

Student Scholarships, Grants and Outreach (SSGO) Refund Worksheet for Michigan GEAR UP (MI GEAR UP)

When is this form to be used?

1. If an adjustment is not possible in MiSSG, you need to complete and return this form to SSGO with a physical check.
2. If an adjustment is made; however, your institution's balance is insufficient, complete and return this form to SSGO with a physical check.
3. If an institutional audit is complete and money has been improperly paid for a previous fiscal year, complete and return this form to SSGO with a physical check.

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 do not meet the enrollment standard, do not make satisfactory academic progress, if a student withdraws, or otherwise does not meet program requirements after final payment. Form and check should be sent to the refund specific P.O. Box listed at the bottom of this form.

NOTE: Institutions should not complete a refund for the current year until after the 4th quarter payment and/or notification is received from the program coordinator. Any differences in aggregate amounts awarded and paid are designed to net out naturally over the course of the four quarterly payments. If you need to make a current year adjustment, do so in MiSSG. The procedures can be found in the [MiSSG Technical Manuals](#) under "Adjustments for Reimbursement" or "Refunding Paid Reimbursements" sections of each program.

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	Original Enrollment Level	Revised Award Amount	Revised Enrollment Level	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

