continuous full-time enrollment in Academic Year 2023-24.
- Complete a Commitment to Teach in Michigan Agreement.
- Have participated in relevant academic and career advising programs offered by the institution.
- Have a cumulative Grade Point Average (GPA) of at least 3.0.
- Be maintaining Satisfactory Academic Progress (SAP).

## Special Requirements

### *Institution Requirements*

An eligible student must be enrolled in and attending a program approved by the Michigan Department of Education on the [Educator Preparation Provider list](#) are eligible. This includes programs at public and private colleges and universities.

### ***Commitment to Teach in Michigan***

Each Fellowship award results in a Commitment to Teach in Michigan, which requires that the recipient teach in Michigan in a public school or qualifying public preschool program for a specific number of years, depending on the number of years they have received the MI Future Educator Fellowship. Recipients must sign an acknowledgment that teaching in Michigan is required. If they do not fulfill their Commitment to Teach in Michigan, the Fellowship converts to a zero percent interest rate loan which must be repaid within ten years of the loan conversion, plus any periods of deferment as approved by MILEAP.

Number Academic Years Fellowship Received	Recipient Agrees to Teach in Michigan for
One	Three Years
Two	Four Years
Three	Five Years

The length of time a recipient must agree to teach in Michigan is not related to the dollar amount a recipient received. If a student receives an award of less than \$10,000 in academic year one, they are still agreeing to teach in Michigan for three years. If a student receives less than \$10,000 in academic year two, they are still agreeing to teach in Michigan for four years. Even if a student receives a \$100 award for year one, they are still agreeing to teaching in Michigan for three years or repay the \$100.

# MI Future Educator Stipend

## Contact

Program Coordinator: Maggie Polley, PolleyM@michigan.gov

## Description

Provides a \$9,600 stipend per semester to support Michigan's student teachers as they continue their journey to being in the classroom full-time.

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

## Application

Students must complete an annual application. The deadline to apply is July 15, 2024. To complete the annual application or check the status, the student can log into the MiSSG Student Portal at [michigan.gov/missg](http://michigan.gov/missg). Students do not need to complete a FAFSA to qualify.

Fall student teachers can begin applying when they have accepted their student teacher placement and after May 1 of each award year.

Spring student teachers can begin applying when they have accepted their student teacher placement and after November 1 of each award year.

Summer student teachers can begin applying when they have accepted their student teacher placement and after April 1 of each award year.

## MI Future Educator Stipend Residency

Students do not need to be a Michigan resident; however, they must be admitted into an eligible Educator Preparation Program (EPP) and completing their required student teaching experience in Michigan.

## MI Future Educator Stipend Citizenship

Students do not need to be a U.S. Citizen; however, they must be admitted into an eligible Educator Preparation Program (EPP) and completing their required student teaching experience in Michigan.

If a student is experiencing difficulty creating an account because they do not have a Social Security number, please have them contact 888-447-2687 for assistance.

## Program Award Information

Award maximum is up to \$9,600 per semester. The stipend is to be paid directly to the student from the institution and cannot affect the student's financial aid package. This guidance was confirmed through communication with Federal Student Aid.

*"Based on your interpretation of the Michigan statute, we agree that the MI Future Educator Stipend funds may be considered wages from non-need-based employment (and therefore not counted as estimated financial assistance), subject to the conditions described in your email. That is, postsecondary institutions receiving stipend funds for payment to eligible student teachers must issue the appropriate tax forms to stipend recipients, and recipients must be informed that they are required to report the income provided through the program on their tax return, and, if applicable, on future FAFSAs, and that this may affect their future eligibility for need-based aid."*

*-Office of Policy and Implementation and Oversight, Federal Student Aid, U.S. Department of Education*

## **Semester/Term Awards**

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

## **Certification**

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

## **Program Limits**

Program eligibility ends when a student has:

- Received MI Future Educator Stipend funds, unless their EPP specifically requires they complete more than one semester/term of student teaching in order to become a certified teacher.

## **Student Requirements/Eligibility**

To be eligible for a Stipend award, a student must:

- Have completed the MI Future Educator Stipend application.
- Be admitted into an eligible Educator Preparation Program (EPP).
- Be working towards teacher certification.
- Be participating full-time or its equivalency in required student teaching coursework.
- Full-time enrollment in required student teaching coursework.
- Have 300 or more student contact hours while student teaching.
- Not be employed by the district as a teacher of record.
  - Per the 2023-24 Michigan Department of Education Pupil Accounting Manual, a teacher of record is “the certificated teacher who provides instruction, gives tests and quizzes, evaluates the pupil’s performance and gives the pupil a grade.” Michigan Department of Education considers a ‘certificated teacher’ to be a person who has a valid certificate or permit. If a student teacher is working under a substitute teacher permit AND is providing instruction, giving tests and quizzes, evaluating the pupils’ performance and issuing grades, the student teacher would not qualify for a MI Future Educator Stipend.
- No FAFSA is required for this program.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is not required).
- Be maintaining Satisfactory Academic Progress (SAP).

## **Special Requirements**

### ***Institution Requirements***

An eligible student must be admitted in an eligible EPP.

EPP is the formal name for an educational program which leads to teacher certification. The Michigan Department of Education authorizes EPPs. EPP is more commonly known as the Teacher Education program. Students must be accepted into their EPP before applying for the MI Future Educator Stipend.

Institutions will need to issue an IRS 1099 Form for the appropriate tax year to all MI Future Educator Stipend recipients. Students may wish to consult with a tax advisor regarding their potential tax consequences of receiving the award.



# MI GEAR UP Scholarship

## Contact

Program Coordinator: Stephanie Dillon, DillonS7@michigan.gov

## 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 MI Student Aid) and
2. MI GEAR UP Educational Award (administered by MET).

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

## Application

There is no specific application. However, students must file a Free Application for Federal Student Aid (FAFSA).

## Program Award Information

A student can receive up to \$2,000 per academic year at participating institutions. MI GEAR UP is not tuition-specific and may not exceed the student's Cost of Attendance. Other gift aid may reduce or cancel this award. MI GEAR UP does not restrict what classes a student can enroll in. Courses outside of the degree program may count towards the enrollment requirement and covered costs.

## Certification

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.

## Semester/Term Awards

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

## Program Limits

Program eligibility ends when a student has:

- Received MI GEAR UP funds in two academic years; or
- Received the maximum total funding of \$4,000; or
- Four years has passed since the student's high school graduation date.

Limited to approved and available funding.

## Student Requirements/Eligibility

To be eligible for an award, a MI GEAR UP student must:

- File a current year Free Application for Federal Student Aid (FAFSA) (submitted, not completed, or verified).
- Have successfully completed the MI GEAR UP program and been nominated to receive.
- Not be in default on a Federal student loan.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.

- Be an undergraduate student.
- Eligible students must be enrolled at least half-time.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is required).
- Be maintaining Satisfactory Academic Progress (SAP).

## **Renewal Requirements**

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Be an undergraduate student.
- Enroll at least half-time at a participating institution.
- Be maintaining Satisfactory Academic Progress (SAP).

## **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 Achievement Scholarship

## Contact

Program Coordinator: Sarah Laycock, LaycockS@michigan.gov

## Description

Provides scholarships for undergraduate students who graduate from high school in Michigan with a diploma, certificate of completion, or achieved a high school equivalency certificate in 2023 or after. Students must be attending an eligible Michigan postsecondary institution. Students must demonstrate financial need when they complete the Free Application for Federal Student Aid (FAFSA) by having an Expected Family Contribution (EFC) of \$25,000 or less.

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

For Frequently Asked Questions, please reference our [FAQs](#) on our Web site.

## Application

Students must complete the current year FAFSA to be considered.

## Program Award Information

All eligible participants will receive the Michigan Achievement Scholarship Minimum Award up to their Cost of Attendance (COA). The Michigan Achievement Scholarship Last-dollar Award must be applied towards tuition, contact hours, and mandatory fees, minus all gift aid received by the student. Michigan Achievement Scholarship does not restrict what classes a student can enroll in. Courses outside of the degree program may count towards the enrollment requirement and covered costs.

Qualifying students may be eligible for:

- Up to \$2,750 if they attend a Michigan community college or tribal college, per year, up to three years
  - \$1,750 Michigan Achievement Scholarship Minimum Award
  - \$1,000 Michigan Achievement Scholarship Last-dollar Award
- Up to \$5,500 if they attend a Michigan public university or are enrolled in a baccalaureate degree program at a Michigan community college, per year, up to five years
  - \$2,500 Michigan Achievement Scholarship Minimum Award
  - \$3,000 Michigan Achievement Scholarship Last-dollar Award
- Up to \$4,000 if they attend a Michigan private college or university, per year, up to five years
  - \$1,000 Michigan Achievement Scholarship Minimum Award
  - \$3,000 Michigan Achievement Scholarship Last-dollar Award

## Certification

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 [Michigan Achievement Scholarship Upload Certification Roster File Format](#) which is available at [michigan.gov/missg](http://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 Achievement Scholarship menu, select a term, and click the Certification Roster button.

## Semester/Term Awards

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

NEW

## Term Maximums

The standard award amount in the Fall semester is half of the annual Minimum and Last-Dollar Awards (or one-third for institutions with terms). The standard amount in subsequent semesters/terms will adjust based on the total remaining amount for each student.

If a student did not utilize or fully exhaust their Fall award, they can use up to the total remaining annual award in the subsequent semester/term; if funds remain, they can also be used in a remaining subsequent term/semester within the academic year, including Summer.

Following Fall certification, the subsequent semester/term will update to include any remaining Fall funds, which then becomes the new "standard" amount for a student and therefore, a reduced reason must be used if you will not certify the full new amount.

## Michigan Achievement Scholarship Minimum Award

### Community College/Tribal College

- Fall \$875
- Spring \$875 + any remaining from prior term
- Summer (any remaining from prior terms)

### Michigan Public University or Baccalaureate Degree Program at a Michigan Community College

- Fall \$1,250
- Spring \$1,250 + any remaining from prior term
- Summer (any remaining from prior terms)

### Michigan Private College or University

- Fall \$500
- Spring \$500 + any remaining from prior term
- Summer (any remaining from prior terms)

## Michigan Achievement Scholarship Last-dollar Award

### Community College/Tribal College

- Fall \$500
- Spring \$500 + any remaining from prior term
- Summer (any remaining from prior terms)

### Michigan Public University or Baccalaureate Degree Program at a Michigan Community College

- Fall \$1,500
- Spring \$1,500 + any remaining from prior term
- Summer (any remaining from prior terms)

### Michigan Private College or University

- Fall \$1,500
- Spring \$1,500 + any remaining from prior term
- Summer (any remaining from prior terms)

## Program Limits

Students may be eligible to receive the Michigan Achievement Scholarship for up to five consecutive years total, with no more than three years at a Michigan community college and tribal college.

## Student Requirements/Eligibility

To be eligible for an award, a student must:

- Graduate from high school in Michigan with a diploma, a certificate of completion, or achieved a high school equivalency certificate in 2023 or after (proof of high school completion is required).
- File a current year Free Application for Federal Student Aid (FAFSA): Completed (submitted, completed, and verified).
- Demonstrate financial need by having an EFC of \$25,000 or less.
- Not be incarcerated.
- Not be in default on a Federal student loan.
- Be a U.S. citizen, permanent resident, or approved refugee.
  
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Be an undergraduate student.
- Enroll as an undergraduate student at an eligible institution within 15 months of high school graduation or earning a high school equivalency certificate.
- Be enrolled full-time as determined by the participating institution.
- Be attending an eligible Michigan postsecondary institution.
- Be maintaining Satisfactory Academic Progress (SAP).

NEW

### Effective Academic Year 2024-25

Demonstrate financial need when they complete the FAFSA – for Academic Year 2024-25, by having a [Student Aid Index \(SAI\)](#) of \$30,000 or less.

- Students who received the Michigan Achievement Scholarship in Academic Year 2023-24, and have completed a 2024-25 FAFSA, shall be considered meeting the financial need component of the Michigan Achievement Scholarship for Academic Year 2024-25 regardless of their SAI. Received is defined as:
  - A student receiving payment of Michigan Achievement Scholarship, or
  - A student who met all eligibility criteria and was certified as exceeds Cost of Attendance (COA).

## Renewal Requirements

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Be an undergraduate student.
- Be enrolled full-time at a participating institution.
- Be maintaining Satisfactory Academic Progress (SAP).

## 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.

NEW

### *Verification*

In the event that a student is selected for verification after they are certified for Michigan Achievement Scholarship, the student may retain the amount of Michigan Achievement Scholarship awarded. Subsequent awards and adjustments may only be made after the completion of the verification.

Example: A student was certified for Fall semester and was selected for verification in November, after payment was made. Prior to any Fall adjustments or subsequent semester awards, the student must be

brought back into eligible status by completing the verification.

## Definitions

**“Michigan Achievement Scholarship Minimum Award”** All eligible participants will receive a minimum award up to their Cost of Attendance (COA).

**“Michigan Achievement Scholarship Last-dollar Award”** must be applied towards tuition, contact hours and mandatory fees.

**“Last-dollar payment amount”** means an amount equal to the tuition, contact hours, and the student’s mandatory fees for each student’s actual program of study, minus all gift aid received by the student.

**“Gift aid”** includes:

- Federal Pell grants under 20 USC 1070a,
- Tuition Incentive Program benefits under Public Act 103 of 2023, Section 256,
- State tuition grants under Public Act 103 of 2023, Section 252,
- Michigan Achievement Scholarship Minimum Awards,
- Higher education expenses paid under the Michigan Promise Zone Authority Act, Public Act 549 of 2008, MCL 390.1661 to 390.1679, and,
- All other federal, state, local/outside, or institutional aid in the form of grants, scholarships, discounts restricted to tuition and mandatory fees.

**“Gift aid”** does not include:

- Other non-tuition specific state aid,
- Other non-tuition specific institutional aid,
- Other non-tuition specific local/outside aid,
- Student loans,
- Work-study awards,
- Qualified withdrawals made from education savings accounts to pay higher education expenses pursuant to the Michigan Education Savings Program Act, 2000 Public Act 161 of 2000, MCL 390.1471 to 390.1486,
- Higher education expenses paid under the Michigan education trust program pursuant to the Michigan Education Trust Act, 1986 Public Act 316 of 1986, MCL 390.1421 to 390.1442, and,
- VA benefits.

# Michigan Achievement Skills Scholarship

## Contact

Program Coordinator: Sarah Laycock, [LaycockS@michigan.gov](mailto:LaycockS@michigan.gov)

## Description

Michigan Achievement Skills Scholarship will be available starting with the Class of 2023, high school graduates, and those who complete a high school equivalency. This program is for students interested in enrolling with an eligible [Career Training Program](#) and provides up to \$2,000, per year, for up to two years.

Students who graduate from the Michigan Achievement Skills Scholarship could still be eligible to attend a college or university and pursue an associate degree, bachelor's degree, or skill certificate with the Michigan Achievement Scholarship.

This program is administered by the Michigan Department's Office of Sixty by 30.

## Application

Students must complete an annual application. To complete the annual application or check the status, the student can log into the MiSSG Student Portal at [michigan.gov/missg](http://michigan.gov/missg). Students do not need to complete a FAFSA to qualify.

## Program Award Information

Students may receive up to \$2,000 if they attend a career training program in Michigan, per year, up to two years.

## Program Limits

- Students may not participate simultaneously in the Michigan Achievement Skills Scholarship and Michigan Achievement Scholarship.
- Students may receive a maximum of \$2,000 dollars per year, for up to two years.

## Certification

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

## Student Requirements/Eligibility

To be eligible for the award, the applicant must:

- Complete the Michigan Achievement Skills Scholarship application.
- Graduate from high school in Michigan with a diploma, a certificate of completion, or achieved a high school equivalency certificate in 2023 or after (proof of high school completion is required).
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Graduated from high school in Michigan with a diploma or a certificate of completion or achieved a high school equivalency certificate in 2023 or after.
- Not have an associate or bachelor's degree.
- Have not yet earned a degree, certificate, or other credential with this scholarship.

## Special Requirements

### *Institution Requirements*

An eligible student must attend a:

- Michigan eligible [Career Training Program](#).

# Michigan Competitive Scholarship

## Contact

Program Coordinator: Caroline Nurenberg, [NurenbergC4@michigan.gov](mailto:NurenbergC4@michigan.gov)

## Description

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

Michigan Competitive Scholarship is no longer available to students who have graduated high school (or its equivalent) in 2023 or greater.

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 May 1.

## Program Award Information

Award maximum is \$1,500 per academic year. Award is tuition-specific and may also include mandatory fees. MCS does not restrict what classes a student can enroll in. Courses outside of the degree program may count towards the enrollment requirement and covered costs.

Award amount is based on legislative appropriations.

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

- Full-time
  - Semester: \$750
  - Term: \$500
- Three-quarter-time
  - Fall Semester: \$563
  - Spring Semester: \$562
  - Term: \$375
- Half-time
  - Semester: \$375
  - Term: \$250

## Certification

Awards can be certified with an uploaded text file that the institution can create by using the [MCS/MTG 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 [michigan.gov/missg](http://michigan.gov/missg) in the 'MISSG File Formats for College Administrators' section.

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

## Semester/Term Awards

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



## Program Limits

Program eligibility ends when the student has:

- Been determined eligible for Michigan Achievement Scholarship; or
- Received a bachelor's degree; or
- Exhausted their check counts.\*
- Had ten years elapse since high school completion or its recognized equivalent.
  - For students who were eligible for a payment Spring 2020 and anytime during the 2020-21 Academic Year, they will receive 11 years of eligibility.

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

## Student Requirements/Eligibility

To be eligible for an award, 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 an ACT composite score of 23 or higher.
  - Class of 2017 and later, a qualifying score is a SAT score of 1200 or higher.
- The student's high school completion year determines which test counts as qualifying:
  - Beginning with the Class of 2017: SAT minimum score of 1200.
  - Ending with the Class of 2016: ACT minimum composite score of 23.
- File a current year FAFSA: Completed (submitted, completed, and verified).
- Demonstrate financial need.
- Not be in default on a Federal student loan.
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Eligible students must be enrolled at least half-time.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is required).
- Be maintaining Satisfactory Academic Progress (SAP).

## Renewal Requirements

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Be maintaining a minimum cumulative GPA of 2.0, which is monitored annually.
- Maintain Michigan residency.
- Be an undergraduate student.
- Be maintaining Satisfactory Academic Progress (SAP).

## 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 2024-25 awards must have been entered in MiSSG by the end of September 2023.

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

### **State Budget**

MI Student Aid 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, MI Student Aid uses the institutional budget in MISSG for the student's grade level (determined by the FAFSA) and a student's Expected Family Contribution (EFC).

If the EFC 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 – EFC).

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**

For students need of \$1 to \$99, the minimum award amount in MISSG is \$100 (\$50 Fall and \$50 Spring). For term institutions, the institution will make the determination. The award must be monitored per the guidelines provided below.

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 Cost of Attendance (COA).

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.

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

3. Student need is \$4,000; therefore, award can be certified at the maximum award amount.

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

# Michigan Reconnect Scholarship/Michigan Reconnect Expansion

## Contact

Program Coordinator: Nancy Vaughn, [VaughnN@michigan.gov](mailto:VaughnN@michigan.gov)

## Description

Michigan Reconnect (Reconnect) is a State of Michigan scholarship program for Michigan's adults. The scholarship offers free or discounted tuition to Michigan residents 25 or older, without college degrees, at any of Michigan's public community colleges, including its three tribal colleges, to pursue a Pell-eligible associate degree or skill certificate.

Michigan Reconnect Expansion (Reconnect Expansion) is a State of Michigan scholarship program for Michigan's adults. The scholarship offers free or discounted tuition to Michigan residents 21-24, without college degrees, at any of Michigan's public community colleges, including its three tribal colleges, to pursue a Pell-eligible associate degree or skill certificate.

These programs are administered by the Michigan Department of Labor and Economic Opportunity (LEO). See the [Reconnect Handbook](#) and Reconnect Expansion Handbook (coming soon) for more details.

## Application

Interested Michiganders must first complete and submit a one-time Reconnect application at [Michigan.gov/Reconnect](https://Michigan.gov/Reconnect). The application is rolling; therefore, has no deadline.

To initiate participation in the scholarship, accepted applicants must then:

- Apply to and be admitted to one of Michigan's public community colleges.
- File a current year Free Application for Federal Student Aid (FAFSA).
- Enroll at an eligible institution at least one credit or more in a Pell-eligible program leading to an associate degree or industry-recognized certificate.
  - Students participating in Michigan Reconnect Expansion must enroll by Fall 2024. Students who do not enroll by Fall 2024, may re-apply for Reconnect once they are 25.

## Program Award Information

Reconnect and Reconnect Expansion are a last-dollar scholarship, which is equal to the difference between in-district tuition and fees (i.e., tuition, contact hours and mandatory fees) and any Pell Grant, TIP, and any state tuition-restricted scholarships or awards that a student receives. Reconnect will only cover courses towards the student's certificate or degree program.

## Reimbursement Requests

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 [Reconnect Upload Reimbursement File Format](#) which is available at [michigan.gov/missg](https://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 Reconnect Reimbursement Request menu item under the Michigan Reconnect Scholarship 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. Reimbursement requests instructions for Reconnect Expansion coming soon.

## Program Limits

Program eligibility ends when a student has:

- Four years have passed from the first reimbursement or Eligible No Reimbursement report that MiLEAP receives.
- The student has earned an associate degree.

## Student Requirements/Eligibility

To be eligible for an award, a student must:

- Complete an initial application (one time only).
- Be at least 21 years of age or older.
- File a current year Free Application for Federal Student Aid (FAFSA): Submitted (submitted, not completed, and verified).
- For Reconnect: An applicant must have maintained continuous Michigan residency for at least the immediately preceding year.
  - For Reconnect purposes, the student is considered meeting this criterion if they can verify that they have been a Michigan resident for at least one year by the start of the semester.
- For Reconnect Expansion: An applicant must be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is required).
- Not have an associate or bachelor's degree.
- Be maintaining Satisfactory Academic Progress (SAP) or a cumulative GPA of at least 2.0.

## Renewal Requirements

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Not have an associate or bachelor's degree.
- Maintain continuous enrollment.
- Be maintaining Satisfactory Academic Progress (SAP) or a cumulative GPA of at least 2.0.

## Special Requirements

### *Institution Requirements*

An eligible student must attend a:

- Michigan public degree-granting, community college.

# Michigan Tuition Grant

## Contact

Program Coordinator: Caroline Nurenberg, [NurenbergC4@michigan.gov](mailto:NurenbergC4@michigan.gov)

## 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 May 1.

## Program Award Information

Award maximum is \$3,000 per academic year. Award is tuition-specific and may also include mandatory fees. MTG does not restrict what classes a student can enroll in. Courses outside of the degree program may count towards the enrollment requirement and covered costs.

Award amount is based on legislative appropriations.

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

- Full-time
  - Semester: \$1,500
  - Term: \$500
- Three-quarter-time
  - Semester: \$1,125
  - Term: \$750
- Half-time
  - Semester: \$750
  - Term: \$500

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

## Michigan Tuition Grant Certification

Awards can be certified with an uploaded text file that the institution can create by using the [MCS/MTG 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](#) also available at [michigan.gov/missg](http://michigan.gov/missg) in the 'MISSG File Formats for College Administrators' section.

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

## Program Limits

Program eligibility ends when the student has:

- Exhausted all remaining check counts.\*
  - For students who were eligible for a payment Spring 2020 and anytime during Academic Year 2020-21, they will receive up to 72 check counts of eligibility.

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

## Student Requirements/Eligibility

To be eligible for an award, a student must:

- File a current year FAFSA: Completed (submitted, completed, and verified).
- Demonstrate financial need.
- Not be in default on a Federal student loan.
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Eligible students must be enrolled at least half-time.
  - Cannot be enrolled in a course of study leading to a degree in theology, divinity, or religious education.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is required).
- Be an undergraduate student.
- Be maintaining Satisfactory Academic Progress (SAP).

NEW

## Renewal Requirements

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Be an undergraduate student.
- Enroll at least half-time at a participating institution.
- Be maintaining Satisfactory Academic Progress (SAP).

## 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 2024-25 awards must have been entered in MiSSG by the end of September 2023.

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

### *State Budget*

MI Student Aid 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 eligibility, MI Student Aid uses the institutional budget in MiSSG for the student's grade level (determined by the FAFSA) and a student's Expected Family Contribution (EFC).

If the EFC 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 – EFC).

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**

For students need of \$1 to \$99, the minimum award amount in MiSSG is \$100 (\$50 Fall and \$50 Spring). For term institutions, the institution will make the determination. The award must be monitored per the guidelines provided below.

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 Cost of Attendance (COA).

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.

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

3. Student need is \$4,000; therefore, award can be certified at the maximum award amount.

## **Additional Program Details**

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

Institutions that receive MTG funds are required to report data by October 31 yearly (pursuant to Public Act 103 of 2023) 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 MiLEAP on behalf of the entire MICU membership.



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

## Contact

Program Coordinator: Christy Williams, [WilliamsC96@michigan.gov](mailto:WilliamsC96@michigan.gov)

## 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

Students must complete an initial application (one time only). Applications are available January 1. The deadline to apply is July 15, 2024. To complete an initial application or check the status, the student can log into the MiSSG Student Portal at [michigan.gov/missg](http://michigan.gov/missg). For renewal, students must complete a current year Free Application for Federal Student Aid (FAFSA).

### *STG Application Residency*

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

## 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.

## 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.

### *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 STG funds in 9 semesters (14 terms); or
- Received STG funds for 124 semester (180 term) credits.

## Student Requirements/Eligibility

To be eligible for an award, a student must:

- Complete an initial application (one time only).
- 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.

- Have been under the age of 21 at the time of the parent's death.
- Apply for the first time before age 26.
- File a current year Free Application for Federal Student Aid (FAFSA): Submitted (not completed or verified).
- Not be in default on a Federal student loan.
- Be a Michigan resident for 12 months prior to program application.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is not required).
- Be an undergraduate student.
- Not have a bachelor's degree.
- Be enrolled at least half-time at a participating institution in a program of study leading to a degree or certificate.
- Be maintaining Satisfactory Academic Progress (SAP).

## **Renewal Requirements**

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Be an undergraduate student.
- Not have a bachelor's degree.
- Enroll at least half-time at a participating institution in a program of study leading to a degree or certificate.
- Be maintaining Satisfactory Academic Progress (SAP).

## **Special Requirements**

### ***Institution Requirements***

An eligible student must attend a:

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

# Tuition Incentive Program

## Contact

Program Coordinator: Stephanie Dillon, DillonS7@michigan.gov

## Description

A program that encourages Medicaid eligible students to complete high school with the incentive of college tuition. Students are identified annually by Michigan Department of Health and Human Services (MDHHS) as having met the Medicaid eligibility requirement.

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

## TIP Phases

TIP is divided into two different sub-program phases:

- 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 is tuition-specific and may also include mandatory fees. TIP will only cover courses towards the student's certificate or degree program.

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: semester maximum \$450.

### *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. All credits must apply to certificate or associate degree.

### *Fee Restrictions*

- Reimbursement requests may not be submitted for zero credit hours.
- Institutions are permitted to combine summer modules for TIP reimbursement requests; however, MI Student Aid will only accept one set of mandatory fees, up to \$450, for the combined modules.

### *Reimbursement Rates*

An institution must update their rate-per-credit annually in MiSSG as that is 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 2023-24, the rate of \$126 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 2023 must have initiated by fall of Academic Year 2027-28.
- Eligible students have ten years of benefits after initial payment; or
- Been reimbursed for 80 semester credits or 120 term credits; or
- Received a Phase II reimbursement.

## Phase I Student Requirements/Eligibility

To be eligible for an award, a TIP student must:

- File a current year FAFSA: Submitted (submitted, not completed, and verified).
  - If a student graduated prior to 2020, must have also completed a TIP application by August 31 of graduating year.
- Not be in default on a Federal student loan.
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Be enrolled in a qualifying certificate or associate degree program.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is required).
- Eligible students must be enrolled at least half-time, and the student must be pursuing a certificate or associate. Half-time is defined as a minimum of six (6) credit hours.
- Be an undergraduate student.
- Begin using TIP at a participating institution within four years of high school completion.
- Be maintaining Satisfactory Academic Progress (SAP).

## Renewal Requirements

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Be enrolled in a qualifying certificate or associate degree program.
- Maintain Michigan residency.
- Be an undergraduate student.
- Be maintaining Satisfactory Academic Progress (SAP).

## 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.

CLARIFIED

### *Awarding Restrictions*

A student may not receive a Phase I reimbursement and a Phase II reimbursement in the same

semester/term. Once a student has received a bachelor's degree, they are no longer eligible for TIP.

## **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 2023 must have initiated by fall of Academic Year 2027-28.
- Eligible students have ten years of benefits after initial payment; 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**

To be eligible for an award, a student must:

- Students become Phase II eligible when they have completed 56 transferrable credits or earned a certificate or associate degree.
- File a current year FAFSA: Submitted (submitted, not completed, and verified).
  - If a student graduated prior to 2020, must have also completed a TIP application by August 31 of graduating year.
- Not be in default on a Federal student loan.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Be a Michigan resident since July 1 of the previous calendar year.
  - For dependent students, parent must also be a Michigan resident since July 1 of the previous calendar year.
- Possess a high school diploma or its recognized equivalent (proof of high school completion is not required).
- Student must be enrolled in a bachelor's degree program.
- Eligible students must be enrolled at least half-time.
- Be an undergraduate student.
- Be maintaining Satisfactory Academic Progress (SAP).

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

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

## Renewal Requirements

In addition to the initial eligibility requirements, to renew, a student must:

- File a current year FAFSA.
- Maintain Michigan residency.
- Be an undergraduate student.
- Be maintaining Satisfactory Academic Progress (SAP).

## 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.

CLARIFIED

### *Awarding Restrictions*

A student may not receive a Phase II reimbursement and a Phase I reimbursement in the same semester/term. Once a student has received a bachelor's degree, they are no longer eligible for TIP.

## 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. State financial aid awards must fit within their Cost of Attendance (COA).

## Standard Packaging Order

1. All Federal, State, local/outside (including Kalamazoo Promise), or institutional aid in the form of grants, scholarships, discounts, tuition waivers (including Michigan Indian Tuition Waiver), restricted to tuition and mandatory fees.
2. Police Officer's and Firefighter's Survivor Tuition Grant (STG)
3. Children of Veterans Tuition Grant (CVTG)
4. Michigan Competitive Scholarship (MCS) <ul style="list-style-type: none"><li>• MCS is only available to students who have graduated high school (or its equivalent) prior to 2023.</li></ul>
5. Michigan Tuition Grant (MTG)
6. Futures for Frontliners (F4F) <ul style="list-style-type: none"><li>• Federal Pell Grant has the first priority in packaging order.</li></ul>
7. Tuition Incentive Program (TIP)
8. Michigan Reconnect (Reconnect)/Michigan Reconnect Expansion (Reconnect Expansion) <ul style="list-style-type: none"><li>• Federal Pell Grant has the first priority in packaging order.</li></ul>
9. Fostering Futures Scholarship (FFS) <ul style="list-style-type: none"><li>• Include only the tuition/fee portion.</li></ul>
10. Michigan Future Educator Fellowship (MI Fellowship)
11. Federal Pell Grant
12. Promise Zone Scholarship
13. Michigan Achievement Scholarship Minimum Award
14. Michigan Achievement Scholarship Last-dollar Award

## Non-Tuition Restricted Awards

Non-tuition restricted awards to be excluded from the calculation of State financial aid programs:

- Student Loans
- Work study
- Qualified withdrawals from an education savings account
- Supplemental Educational Opportunity Grant (SEOG)
- Foundation, institutional, and/or private scholarships
- Michigan Education Trust (MET)

### **Institutional Free Tuition/Fee Guarantee/Pledge Programs**

Institutional grants or scholarships that are not designated as restricted to tuition and mandatory fees, but were used to determine the amount covered by your pledge, promise or guarantee, may be excluded from State financial aid calculations.

Additionally, if your institution does not restrict your pledge, promise, or guarantee to tuition and mandatory fees, it does not need to be included as an award in the State financial aid calculations.

### **Additional Guidance**

- The MI Future Educator Stipend is not to be included in the student’s financial aid package.
- [Michigan Achievement Scholarship Packaging Guidance](#)
- F4F or Reconnect
  - The Futures for Frontliners and Reconnect scholarships are tuition-specific programs operated through the Michigan Department of Labor and Economic Opportunity (LEO). For specific program criteria and packaging examples visit [michigan.gov/frontliners](http://michigan.gov/frontliners) or [michigan.gov/reconnect](http://michigan.gov/reconnect).
  - Handbooks
    - [Futures for Frontliners Handbook for Community Colleges](#)
    - [Reconnect Handbook for Community Colleges](#)
- MET Contracts
  - If a student has a [MET contract](#), MET should be applied after any State financial aid program. The institution should then bill MET for all the credit hours in which a student is enrolled. Any excess amount can be applied towards room and board or refunded to the student by the institution.
- Veterans’ Benefits and State Financial Aid Programs
  - Veterans’ education benefits are excluded from the financial aid packaging order.
  - For information on the Michigan National Guard State Tuition Assistance Program (MINGSTAP) contact the Michigan Department of Military and Veterans Affairs at 517-481-7640 or [mingstap@michigan.gov](mailto:mingstap@michigan.gov).

### **Scenarios**

#### ***Michigan Achievement Scholarship and Tuition Incentive Program***

Example (Fall and Winter/Spring):

<b>COA</b>	<b>\$15,000</b>
<b>Tuition and Fees Total</b>	<b>\$6,000</b>
<b>Federal Pell Grant</b>	<b>\$5,000</b>
<b>Tuition Incentive Program (TIP)</b>	<b>\$4,000</b>
<b>Michigan Achievement Scholarship Minimum Award</b>	<b>\$1,750</b>
<b>Michigan Achievement Scholarship Last-dollar Award</b>	<b>\$1,000</b>

A student has a Cost of Attendance (COA) of \$15,000 and is eligible for a maximum of \$1,750 of Michigan Achievement Scholarship Minimum Award and \$1,000 Michigan Achievement Scholarship

Last-dollar Award. Their tuition, contact hours, and mandatory fees total \$6,000. They received \$5,000 Federal Pell Grant (Pell) and TIP has been calculated at \$4,000 for the Fall and Winter/Spring terms.

In this scenario, first the Michigan Achievement Scholarship Minimum Award would be calculated:

- \$15,000 (COA) - \$5,000 (Pell) - \$4,000 (TIP) = \$6,000. Because there is still room remaining, the student would be awarded the full Michigan Achievement Scholarship Minimum Award of \$1,750.

Next, the Michigan Achievement Scholarship Last-dollar would be calculated:

- \$6,000 (Tuition and Fees Total) - \$5,000 (Pell) - \$4,000 (TIP) - \$1,750 (Michigan Achievement Scholarship Minimum Award) = -\$4,750. Because there is \$0 tuition total remaining after gift aid, the student would qualify for \$0 in Michigan Achievement Scholarship Last-dollar Award.

***Michigan Achievement Scholarship, Tuition Incentive Program, and Michigan Tuition Grant***

Example (Fall and Winter/Spring):

<b>COA</b>	<b>\$20,000</b>
<b>Tuition Total and Fees</b>	<b>\$14,000</b>
<b>Federal Pell Grant</b>	<b>\$5,000</b>
<b>Michigan Tuition Grant (MTG)</b>	<b>\$3,000</b>
<b>Tuition Incentive Program (TIP)</b>	<b>\$1,000</b>
<b>Michigan Achievement Scholarship Minimum Award</b>	<b>\$1,000</b>
<b>Michigan Achievement Scholarship Last-dollar Award</b>	<b>\$3,000</b>

A student has a Cost of Attendance (COA) of \$20,000 and is eligible for a maximum of \$1,000 of Michigan Achievement Scholarship Minimum Award and \$3,000 Michigan Achievement Scholarship Last-dollar Award. Their tuition, contact hours, and mandatory fees total \$14,000. They received \$5,000 Federal Pell Grant (Pell), \$3,000 in MTG and TIP Phase II can be awarded up to a maximum of \$1,000.

In this scenario, first the MTG would be determined.

- \$14,000 (Tuition and Fees Total) - \$0 (Tuition Specific Aid) = \$14,000. Because there is \$14,000 in tuition, the student would qualify for \$3,000 in MTG.

Next, TIP would be calculated:

- \$14,000 (Tuition and Fees Total) - \$3,000 (MTG) = \$11,000. Because there is \$11,000 tuition total remaining after MTG, the student would qualify for \$1,000 in TIP Phase II funding.

Then, Michigan Achievement Scholarship Minimum Award would be calculated:

- \$20,000 (COA) - \$5,000 (Pell) - \$3,000 (MTG) - \$1,000 (TIP) = \$11,000. Because there is still room remaining, the student would be awarded the full Michigan Achievement Scholarship Minimum Award of \$1,000.

Last, the Michigan Achievement Scholarship Last-dollar would be calculated:

- \$14,000 (Tuition and Fees Total) - \$5,000 (Pell) - \$3,000 (MTG) - \$1,000 (TIP) - \$1000 (Minimum) =



\$4,000. Because there is \$4,000 tuition total remaining after gift aid, the student would qualify for \$3,000 in Michigan Achievement Scholarship Last-dollar Award.

### ***Tuition Incentive Program and Michigan Tuition Grant***

Example (Fall and Winter/Spring):

<b>COA</b>	<b>\$20,000</b>
<b>Tuition Total and Fees</b>	<b>\$14,000</b>
<b>Federal Pell Grant</b>	<b>\$5,000</b>
<b>Michigan Tuition Grant (MTG)</b>	<b>\$3,000</b>
<b>Tuition Incentive Program (TIP)</b>	<b>\$1,000</b>
<b>Tuition Restricted Institutional Scholarship</b>	<b>\$8,000</b>

A student has a Cost of Attendance (COA) of \$20,000 and their tuition, contact hours, and mandatory fees total \$14,000. They received \$5,000 Federal Pell Grant (Pell), \$3,000 in MTG, \$8,000 in Tuition Restricted Institutional Scholarship, and TIP Phase II can be awarded up to a maximum of \$1,000.

In this scenario, first the MTG would be calculated:

- \$14,000 (Tuition and Fees Total) - \$8,000 (Tuition Restricted Scholarship) = \$6,000. Because there is \$6,000 in reaming tuition, the student would qualify for \$3,000 in MTG.

Finally, TIP would be calculated:

- \$14,000 (Tuition Total) - \$8,000 (Tuition Restricted Scholarship) - \$3,000 (MTG) = \$3,000. Because there is \$3,000 tuition total remaining, the student would qualify for \$1,000 in TIP Phase II funding.

## **MiSSG Data Management System**

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

### **Personally Identifiable Information and Data Security**

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

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

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

## Overview of MiSSG for College Administrators and Eligible Training Providers

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

- Clear errors
- Run reports
- Verify student eligibility

Perform awarding tasks, such as:

- Certification
- Requesting reimbursement
- Award adjustments

MiSSG also tracks and posts payments from MI Student Aid to postsecondary institutions.

### How to Access MiSSG as a School User

Annually an aid director or eligible training provider 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 MI Student Aid.

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

#### ***MiSSG User Guide***

The MiSSG College Aid Administrator Portal is the School User's way to access data about the students at your institution. For a detailed instructional manual, please refer the [MiSSG Technical Reference Manuals](#).

### 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 Michigan institution occupied the **first** institution position on the FAFSA. Students may also transfer their institution in the [MiSSG Student Portal](#), see [instructions for students](#).

### Summary Page

Institutions may view students' MI Student Aid Summary data if the student added their school code to the FAFSA. Under Quick View, choose Summary Data, which will display the student's ISIR Transaction number, EFC, Dependency status, and award information. We encourage institutions to utilize this tool and provide students with instructions on transferring their record to the institution of their choosing.

### Transferring Institutions in MiSSG

The preferred method to transfer a student record is via the student utilizing their [MiSSG Student Portal](#) account. Students who need to transfer their MiSSG record to a different institution can either update it in their MiSSG Student Portal or call 888-447-2687 for assistance.

MI Student Aid has created [instructions for students](#) to assist in the transfer process. MI Student Aid is continuing to communicate to encourage students and parents to make sure the institution they are planning to attend is listed first.

Only MI Student Aid can initiate a semester/term transfer for a student if a payment has been already associated with an award of the same term.

## Program Types

### Awards

#### Reimbursement Programs

Programs in which students are determined to be initially eligible by MiSSG, but no awards are generated.

#### Certification Programs

Programs in which students are determined to be initially eligible by MiSSG and awards are generated automatically.

Reimbursement Programs	Certification Programs
Children of Veterans Tuition Grant	Fostering Futures Scholarship
Futures for Frontliners Scholarship	MI Future Educator Stipend
MI Future Educator Fellowship	MI GEAR UP Scholarship
Michigan Reconnect Scholarship/Michigan Reconnect Expansion	Michigan Achievement Scholarship
Police Officer's and Fire Fighter's Survivors Tuition Grant	Michigan Achievement Skills Scholarship
Tuition Incentive Program	Michigan Competitive Scholarship
	Michigan Tuition Grant

## 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	Availability Date	Notes
Fall	September 29, 2023	MI Fellowship/MI Stipend is available September 1, 2023
Spring	January 4, 2024	
Summer	April 17, 2024	If program allows for summer awarding.

Term Name in MiSSG	Availability Date	Notes
Fall	September 13, 2023	MI Fellowship/MI Stipend is available September 1, 2023
Winter	January 3, 2024	
Spring	January 4, 2024	
Summer	April 17, 2024	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 a 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 a 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, and STG, and the only way to submit certification requests for MI Future Educator Stipend.

## Download Roster File Availability

Downloadable rosters for F4F, MCS, MI Fellowship, MTG, Reconnect, 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 Downloadable rosters for Reconnect Expansion are not yet available.

F4F, MCS, Michigan Achievement Scholarship, MI Fellowship, MTG, Reconnect, Reconnect Expansion, and TIP are the only programs with download files. All others use the online interface.

If you use a download file, you should use the most current file as MiSSG is real-time and as student's certify or transfer institution, your list will update automatically.

The most recent institution that submits a reimbursement or certification 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 \(VSS\)](#).

MI Student Aid provides an annual certification and payment schedule indicating due dates for all programs.

Review the [MI Student Aid Payment Schedule](#).

- Payments are disbursed on a quarterly basis for all programs except MI Fellowship and MI Stipend 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 Payment Files**

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

### **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, F4F, FFS, Michigan Achievement Scholarship, Michigan Achievement Skills Scholarship, MI GEAR UP Scholarship, Reconnect, Reconnect Expansion, 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. Once the quarterly payment has been issued to an institution, the student's record will reflect as paid in MiSSG. Institutions can only receive the designated percentage for that quarter of their overall student payment. On the 4th quarter payment date, all remaining funds will be issued.

Quarterly allotments are a percentage of the overall State appropriation:

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

### **Term Payments**

Term payments are created based on the net unpaid amounts of certified awards or requested reimbursements since the previous term payments. Term payments are generally processed weekly.

MI Fellowship and MI Stipend are the only State financial aid programs that use this type of payment.

# Program Payment Schedule

Academic Year 2023-24



## MiSSG Semester/Term Open Dates

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

### Fall Opens

September 1, 2023 (Fellowship and Stipend)  
September 29, 2023

### Winter Opens

January 3, 2024

### Spring Opens

January 4, 2024

### Summer Opens

April 17, 2024

## MiSSG Payment Dates

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

### Quarter 1

November 15, 2023  
December 6, 2023 (Michigan Achievement Skills Scholarship)

### Quarter 2

February 21, 2024

### Quarter 3

May 8, 2024  
June 28, 2024 (F4F and Reconnect)

### Quarter 4

August 14, 2024

## Dual Enrollment Payment

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

## MI Future Educator Fellowship and Stipend

All payments are processed weekly beginning September 6, 2023 through August 14, 2024 in MiSSG and will only include awards that have had a Reimbursement Request or Certification successfully submitted prior to the payment.

## State Financial Aid Programs

Children of Veterans Tuition Grant (CVTG)

Dual Enrollment (DE)

Fostering Futures Scholarship (FFS)

Futures for Frontliners/Path 2 (F4F)

MI Future Educator Fellowship

MI Future Educator Stipend

Michigan Achievement Scholarship

Michigan Achievement Skills Scholarship

Michigan Competitive Scholarship (MCS)

MI GEAR UP

Michigan Reconnect Scholarship (Reconnect)

Michigan Tuition Grant (MTG)

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

Tuition Incentive Program (TIP)

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## Withdraws and Enrollment Changes

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

CLARIFIED

In the event of a complete tuition and fee refund, where a student's courses are stricken from their transcript, the institution is responsible for internally documenting their enrollment prior to the appeal processing to ensure compliance in the case of a future audit or question regarding the account. Institutions should add a comment to the student's MISSG account documenting the situation. For State Aid Programs where a non-tuition and fee component is available such as Michigan Achievement Minimum award, the student can retain the award so long as no amount of the award after the appeal is processed will be refunded to the student.

NEW

Example: A student incurred housing charges that are not refunded during the appeal process, Michigan Achievement Scholarship Minimum award could apply towards those charges. Tuition specific aid such as Last-Dollar Achievement must be adjusted and returned.

Example 1: A student withdrew from a course and incurred charges for the course. The course which the student incurred charges for may be counted towards their required enrollment status and may receive State financial aid.

Example 2: A student dropped from a course prior to the add/drop date; therefore, making them less than the required enrollment status. They incurred no charges for the courses dropped. The student would not receive State financial aid.

Example 3: For the MI Future Educator Stipend, a student teacher may retain their payment if the student teacher has received the funds, even if they show no enrollment or they have completely dropped out of the student teaching experience. If the student teacher has not yet received their Stipend funds and they withdraw or drop from their student teacher experience, the institution is required to return the funds in full to the State of Michigan.

NEW

Example 4: A student was subject to Return of Title IV Funds resulting in changes to their financial aid package. In this instance, an institution may perform a recalculation of the student's Michigan Achievement Last-Dollar award based on their new aid package.

## Refunds

Institutions should never send refunds or other return funds to MI Student Aid without first having specifically received a billing notice, except Dual Enrollment and MI Future Educator Stipend. For most of our programs, any differences in total amounts awarded and paid are designed to net out naturally over the course of the payments within the academic year.

The MI Future Educator Stipend does not net out. Anytime a MI Future Educator Stipend requires a reduction, institutions will need to use the program specific [MI Student Aid Refund Worksheet](#) and remit payment via a paper check.

Times when you will receive a billing notice:

- After the final payment for the academic year 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 [MI Student Aid Refund Worksheet\(s\)](#) available on our Web site.

## Year-end Balancing

### *All State Financial Aid Programs*

All institutions must balance expenditures for State financial aid programs following the final payment for the academic year. Institutions must issue any refunds owed to MI Student Aid no later than September 13, 2024 and complete the [MI Student Aid Refund Worksheet](#).



## 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  
Concordia University  
Cornerstone University  
Davenport University  
Delta College  
Eastern Michigan University  
Ferris State 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  
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  
University of Olivet  
Walsh College  
Washtenaw Community College  
Wayne County Community College  
Wayne State University  
West Shore Community College  
Western Michigan University

### Notes:

- Some institutions may not participate in every State financial aid program.
- To qualify for the Michigan Achievement Skills Scholarship, the student must be admitted and enrolled in an eligible [Career Training Program](#).
- To qualify for either the MI Future Educator Fellowship or the MI Future Educator Stipend, the student must be admitted in an eligible [Educator Preparation Program \(EPP\)](#).

## Program Reviews

All institutions are subject to a program review by the State. The scope of a program review is typically one prior academic year at a time. The purpose of the review is to examine compliance with program regulations, identify problems, answer questions relative to reporting requirements, and to offer assistance regarding policies and procedures that will enhance the administration of the State financial aid programs.

When your institution is selected for a program review, a MI Student Aid representative will contact you to arrange dates for the review. The reviewer will conduct an offsite review, which requires copies of institutional records to be uploaded to MiSSG via Document Management for each student aid recipient selected in the program sample. During an active program, MI Student Aid will use [miprogramreview@michigan.gov](mailto:miprogramreview@michigan.gov) to communicate with institutions.

Note: High school graduation completion information may be confirmed in the Student Information section of MiSSG. If the 'HS Grad Confirmed by CEPI' indicates "Yes," this can be used as documentation for a program review. If the status is "No" or blank, the institution must provide proof of high school completion. The 'HS Grad Confirmed by CEPI' information can also be found on the 'Eligible Students Report' and 'Information Roster.'

## Record Retention

MI Student Aid follows the same guidelines as Federal retention requirements; all institutions are required to keep records for three academic years after the student is no longer enrolled at your institution. Please refer to the current [2022-23 Federal Student Aid Handbook, Volume 2, Chapter 7: Record Keeping, Privacy, and Electronic Processes](#) for more information.

## Appeals to MI Student Aid and Executive Decisions

Appeals can be submitted and will be evaluated on a case-by-case basis. Students can submit their inquiries via email to [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) or in writing to:

Diann Cosme, Director  
Michigan Department of Lifelong Education, Advancement, and Potential  
P.O. Box 30462  
Lansing, MI 48909

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## Disclaimers and Disqualifications

The information in this document was compiled by the MI Student Aid division, Michigan Department of Lifelong Education, Advancement, and Potential. MI Student Aid retains the right to change any information and policies contained in this manual.

All programs are subject to approved and available funding.

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# 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 MCS or MTG 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 with limited check counts remaining in their final semester will still receive a full award based on their award status.

## Contact Hours

F4F, Michigan Achievement Scholarship, MCS, MTG, and Reconnect may award based on contact hours, sometimes referred to as billable hours, are charges to students toward practical application in their course work.

## Completed FAFSA

The FAFSA must be submitted, completed, and verified (if required) for the following programs:

- Fostering Futures Scholarship
- Futures for Frontliners Scholarship
- Michigan Achievement Scholarship
- Michigan Competitive Scholarship
- Michigan Reconnect Scholarship
- Michigan Tuition Grant

## Credit Hours

State financial aid programs may only award based on credit hours; not contact or billable hours with the exception of F4F, Michigan Achievement Scholarship, MCS, MTG, and Reconnect. MI Student Aid adheres to the Federal definition of "credit hour" as defined in the [Federal Student Aid Handbook Glossary](#).

"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
  - For Michigan Achievement Scholarship, MI Fellowship, and MI Stipend full-time enrollment is defined by the institution.
- Three-quarter-time: 9-11 credits
- Half-time: 6-8 credits
- Less-than-half-time: 5 credits or less

## Failed Courses

Any course that the student has taken, received a State financial aid award, but did not achieve a passing grade.

## Mandatory Fees

Mandatory fees must be fees specified in the institution's course catalog as a condition of enrollment and/or required for the student's completion of an eligible certificate or degree (such as online fees and lab fees required for course enrollment).

## Official Transcript

A transcript received and processed following the official transcript policy of the receiving institution. For the purpose of State financial aid programs, the transcript must also include a date indicating completion or graduation.

## Required Fees

Required fees are included in the MI Future Educator Fellowship award calculation. Required fees are any fee that a student must pay in order to complete their Educator Preparation Program.

## 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.

## Remedial Course

A course that prepares a student for study at the postsecondary level.

- Cannot be below the educational level needed for a student to successfully pursue their program after one year in that course.
- Must be at least at the high school level.
- Further information can be found on the [Federal Web site](#).

## Submitted FAFSA

The FAFSA must be submitted. It does not have to be completed or verified to qualify for these programs:

- Children of Veterans Tuition Grant

- MI Future Educator Fellowship
- MI GEAR UP Scholarship
- Police Officer's and Fire Fighter's Survivor Tuition Grant
- Tuition Incentive Program

**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.