Reset Form

Contract Number(s)

Notice to Terminate a MET Education Benefits Contract

Issued under Public Act 316 of 1986.

The Beneficiary (student) may terminate their MET (convert credits to dollars) from their online account if the funds are going directly to a university or college. In other cases, this form must be completed, signed, and submitted to MET. If the funds are directed to an institution, MET will retain the funds to pay the school for four years (university contracts) or two years (Community College contracts). Any remaining funds will then be released to the Refund Designee. **Submit by June 1 or as soon as possible prior to the semester you plan to use the benefits to ensure timely receipt of MET benefits. Allow two to four weeks for processing.** See General Instructions on page 3. If you are unsure of the appropriate reason for termination or the semester benefits to start below, call MET at 800-638-4543.

SECTION 1: Beneficiary (Student) Information

*Beneficiary Name	Last four of Beneficiary Social Security Number
Street Address	Telephone
City, State, ZIP Code	Email Address
Termination Effective Date (Select One): ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____	School Attending, if applicable

SECTION 2: Reason for Termination (Select One)

☐ a. Attend a Michigan independent (private), not-for-profit, degree granting college or university. **Attach a copy of your acceptance letter.** MET will direct your funds to the college/university at Weighted Average Tuition **or select the option below.**

☐ I request MET direct the refund to the Refund Designee at Lowest Tuition. **Attach 1) A Copy of your acceptance letter.** This option may pay less than if MET pays the school directly. **2) The Federal W-9 form completed by the Refund Designee. 3) The Michigan Education Trust Affidavit completed by the Beneficiary.**

☐ b. Attend an out-of-state, degree granting college/university. **Attach a copy of your acceptance letter.** MET will direct your refund to the college/university at Average Tuition (Full Benefits and Community College contracts) or Lowest Tuition (Limited Benefits contracts) **or select the option below.**

☐ I request MET direct the refund to the Refund Designee at Lowest Tuition. **Attach 1) A Copy of your acceptance letter.** This option pays less than if MET pays the school directly (Full and Community College contracts). Limited Benefits contracts pay the same refund amount regardless. **2) The Federal W-9 form completed by the Refund Designee. 3) The Michigan Education Trust Affidavit completed by the Beneficiary.**

☐ c. Received a full tuition scholarship, is enrolled in a United States Military Academy or is enrolled under GI Benefits. **Attach: 1) Verification of scholarship, awards must equal credits purchased, with terms of renewal if applicable. 2) The Federal W-9 form completed by the Refund Designee. 3) The Michigan Education Trust Affidavit completed by the Beneficiary.**

☐ d. Beneficiary does not plan to attend a Higher Education Institution. A termination fee of $100 shall be deducted from the refund payment. **Attach: 1) The Federal W-9 form completed by the Refund Designee. 2) The Michigan Education Trust Affidavit completed by the Beneficiary.**

☐ e. Beneficiary is disabled or has died. Please contact the MET office by phone or via email for instructions and additional required documentation.

☐ f. Beneficiary has a Full or Limited Benefits contract and has or will attend a community college and intends to terminate the contract for a refund payable to the community college.

☐ g. Military enlistment. **Attach: 1) Copy of enlistment contract. 2) The Federal W-9 form completed by the Refund Designee. 3) The Michigan Education Trust Affidavit completed by the Beneficiary.**

☐ h. Beneficiary has a Community College contract and will attend a Michigan public 4-year university. **Attach a copy of your acceptance letter.** MET will direct your refund to the university at Weighted Average Tuition (of all public Michigan community colleges) **or select the option below.**

☐ I request MET direct the refund to the Refund Designee at Lowest Tuition (Community College). **Attach: 1) A copy of your acceptance letter.** This option pays less than if MET pays the university directly. **2) The Federal W-9 form completed by the Refund Designee. 3) The Michigan Education Trust Affidavit completed by the Beneficiary.**

☐ i. Attend a technical or trade school, or an apprenticeship program, which is a non-degree granting (diploma/certificate) institution. **Attach a copy of your acceptance letter or other proof of enrollment.** MET will direct the funds to the school at Lowest Tuition **or select the option below.**

☐ I request MET direct the refund to the Refund Designee at Lowest Tuition. **Attach: 1) A copy of your acceptance letter or other proof of enrollment. 2) The Federal W-9 form completed by the Refund Designee. 3) The Michigan Education Trust Affidavit completed by the Beneficiary.**

*Signature of Beneficiary (Student) Required	Date

*** Beneficiary must be at least 18 years of age or have a high school diploma. If you are not 18 years of age, attach a copy of your high school diploma.**

MAIL TO: Michigan Education Trust, PO Box 30198, Lansing MI 48909
Fax: 517-763-0124 E-mail to: TreasMET@Michigan.gov

Michigan Education Trust Affidavit

Use this Affidavit only when selecting a termination option that will direct a refund to the Refund Designee.

_____, being first duly sworn, states:
Signature of Beneficiary (Student)

1. I am at least 18 years of age or have a high school diploma. (Attach: copy of high school diploma if not 18.)
2. I am the Beneficiary of Michigan Education Trust (MET) Contract Number _____
3. This affidavit is submitted to MET in order to comply with the requirements of my "Notice to Terminate a MET Contract" form dated _____
4. **Select One:**

☐ I **do not** plan to attend a higher education and request that the MET contract be terminated for a refund payable to the Refund Designee.

☐ I plan on attending under options a, b, c, g, h, or i and would like to direct the refund to the Refund Designee.

State of _____

County of _____

On this _____ day of _____, _____, before me, a Notary Public in and for the County and State above, _____ personally appeared who after being duly sworn, represented and
printed name of Beneficiary
acknowledged execution of this instrument.

_____
Notary Public

_____County

My Commission Expires:

Notary Seal or Stamp Required

GENERAL INSTRUCTIONS

This overview is provided for informational purposes only. For full details on the type of MET contract you have and use of your MET contract, review the MET Student Guidebook at Michigan.gov/setwithmet/manage. **This information does not supersede the provisions of your MET Contract.**

These instructions are to assist in completing "Notice to Terminate a MET Educational Benefits Contract" (form 2773). Incomplete or late submissions (after July 15) may result in a delayed payment. Submissions can be made earlier if you are 18 years old or have graduated high school. If you are not 18 years old, you must include a copy of your high school diploma with the other requested documentation.

Section 1. Beneficiary (Student) Information

Section 2. Reason for Termination

Making your selection: The Beneficiary must select one item from options "a" to "i".

DEFINITION OF TERMINOLOGY

Termination: The MET Contract term for converting MET credit hours into a refund amount. The refund amount may be paid to a Michigan independent (private), out-of-state (outside of Michigan) college/university, trade school, or apprenticeship over time to provide educational benefits. **Or, the refund may be paid to the Refund Designee. If funds are not directed to an institution, the Refund Designee must complete and submit form Federal W-9 and the Beneficiary must complete the Michigan Education Trust Affidavit.**

You may terminate online when paying a degree granting college/university directly. Terminations paid to the Refund Designee must be submitted to MET manually. To view your educational benefits, you can log into your account at SETwithMET.com and select "**Account Login"** under **"Quick Links"**. If your are a new user or you have not logged in since September 2023, select **"Register for Online Access"** to create a new username and password. After logging in, select, **"Benefits Information,"** then **"View/Use Benefits"** to access your benefit details and other available actions.

Beneficiary: This is the student.

Effective Date: The semester and year that you expect MET to BEGIN payments. Payments will continue from the noted semester/year until the MET benefits have been exhausted or 15 years from high school graduation. **The Effective Date also applies when seeking a refund payable to the Refund Designee as the rate is determined by the semester and year selected.**

Refund Designee: This is the person who will receive the refund if not paid directly to a college/university. This person was chosen by the Purchaser when the contract was purchased. If you do not know who the Refund Designee is you can look at the Contract Data Sheet (issued at time of purchase). Or, view your contract online at SETwithMET.com or call MET at 1-800-638-4543.

Michigan Independent Institution: A private, degree granting, not-for-profit college/university.

Out-of-State Institution: A degree granting higher education institution outside of Michigan.

Technical or Trade school: A program that awards a certificate or diploma upon completion, not an associates or bachelor's degree.

Weighted Average Tuition: This amount represents the weighted average tuition of all Michigan public four-year universities (for Full of Limited contracts) or Michigan public community colleges (for Community College contracts). It is calculated using the annual tuition rate and enrollment counts of each institution.

Average Tuition: This amount represents the average tuition of all Michigan public four-year universities (for Full of Limited contracts) or Michigan public community colleges (for Community College contracts).

Lowest Tuition: This is amount represents the lowest tuition of all Michigan public four-year universities (for Full or Limited contracts) or Michigan public community colleges (for Community College contracts).

Federal W-9 (form): Request for Taxpayer Identification Number and Certification. This form must be completed by the Refund Designee when payment is directed to an individual rather than a higher education institution. The form must include the name, address and Social Security number of the Refund Designee. The Refund Designee must also sign and date the form.

Once a contract has been terminated and payment directed to an institution or a Refund Designee and MET has paid full or partial refund, the contract cannot be reinstated to credit hours. The refund amount may, however, be transferred to provide tuition to a Michigan public university or community college.