

Student Scholarships, Grants and Outreach (SSGO) Refund Worksheet for MI Future Educator Stipend

When is this form to be used?

Anytime you need to return funds for the MI Future Educator Stipend program for the current academic year or a prior academic year and regardless of whether or not you received a bill from the SSGO.

If your refund does not fit one of these parameters, contact SSGO's Customer Care Center at 1-888-447-2687 for further assistance.

The check must be attached to the form to ensure proper processing.

Institutions must return funds if students never met program requirements and the award was certified in error, or if the student stopped student teaching (dropped, withdrew, changed to incomplete, left the program, left the school district, etc.) before the payment was issued to the student. Form and check should be sent to the refund specific P.O. Box listed at the bottom of this form.

Institution Name			Academic Year		Number of Students		Check Number		Total Refund Due	
Student Name	MiSSG ID	Semester/ Term	Date Semester/ Term Began	Original Award Amount	Correct Award Amount	Amount of Refund	Reason for Refund			
Use page 2 for additional entries.						Total				
Authorized Signature			Title				Date			
Direct Phone Number			Fax Number				E-mail Address			

Make checks payable to: State of Michigan
Send form and check to: Michigan Department of Treasury, SSGO Refunds, P.O. Box 30782, Lansing, MI 48909

Phone: 1-888-447-2687, Fax: 517-241-5835, E-mail: mistudentaid@michigan.gov

