



State Financial Aid Manual 2018-2019 Minnesota GI Bill

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About the Minnesota Office of Higher Education

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The Minnesota State Grant Program is the largest financial aid program administered by the Office of Higher Education, awarding up to \$198 million in need-based grants to Minnesota residents attending accredited institutions in Minnesota. The agency oversees tuition reciprocity programs, a student loan program, Minnesota's 529 College Savings Plan, licensing and early college awareness programs for youth.



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Introduction

This manual is written for institutions participating in the Minnesota GI Bill for Postsecondary Educational Assistance program (MN GI Bill) and is subject to all subsequent changes in both federal and Minnesota state laws and regulations governing the MN GI Bill program. This manual is updated on a regular basis. Institutions are required to read all e-mail and written correspondence from the Office of Higher Education (Office) to keep informed of any changes in policy or guidance. Changes announced during the interim have the full force and effect of the State Financial Aid Manual. All participating institutions are responsible for designating a MN GI Bill contact on campus and notifying the Office about changes to the institutional contact information; including name, e-mail address and phone number.

Program Objective

The objective of the program is to provide postsecondary financial assistance to eligible Minnesota veterans and service members and to the children and spouses of deceased or severely disabled eligible Minnesota veterans.

Eligibility

Postsecondary Institutions

- All public postsecondary institutions eligible to participate under [Minnesota Statutes 136A.101, Subd. 4](#) and [Agency Rules 4830.0300](#) are required to participate.
- Private postsecondary institutions that are eligible to participate under [Minnesota Statutes 136A.101, Subd. 4](#) and [Agency Rules 4830.0300](#) are encouraged to participate.
- Graduate schools licensed or registered with the state of Minnesota serving only graduate students are also eligible.
- Each institution must also sign an annual institutional agreement with the Office.

Students

- Institutions must verify the student is eligible for the Minnesota GI Bill.

Military Service Eligibility Requirements

- Institution must confirm student is an eligible veteran, non-veteran, dependent child, or spouse.
- NOTE: Institutions are no longer responsible for collecting documentation from students and verifying students are eligible based on military service. However, in order to ensure accurate

information is provided to students, the eligibility criteria are provided below for information purposes only:

- **Eligible Veteran**

- He or she is a veteran who is serving or has served honorably in any branch or unit of the United States armed forces at any time.
- **Important Note:** Beginning in 2013-2014 award year, Eligible Veterans no longer have to have served on or after September 11, 2001.
- For purposes of this program, a veteran is a (see MN Statutes 197.447 and MN Statutes 197.791):
 - service member who was discharged/released under any condition other than dishonorable after serving on active duty for 181 consecutive days; or
 - service member who was discharged/released under any condition other than dishonorable due to a disability incurred while on active duty; or
 - service member who has served on active duty for 90 days or more in a foreign country during a ‘time of hostilities’ in that country ; or
 - been awarded any of the following medals:
 - Armed Forces Expeditionary Medal;
 - Kosovo Campaign Medal;
 - Afghanistan Campaign Medal;
 - Iraq Campaign Medal;
 - Global War on Terrorism Expeditionary Medal; or
 - any other campaign medal authorized for service after September 11, 2001; or
 - service member who received a service related medical discharge during any period of service in a foreign country during a ‘time of hostilities’ in that country.
- A service member who has fulfilled the requirements for being a veteran in this section but is still serving actively in the United States armed forces is also a veteran for the purposes of this program.
- **Clarification of Eligible Active Service or Active Duty:** The Minnesota Department of Veteran Affairs (MDVA) has clarified the active service or active duty used in determining if a student meets the military service requirements must be for purposes other than training. Any student who was determined to be eligible by a postsecondary institution prior to the 2013-2014 award year based on active duty that was not for purposes other than training will no longer meet the military service requirements to be considered an Eligible Veteran. Affected students will be notified by MDVA and will have an opportunity to provide additional documentation. Students who received disbursements of MN GI Bill prior to the

2013-2014 award year who no longer meet the military service requirements based on this clarification will not be required to repay any previously received disbursements.

- **Eligible Non-Veteran**
 - He or she is a non-veteran who has served honorably for a total of five years or more cumulatively as a member of the Minnesota National Guard or any other active or reserve component of the United States armed forces and any part of that service occurred on or after September 11, 2001.
 - If the student reaches a total five years of cumulative military service while enrolled, he or she is considered an Eligible Non-Veteran in his or her next term of enrollment.
 - If the student is not receiving federal military or veteran education benefits, the reason should be noted by the institution but does not have to be in written form directly from the student.
 - NOTE: student does **not** have to be currently serving to be eligible and multiple periods of service can be combined to total five or more years of cumulative service provided at least 1 day of that cumulative service is on or after September 11, 2001.
- **Eligible Dependent Child or Spouse**
 - The student is the surviving spouse or child of a person who has served in the military at any time and who has died as a direct result of that military service; or
 - The student is the spouse or child of a person who has served in the military at any time and who has a total and permanent service-connected disability as rated by the United States Veterans Administration.
 - “Child” means a natural or adopted child of the veteran (MS 197.75 Subdivision 1, Part d).
 - Important Note: Beginning in 2013-2014 award year, dependents and spouses must also be currently eligible to receive federal dependent education benefits under the VA Chapter 35 or Chapter 33.
- **Required Documentation**
 - Beginning in the 2013-2014 award year, institutions **must** use documentation provided by the MDVA Higher Education Veterans Programs to confirm the student is eligible based on military service.
 - The documentation is provided by MDVA within the MN GI Bill online database maintained by the Office.
 - **Important Note:** For program review purposes, institutions must retain required documentation used to determine eligibility based on military service prior to the 2013-2014 award year.

Additional Eligibility Requirements

All students must:

- Be a Minnesota Resident Student as defined in the '[Common Definitions](#)' chapter of this manual.
- Be an undergraduate or graduate student at an eligible participating institution.
- Be maintaining Satisfactory Academic Progress as defined by the institution for students participating in federal Title IV programs.
- Be enrolled in an education program leading to a certificate, diploma, or degree at an eligible institution. For definition of a "Certificate Program," see the '[Common Definitions](#)' chapter of this manual.
 - For students enrolled at more than one eligible institution:
 - Student may receive MN GI Bill at one or more eligible institutions in which he or she is enrolled.
 - Student is only required to be enrolled in a certificate, diploma, or degree program at one eligible institution. If the student is not enrolled in a certificate, diploma or degree program at an institution disbursing MN GI Bill funds, the institution must have documentation on file from another institution to confirm student is enrolled in a certificate, diploma or degree program.
 - Student may not receive more than the term or annual maximum award amounts when awards are combined from all institutions. Each institution is responsible for ensuring they are not awarding a student MN GI Bill beyond the term, annual or lifetime maximum award amounts.
 - Each institution calculating a MN GI Bill award must include in the award calculation the amount of Pell or State Grant as well as federal military or veteran education benefits (except for VRAP) received by the student at all institutions.
 - For example: a student who is enrolled in a bachelor's degree program at Institution A chooses to enroll in 6 credits during a summer term at Institution B but is not enrolled in a certificate, diploma or degree program at Institution B and there is no formal consortium agreement. The student applies for MN GI Bill for the summer term at Institution B. Institution B may award the student MN GI Bill if she is eligible based on the residency and military service requirements. In addition, the institution must ensure the student has not reached the annual or lifetime maximum MN GI Bill award amounts and has remaining need in the MN GI Bill award calculation. The institution must also retain documentation from Institution A indicating the student is indeed enrolled in certificate, diploma or degree program.
- Have applied for the Minnesota GI Bill prior to the end of the academic term for which the assistance is being requested.

- The eligible student may receive funds from the Minnesota GI Bill if he or she has applied prior to the last date of the term as stated in the institutions' catalog.
- If application becomes complete at a later date within the award/fiscal year, student can receive benefits retroactively back to the term in which he or she applied.
- Apply each award/fiscal year.
- Be in compliance with child support payment requirements under section 136A.121, subdivision 2, clause (5). Institutions can view the applicant's hold status on the State Grant Web Access Screen to check for child support compliance.
- Have completed the Free Application for Federal Student Aid (FAFSA) for the award year in which they are requesting assistance.
- Has not become eligible for benefits under Minnesota Statutes 135A.52, which means a person who has reached 62 years of age before the beginning of any term, semester or quarter in which the student would otherwise be eligible for an award.

Application Process

Student Application

- An eligible student may receive funds from the Minnesota GI Bill if he or she applied before the end of the term as stated in the institution's catalog.
 - Application does not have to be complete, just submitted before the end of the term.
 - Institution may retroactively award MN GI Bill back to the academic term in which the student first applied if the application becomes complete at a later date within the award/fiscal year.
- The student (veteran, non-veteran, spouse or child) must apply each fiscal year.
- Applications can be submitted online via the Office's online application or submitted in paper form to the institution, the Office, MDVA or the Minnesota National Guard Education Office.
 - Student certification section of the paper application permits the institution, the Office, MDVA or the Minnesota National Guard Education Office to enter the information from the paper application into the online application form on the student's behalf.
- **Complete application** includes:
 - Student application;
 - Required documentation provided by MDVA confirming student is eligible based on military service; and
 - If a postsecondary institution has or receives documentation which is needed by MDVA to confirm a student's eligibility based on military service, the postsecondary institution must either provide the documentation to MDVA or provide MDVA access to review the documentation. Student Certification section of the application

- permits postsecondary institutions to share information and documentation with the Office as well as MDVA.
- FAFSA completion and other documentation related to state financial aid eligibility including but not limited to documentation of Minnesota Resident Student status and any required documentation related to the federal verification process.
 - **Undergraduate Minnesota Resident Students and Transcripts Required for State Grant Eligibility:** If a student is unwilling or unable to provide transcripts in order to complete his or her application for the State Grant Program, the MN GI Bill application is incomplete unless institution has determined student would not qualify for a state grant award based on EFC at any enrollment level.
 - **Incomplete applications:**
 - Students with applications pending the required documentation to verify student eligibility based on military service will be notified within 30 days of the receipt of the application by MDVA.
 - Notice must indicate application is pending receipt of additional documentation related to eligibility based on military service.
 - Institution is responsible for notifying students with applications pending items related to state financial aid eligibility which includes, but is not limited to, documentation of Minnesota Resident Student status, FAFSA submission and other documentation related to eligibility for state financial aid.
 - Notice must indicate the application is pending and include a list of the required documentation or actions the student must take in order to complete the application.
 - If a complete application is received, the institution must notify the student of their eligibility or ineligibility within 30 days of the receipt of the application.
 - Exception: If a complete application is received prior to the beginning of the award year/fiscal year, the institution must notify the student of eligibility or ineligibility within 30 days of the beginning of the student's first term of enrollment in the award year/fiscal year.

Award Calculation

Institutions are required to calculate an award amount each term an eligible student is enrolled.

Each eligible student shall be awarded on a funds-available basis an amount based on the following calculation (see Minnesota Statutes 197.791 Subdivision 5):

Award Amount Calculation

Student's Minnesota GI Bill Cost of Attendance (COA)
– Federal Pell Grant
– Minnesota State Grant
– All Federal VA or Military Educational Benefits (Except VRAP)
= Remaining need and Minnesota GI Bill Award Amount (based on award amount guidelines)

MN GI Bill Cost of Attendance (MN GI Bill COA) varies based on the student's program and enrollment level.

- **Undergraduate Students:** 1.2 times the Recognized State Grant Cost of Attendance for the institution using the program level and enrollment level of the student (see MS 136A.121, subdivision 6).
 - Using State Grant budget for degree program in which student is enrolled (four-year or less than four-year program).
 - Prorated using the actual number of credits (see "Determining Student Enrollment Status" section) for which the student is enrolled (1-15).
- **Graduate Students:** 1.2 times the maximum Recognized State Grant Cost of Attendance for a four-year program.
 - Using maximum budget for a student enrolled in a four-year program.
 - Prorated using the actual number of credits for which the student is enrolled (1-8).
 - Note: Full-time and part-time enrollment levels for graduate students are still defined by the institution.

To determine a student's **remaining need** each term, subtract from the Term MN GI Bill COA the amount the student received or will receive in that semester or term from:

- Federal Pell Grant;
- Minnesota State Grant Program; and
- any federal military or veteran's educational benefits (except VRAP) paid to either the student or the institution, including but not limited to:
 - Montgomery GI Bill® (Chapter 30)
 - Post 9/11 GI Bill® (Chapter 33) including:
 - Funds received by institution for tuition and fees: and

- Monthly Housing Allowance received by the student: and
- Books and supplies stipend
- Montgomery GI Bill®-Selected Reserve (Chapter 1606)
- Reserve Educational Assistance (Chapter 1607)
- Survivors and Dependents Assistance (Chapter 35)
- GI Bill® Kicker
- Federal Tuition Assistance (FTA) program
- Army Continuing Education benefits
- Army Health Professions Scholarship Program
- VA Vocational Rehabilitation (Chapter 31) benefits including funds received by institution and any stipend received by student as part of the education benefit
- Forever GI Bill®
- Any other federal education benefits associated with the person's status as a veteran or the spouse or child of a veteran

Funds received by the student or the institution **excluded** from the calculation include:

- Veteran's disability payments from the United States Veterans Administration
- Payments received under the Federal Veterans Retraining Assistance Program (VRAP)
- State veteran or military benefits, including State Tuition Reimbursement
- Income earned from the federal Veterans Affairs Student Work-Study Allowance Program (VASWSAP) – A non-educational veterans benefit reported as untaxed income on the FAFSA

Award Amount Guidelines

The **remaining need** is the **term award amount** based on the following guidelines:

Undergraduate Students

- **Full-time:** Enrollment level of 12 credits or more for a semester or term
 - Maximum term award amount: \$3,000
- **Part-time:** Enrollment level of less than 12 credits for a semester or term
 - Maximum term award amount: \$500

Graduate Students

- **Full-time:** A graduate student considered to be enrolled full-time by the institution regardless of the actual enrollment level
 - Maximum term award amount: \$3,000
- **Part-time:** A graduate student considered to be enrolled part-time by the institution regardless of the actual enrollment level

- Maximum term award amount: \$500

Term Minimum Award: Minimum award per semester or term is \$50.

Annual Maximum Award: No student may receive more than \$3,000 per award/fiscal year.

Lifetime Maximum Award: No student may receive more than \$10,000 during their lifetime (includes and MN GI Bill received for apprenticeship and on-the-job training, or other educational or professional benefits).

IMPORTANT: Beginning in the 2018-2019 award year, there is **no** term maximum award of \$1,000 for full-time students. Provided students are eligible and have remaining need in the MN GI Bill calculation, full-time students can receive the entire \$3,000 annual limit in one term. Students will not be eligible for additional MN GI Bill during the remainder award year (State fiscal year). The MN GI Bill database calculator has been updated to allow for term award amounts of up to \$3,000. However, the MN GI Bill database will **not** warn institutions if a student has disbursed amounts for 2018-2019 over the \$3,000 annual limit. Institutions **are responsible** for ensuring students do **not** receive awards or disbursements of MN GI Bill funds in excess of the \$3,000 annual limit.

Determining Award Calculation Components

Student Enrollment Status

In general, the number of credits to be included in the term award calculation shall be determined using the same method used to determine the enrollment status for the State Grant program (see “Enrollment Status at Eligible Institution” section of the State Grant chapter of this manual). Transfer credits earned during a previous term at another institution, courses that the student audited, credits awarded from placement or CLEP tests may not be counted towards enrollment status.

Amount of Federal Military and Veteran Education Benefits

Institutions should consult the VA School Certifying Official, the VA School Officials Handbook available at: http://www.benefits.va.gov/gibill/school_training_resources.asp, and any other available source to accurately calculate the amount of federal military or veteran education benefits the student received or will receive for each term. The list below provides guidance on how to determine this amount for the federal military or veteran education benefits commonly received by students. Institutions **must** confirm the amount used in the award calculation with the VA Certifying Official at their institution.

- **Monthly benefits sent directly to the student:** institutions should use the monthly rate provided by the VA School Certifying Official or other VA documentation.
- **Post 9/11 GI Bill® (Chapter 33) the Monthly Housing Allowance (MHA):** Students eligible for this federal veteran education benefit receive monthly benefits sent directly to the student.

- Based on the Department of Defense’s Basic Allowance for Housing (BAH) rates for an “E-5 with dependents” for the zip code of the school. This is regardless of whether or not the student has dependents. MHA rates for each institution can be determined using the GI Bill® Comparison Tool at: <https://www.vets.gov/gi-bill-comparison-tool>.
- MHA amounts are prorated based on a student’s benefit level and may be further reduced based on the rate of pursuit rounded to nearest multiple of 10. Benefits are only payable when the rate of pursuit is more than 50%, and the student is not on active duty.
- Institutions may use any reasonable method of determining the number of months or weeks in the semester or term when determining the total amount of benefits a student received or will receive in the term in which the award is being calculated.
 - In general, institutions can use 4.5 months for semesters and 3 months for quarters but should subtract from this total an estimate of monthly benefits a student will not receive for any break periods between terms.
 - For example, if a student is enrolled in a semester program (Fall and Spring) with a three week break between each semester and is eligible to receive a monthly benefit of \$1,000, the institution can estimate the student will receive \$4,125 in federal benefits each semester. To arrive at this total, institutions may:
 - Multiply the monthly benefits by 9 months for a beginning total of \$9,000 then,
 - Determine amount of benefits the student would have received for break period by multiplying the monthly amount of \$1,000 by .75 or $\frac{3}{4}$ to equal \$750 then,
 - Subtract \$750 from \$9,000 to equal \$8,250 for the total estimated benefits for a 9-month academic year then,
 - Divide \$8,250 by 2 to equal \$4,125 for the estimated benefits received for semester.
 - In some cases where institutions have semesters or terms that vary in length or are combined with interim terms, institutions may use any reasonable method of determining the number of months or weeks in the semester or term but should subtract from this total an estimate of benefits a student will not receive for any break periods between terms.
 - For example: If an institution uses a 4-1-4 calendar (Fall-Interim-Spring) and a student is enrolled or expected to enroll during the interim term, the institution may choose to use 4 months when determining the number of months to attribute to the fall semester and 5 months for the spring semester. In this case, the institution should combine the number of credits the student is enrolled for the interim term with the number of credits the student is enrolled in for the spring semester when calculating the number of credits to use in the award calculation for the spring semester.

- Institutions may also choose to follow the same method for prorating the federal Cost of Attendance used at the institution but should subtract from this total an estimate of benefits a student will not receive for any break periods between terms.
- Students who are enrolled in modular programs or courses that do not span the entire length of a semester or term may receive reduced monthly benefits amounts especially if there are breaks between courses. Institutions must consider this when calculating the amount of federal education benefits to use in the award calculation.
- If an institution participates in the Yellow Ribbon Program as part of the Federal Post 9/11 GI Bill®, the amount contributed by the institution is not to be included in the calculation.
- **Post 9/11 GI Bill® (Chapter 33) Books and Supplies Stipend:** Students may receive up to \$1,000 (prorated based on benefit level) per year on a per credit basis up to a maximum of 24 credits. As a result, the amount a student receives each semester or term may be different.
- Effective July 1, 2009 Federal Veteran Educational Benefits are no longer considered Estimated Financial Assistance when used to determine eligibility for Federal financial aid. This change does not affect the MN GI Bill calculation. Therefore, as stated by law, all federal military and veteran education benefits (except VRAP) received by the student must be included in the MN GI Bill benefit amount calculation.
- Beginning August 1, 2011 break or interval pay is no longer payable under any education benefit administered by the Federal Veterans Administration.

Documentation of Military and Veteran Education Benefits

Institution is responsible for documenting and verifying the amounts received in federal military and veterans education benefits used in the award calculation.

- Institutions **must** document how the amount of federal military or veteran education benefits are calculated, in general, for all students and how the amount is calculated for each student in each semester or term in which the student is enrolled and an award calculation is performed.
- Verification can be obtained from several sources including but not limited to, the VA School Certifying Official on campus, access to the Veterans Affairs VA ONCE system or a record of payments to the student's account.
- If the institution determines the student is otherwise eligible to receive federal military or veteran education benefit (except benefits from the Federal Veterans Retraining Assistance Program (VRAP)) but has chosen to defer receipt of those benefits, the institution should note the reason but it does not have to be in written form directly from the student.

Summer or “Crossover” Terms

Students may be eligible to receive funding in a term that overlaps fiscal/financial aid award years (begins before and ends after July 1). Such terms are referenced to as “crossover” terms. If a term does not overlap two award/fiscal years, the award must be calculated using the award calculation and disbursed using funds from the award/fiscal year in which it occurs.

If a student is eligible for MN GI Bill award for a crossover term, the award may be calculated using the award calculation and disbursed using funds from either award/fiscal year. Institution may decide from which award/fiscal year to use on a student-by-student basis.

Whichever award/fiscal year is selected, the State Grant Cost of Attendance, need analysis, laws, rules and policies in place for that award/fiscal year must be used to in the MN GI Bill award calculation.

Any amount of Pell Grant and State Grant subtracted within the award calculation must be the actual amount awarded, even if it is awarded from a different award/fiscal year.

Recalculation of Award

If student receives or is expected to receive additional Federal Veterans Benefits not anticipated in the original calculation, the institution **must** recalculate the current award as well as any subsequent awards.

- Annual Federal monthly VA education benefit rates, including the MHA for Post 9/11 GI Bill® (Chapter 33), may change at different times throughout the year. These changes are not based on individual student eligibility but based on factors that are being annually applied across all students eligible for the federal education benefit.
 - If a term award is calculated or recalculated prior to change in the monthly benefit amounts, institution **may** calculate award based on the previous benefit amounts and is not required to recalculate the award.
 - If a term award is calculated or recalculated after the change in the monthly benefit amounts, institution **must** calculate the award based on the current year (updated) benefit amounts.
 - Institutions **may**, but are not required to, adjust or recalculate the award for a student if the monthly housing allowance rate used to determine the amount of federal veteran education benefits a student is receiving changes during a semester or term.
 - Institutions must use new rate in the Award Calculation for all subsequent terms.

Institution is not required to adjust or recalculate the award of a student who drops or adds courses after the institution’s drop/add period unless:

- The student receives a form of veteran’s benefits not included in the original award calculation; or

- The student fully withdraws.
 - If student fully withdraws, the Office of Higher Education refund calculation must be used to determine the refund to be returned to the state.

Institutions **may**, but are not required to, adjust or recalculate the award of a student who does not fully withdraw but adds or drops courses after the add/drop period if the student will be eligible for an increased benefit amount due to the change in enrollment.

Institutions **must** recalculate if EFC or other financial aid eligibility changes affect the student's eligibility for Pell or State Grant occur during a term and for all subsequent terms.

- For example, if an institution includes a State Grant amount on the original Award Calculation and during the term, the financial aid office is notified the student is no longer eligible to receive State Grant due to having reached the Limit on Postsecondary Attendance, the institution **must** recalculate the MN GI Bill award (See Minnesota State Grant chapter of this manual for more guidance on the State Grant Limit on Postsecondary Attendance).

Disbursement Process

Funds must be disbursed for the academic year from which funds are generated.

Disbursements must be based on the student's status as of the date of disbursement or the institution's add/drop date for the semester or term, whichever is later, such that if a student fails to meet any program eligibility requirement prior to disbursement, the student may not receive funding for that semester or term.

An institution may not make a payment to a student for a payment period or period of enrollment, as applicable, until the student is registered for classes for that period.

Institution is liable for all funds that are disbursed to a registered student prior to the start of the enrollment period if that student fails to begin the enrollment period.

- The institution must reimburse program funds disbursed to the student prior to the start of the enrollment period if the institution cannot document the student began attending classes.
- If an institution posts a payment to a student's account prior to receiving funds from the Office, the payment posted to the student's account must either be cancelled or adjusted if the student fails to enroll, withdraws or changes enrollment level prior to the institution's receipt of funds from the Office.

All other related disbursement guidelines used for the State Grant program apply to the Minnesota GI Bill including determination of disbursement date, acceptable methods of disbursement, student authorization for EFT transactions, student account balance requirements and other applicable

guidelines described in the 'Disbursement Process' section of the State Grant chapter in the Financial Aid Manual.

Refund Process

Refunds **during** the award/fiscal year: If the student fully withdraws, the Office of Higher Education refund calculation must be used to determine the refund amount and can be returned to the allocation available at the institution for other eligible students.

Refunds **after** the award/fiscal year has ended: Refer to the Excess Funds section below.

Procedures for Denial/Termination

Institution **must** notify the student of their ineligibility or termination within 30 days of the receipt of a complete application or within 30 days of determining the student must be terminated.

If a complete application is received prior to the beginning of the award/fiscal year, the institution must notify the student of their ineligibility within 30 days of the beginning of the award year/fiscal year.

Institutions must provide the student with letter indicating the reason(s) for ineligibility or termination

Institutions **may** use the Denial/Termination Template provided in the appendix to notify students.

Appeal

An applicant may appeal a denial in writing to the commissioner at any time.

The commissioner must rule on any application or appeal within 30 days of receipt of all documentation the commissioner requires.

The decision of the commissioner regarding an appeal is final.

An applicant whose initial appeal has been rejected may submit an additional appeal in writing at any time that the applicant is able to provide substantively significant additional information regarding eligibility for the program.

An approval of an applicant's eligibility following an appeal by the applicant is not retroactively effective for more than one year or the semester or term of the student's original application, whichever is later.

Allocation/Reallocation of Funds

Allocations

Initial allocation amounts may be based on an estimated number of veterans attending the institution, the number of eligible students, or prior year disbursements.

Institutions are asked prior to the initial allocation to complete a request to participate and to estimate the amount of Minnesota GI Bill disbursements for the year.

Institutions will be notified of the expected initial allocation prior to the distribution of funds.

Participating institutions may receive up to two-thirds of their initial annual allocation in late September or early October and the remaining one-third in January.

Reallocations

Institutions may request additional funds if the initial allocation does not cover its anticipated need for the current fiscal year.

In late fall, institutions will be asked if any adjustments need to be made to the scheduled January allocation amount if it exceeds their need for funds or if the institutions will need funds in addition to the scheduled amount.

If institutions reduce the scheduled January allocations, those funds will be reallocated to institutions that need additional funding.

Reallocation and refund requests from the Office will be emailed to institutions on a regular basis to ensure funds are being awarded and disbursed to students' accounts throughout the fiscal year.

Management of Funds

Accountability for Funds

Each participating institution is accountable for all Minnesota GI Bill funds disbursed to students.

Funds may be used only during the fiscal year of allocation.

The institution must implement procedures and controls to ensure proper accountability.

The institution must ensure disbursement records submitted to the Office via the online application database accurately represent disbursements made to eligible students during the award/fiscal year.

The institution may subcontract for the administration of the program, but this does not relieve the institution's responsibility for proper administration.

When Minnesota GI Bill funds are received from the Office, the institution may either deposit the funds in a separate account or combine the funds with other institutional funds.

- A separate account is preferable.
- If combined with other institutional funds, a fund source number must be traceable to all activity within the account.

Each institution must institute control procedures such as the establishment of new account numbers at the beginning of a new fiscal year to ensure that funds from one fiscal year are not carried over to the next fiscal year and that a deficit is not covered by funds from a following fiscal year.

Excess Funds

Excess funds are those funds that will not be disbursed to eligible students.

The business office **must** keep the financial aid office regularly informed (monthly or bi-monthly reports are recommended) of the balance in the account so the financial aid office can determine whether MN GI Bill spending is expected to exceed or fall short of the amount of funds allocated to the institution.

The financial aid office **must** ensure all disbursements submitted in the online application database accurately represent disbursements made to eligible students during the award/fiscal year.

The Office will periodically request information regarding the use of funds during the award/fiscal year.

Excess funds should be returned to the Office within 30 days of any refund request or by the refund date indicated in the request from the Office.

Returned funds may be used by the Office to reallocate funds to other eligible institutions.

Institutions **must** return all excess funds at the end of the award/fiscal year to the Office no later than August 31 to allow institutions the opportunity to award eligible students for a summer crossover term.

Reconciliation

At a minimum, at the end of each fiscal year, the financial aid office **must** reconcile its record of MN GI Bill disbursements with:

- The Office's record of MN GI Bill disbursements, and
- Institution's business office records of MN GI Bill disbursements.

The Office strongly encourages financial aid offices reconcile its record of MN GI Bill disbursements with the Office and institutional business office records monthly and at the end of each term.

State Reports and Data Collection

Participating institutions must correctly complete and submit the following forms and reports by the applicable deadline dates, if requested:

- Institutional Request for Participation, and
- Reallocation/Refund Request, and
- End of Year Report and supplements.

Each institution must maintain accurate and current records for every participating student.

In order to evaluate the effectiveness of the program, the institution may be asked collect demographic, educational and financial data specified by the Office from eligible students.

Upon request, the institution must provide documentation of the amount of federal military or veterans benefits received by eligible students and used in calculating the benefit amount described in the 'Award Calculation' section of this chapter.

Upon request, the institution must also report information about students who received awards and students who were denied awards.

An institution's allocation for the next aid year shall be withheld if a deadline date is not met or if a report is incomplete or incorrectly completed and must be returned to the institution for correction and re-submission to the Office.

State Audit Requirements

Records Available for Auditors

State auditors will periodically visit each participating institution to perform an audit.

The institution also has the option of hiring an outside auditing firm to conduct its state audits in conjunction with its audits of federal aid programs. (See 'Audits' under 'Common Definitions' chapter of the Financial Aid Manual for further information.)

Each participating institution must establish a procedure by which an audit can be conducted by going to no more than three administrative offices within the institution. In most cases, these will be the Financial Aid Office, the Business Office and the Registrar's Office, but that choice is made by the institution.

Each institution must maintain and make available to auditors, individual student financial aid files for Minnesota GI Bill recipients.

Historical records and documentation must be kept on file for three years after the last day of the fiscal year or until all audit exceptions for the period are resolved.

Documentation of Student Eligibility

The institution must have written documentation to support the student's eligibility including, but not limited to, the following:

- The student's enrollment level in an eligible program at the time of the award disbursement. The actual documentation, such as a fee statement or transcript, need not be kept at the audit location but must be readily available at the Registrar's Office or other responsible department within the institution; and
- The student met the other program eligibility requirements described in the 'Eligibility to Participate' section of this chapter; and
- The amount of federal military and veterans educational benefits received by eligible students and used in calculating the benefit amount described in the 'Award Calculation' section of this chapter.

Documentation of Refunds

Written documentation supporting individual student refunds to the MN GI Bill must be retained at the institution (i.e., a copy of the calculation worksheet used to calculate the refund).

Appendices

Appendix A: Minnesota Statutes Governing Minnesota GI Bill

[197.791 MINNESOTA GI BILL PROGRAM.](#)

Subdivision 1. Definitions. (a) The definitions in this subdivision apply to this section.

(b) "Commissioner" means the commissioner of veterans affairs, unless otherwise specified.

(c) "Cost of attendance" for undergraduate students has the meaning given in section 136A.121, subdivision 6, multiplied by a factor of 1.2. Cost of attendance for graduate students has the meaning given in section 136A.121, subdivision 6, multiplied by a factor of 1.2, using the tuition and fee maximum established by law for four-year programs. For purposes of calculating the cost of attendance for graduate students, full time is eight credits or more per term or the equivalent.

(d) "Child" means a natural or adopted child of a person described in subdivision 4, paragraph (a), clause (1), item (i) or (ii).

(e) "Eligible institution" means a postsecondary institution under section 136A.101, subdivision 4, or a graduate school licensed or registered with the state of Minnesota serving only graduate students.

(f) "Program" means the Minnesota GI Bill program established in this section, unless otherwise specified.

(g) "Time of hostilities" means any action by the armed forces of the United States that is recognized by the issuance of a presidential proclamation or a presidential executive order in which the armed forces expeditionary medal or other campaign service medals are awarded according to presidential executive order, and any additional period or place that the commissioner determines and designates, after consultation with the United States Department of Defense, to be a period or place where the United States is in a conflict that places persons at such a risk that service in a foreign country during that period or in that place should be considered to be included.

(h) "Veteran" has the meaning given in section 197.447. Veteran also includes a service member who has received an honorable discharge after leaving each period of federal active duty service and has:

(1) served 90 days or more of federal active duty in a foreign country during a time of hostilities in that country; or

(2) been awarded any of the following medals:

(i) Armed Forces Expeditionary Medal;

(ii) Kosovo Campaign Medal;

(iii) Afghanistan Campaign Medal;

(iv) Iraq Campaign Medal;

(v) Global War on Terrorism Expeditionary Medal; or

(vi) any other campaign medal authorized for service after September 11, 2001; or

(3) received a service-related medical discharge from any period of service in a foreign country during a time of hostilities in that country.

A service member who has fulfilled the requirements for being a veteran under this paragraph but is still serving actively in the United States armed forces is also a veteran for the purposes of this section.

Subd. 2. Program established. The Minnesota GI Bill program is established to provide postsecondary educational assistance, apprenticeship and on-the-job training benefits, and other professional and educational benefits to eligible Minnesota veterans and to the children and spouses of deceased and severely disabled Minnesota veterans.

The commissioner, in cooperation with eligible postsecondary educational institutions, shall administer the program for the purpose of providing postsecondary educational assistance to eligible persons in accordance with this section. Each public postsecondary educational institution in the state must participate in the program and each private postsecondary educational institution in the state is encouraged to participate in the program. Any participating private institution may suspend or terminate its participation in the program at the end of any semester or other academic term.

Subd. 3. Duties; responsibilities. (a) The commissioner shall establish policies and procedures including, but not limited to, procedures for student application record keeping, information sharing, payment of educational assistance benefits under subdivision 5, payment of apprenticeship or on-the-job training benefits under subdivision 5a, payment of other educational or professional benefits under subdivision 5b, and other procedures the commissioner considers appropriate and necessary for effective and efficient administration of the program established in this section.

(b) The commissioner may delegate part or all of the administrative procedures for the program to responsible representatives of participating eligible institutions. The commissioner may execute an interagency agreement with the Minnesota Office of Higher Education for services the commissioner determines necessary to administer the program.

Subd. 4. Eligibility. (a) A person is eligible for educational assistance under subdivisions 5 and 5a if:

(1) the person is:

(i) a veteran who is serving or has served honorably in any branch or unit of the United States armed forces at any time;

(ii) a nonveteran who has served honorably for a total of five years or more cumulatively as a member of the Minnesota National Guard or any other active or reserve component of the United States armed forces, and any part of that service occurred on or after September 11, 2001;

(iii) the surviving spouse or child of a person who has served in the military and who has died as a direct result of that military service, only if the surviving spouse or child is eligible to receive federal education benefits under United States Code, title 38, chapter 33, as amended, or United States Code, title 38, chapter 35, as amended; or

(iv) the spouse or child of a person who has served in the military at any time and who has a total and permanent service-connected disability as rated by the United States Veterans Administration, only if the spouse or child is eligible to receive federal education benefits under United States Code, title 38, chapter 33, as amended, or United States Code, title 38, chapter 35, as amended; and

(2) the person receiving the educational assistance is a Minnesota resident, as defined in section 136A.101, subdivision 8; and

(3) the person receiving the educational assistance:

(i) is an undergraduate or graduate student at an eligible institution;

(ii) is maintaining satisfactory academic progress as defined by the institution for students participating in federal Title IV programs;

(iii) is enrolled in an education program leading to a certificate, diploma, or degree at an eligible institution;

(iv) has applied for educational assistance under this section prior to the end of the academic term for which the assistance is being requested;

(v) is in compliance with child support payment requirements under section 136A.121, subdivision 2, clause (5); and

(vi) has completed the Free Application for Federal Student Aid (FAFSA).

(b) A person's eligibility terminates when the person becomes eligible for benefits under section 135A.52.

(c) To determine eligibility, the commissioner may require official documentation, including the person's federal form DD-214 or other official military discharge papers; correspondence from the United States Veterans Administration; birth certificate; marriage certificate; proof of enrollment at an eligible institution; signed affidavits; proof of residency; proof of identity; or any other official documentation the commissioner considers necessary to determine eligibility.

(d) The commissioner may deny eligibility or terminate benefits under this section to any person who has not provided sufficient documentation to determine eligibility for the program. An applicant may appeal the commissioner's eligibility determination or termination of benefits in writing to the commissioner at any time. The commissioner must rule on any application or appeal within 30 days of receipt of all documentation that the commissioner requires. The decision of the commissioner regarding an appeal is final. However, an applicant whose appeal of an eligibility determination has been

rejected by the commissioner may submit an additional appeal of that determination in writing to the commissioner at any time that the applicant is able to provide substantively significant additional information regarding the applicant's eligibility for the program. An approval of an applicant's eligibility by the commissioner following an appeal by the applicant is not retroactively effective for more than one year or the semester of the person's original application, whichever is later.

(e) Upon receiving an application with insufficient documentation to determine eligibility, the commissioner must notify the applicant within 30 days of receipt of the application that the application is being suspended pending receipt by the commissioner of sufficient documentation from the applicant to determine eligibility.

Subd. 5. Educational assistance amount. (a) On approval by the commissioner of eligibility for the program, the applicant shall be awarded, on a funds-available basis, the educational assistance under the program for use at any time according to program rules at any eligible institution.

(b) The amount of educational assistance in any semester or term for an eligible person must be determined by subtracting from the eligible person's cost of attendance the amount the person received or was eligible to receive in that semester or term from:

(1) the federal Pell Grant;

(2) the state grant program under section 136A.121; and

(3) any federal military or veterans educational benefits including but not limited to the Montgomery GI Bill, GI Bill Kicker, the federal tuition assistance program, vocational rehabilitation benefits, and any other federal benefits associated with the person's status as a veteran, except veterans disability payments from the United States Veterans Administration and payments made under the Veterans Retraining Assistance Program (VRAP).

(c) The amount of educational assistance for any eligible person who is a full-time student must not exceed the following:

(1) \$3,000 per state fiscal year; and

(2) \$10,000 in a lifetime.

(d) For a part-time student, the amount of educational assistance must not exceed \$500 per semester or term of enrollment. For the purpose of this paragraph, a part-time undergraduate student is a student taking fewer than 12 credits or the equivalent for a semester or term of enrollment and a part-time graduate student is a student considered part time by the eligible institution the graduate student is attending. The minimum award for undergraduate and graduate students is \$50 per term.

Subd. 5a. Apprenticeship and on-the-job training. (a) The commissioner, in consultation with the commissioners of employment and economic development and labor and industry, shall develop and implement an apprenticeship and on-the-job training program to administer a portion of the Minnesota GI Bill program to pay benefit amounts to eligible persons, as provided in this subdivision.

(b) An "eligible employer" means an employer operating a qualifying apprenticeship or on-the-job training program that has been approved by the commissioner.

(c) A person is eligible for apprenticeship and on-the-job training assistance under this subdivision if the person meets the criteria established under subdivision 4, paragraph (a). The commissioner may determine eligibility as provided in subdivision 4, paragraph (c), and may deny or terminate benefits as prescribed under subdivision 4, paragraphs (d) and (e). The amount of assistance paid to or on behalf of an eligible individual under this subdivision must not exceed the following:

(1) \$3,000 per fiscal year for apprenticeship expenses;

(2) \$3,000 per fiscal year for on-the-job training;

(3) \$1,000 for a job placement credit payable to an eligible employer upon hiring and completion of six consecutive months' employment of a person receiving assistance under this subdivision; and

(4) \$1,000 for a job placement credit payable to an eligible employer after a person receiving assistance under this subdivision has been employed by the eligible employer for at least 12 consecutive months as a full-time employee.

No more than \$5,000 in aggregate benefits under this paragraph may be paid to or on behalf of an individual in one fiscal year, and not more than \$10,000 in aggregate benefits under this paragraph may be paid to or on behalf of an individual over any period of time.

(d) Assistance for apprenticeship expenses and on-the-job training is available for qualifying programs, which must, at a minimum, meet the following criteria:

(1) the training must be with an eligible employer;

(2) the training must be documented and reported;

(3) the training must reasonably be expected to lead to an entry-level position; and

(4) the position must require at least six months of training to become fully trained.

Subd. 5b. Additional professional or educational benefits. (a) The commissioner shall develop and implement a program to administer a portion of the Minnesota GI Bill program to pay additional benefit amounts to eligible persons as provided under this subdivision.

(b) A person is eligible for additional benefits under this subdivision if the person meets the criteria established under subdivision 4, paragraph (a), clause (1). The commissioner may determine eligibility as provided in subdivision 4, paragraph (c), and may deny or terminate benefits as prescribed under subdivision 4, paragraphs (d) and (e). The amount of assistance paid to or on behalf of an eligible individual under this subdivision must not exceed the following amounts:

(1) \$3,000 per state fiscal year; and

(2) \$10,000 in a lifetime.

(c) A person eligible under this subdivision may use the benefit amounts for the following purposes:

(1) licensing or certification tests, the successful completion of which demonstrates an individual's possession of the knowledge or skill required to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession, provided that the tests and the licensing or credentialing organizations or entities that offer the tests are approved by the commissioner;

(2) tests for admission to institutions of higher learning or graduate schools;

(3) national tests providing an opportunity for course credit at institutions of higher learning;

(4) a preparatory course for a test that is required or used for admission to an institution of higher education or a graduate program; and

(5) any fee associated with the pursuit of a professional or educational objective specified in clauses (1) to (4).

(d) If an eligible person receives benefits under subdivision 5, the eligible person's aggregate benefits under this subdivision and subdivision 5 must not exceed \$10,000 in the eligible person's lifetime.



(e) If an eligible person receives benefits under subdivision 5a, the eligible person's aggregate benefits under this subdivision and subdivision 5a must not exceed \$10,000 in the eligible person's lifetime.

Subd. 6. Appropriation. The amount necessary to pay the benefit amounts in subdivisions 5, 5a and 5b is appropriated from the general fund to the commissioner. During any fiscal year beginning on or after July 1, 2012, the amount paid under this subdivision must not exceed \$6,000,000.

History: 2007 c 144 art 2 s 49; 2008 c 297 art 2 s 14-16; 2009 c 94 art 3 s 16; 2012 c 292 art 4 s 12,13; 2013 c 142 art 4 s 7,8; 1Sp2017 c 4 art 4 s 6-10; 2018 c 156 s 1-6

Appendix B: 2018-2019 MN GI Bill Application Form (Paper)

 OFFICE OF HIGHER EDUCATION Minnesota Department of Veterans Affairs		Minnesota GI Bill	
		2018-2019	
		Application <small>(Last Updated: 8/15/2018)</small>	
		Page 1	
1. Name (Last, First, Middle)			
2. Student SSN/Student Number	3. Date of Birth (month, day, year)	4. Telephone Number (include area code)	
5. Permanent Home Address		6. Email Address	
7. City, State, Zip Code		8. Are you a Minnesota Resident (see instructions)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Name of college or university you are attending or plan to attend:		10. Have you completed a FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. List the number of credits you plan to be enrolled in for each term below:			
_____	_____	_____	_____
<small>Summer 2018</small>	<small>Fall 2018</small>	<small>Winter 2018/2019</small>	<small>Spring 2019</small>
12. I am a (check the applicable box below):			
<input type="checkbox"/> Veteran who is serving or has served honorably in the U.S. armed forces at any time (Note: Includes service members who meet veteran definition but are serving actively and have not yet been discharged)			
<input type="checkbox"/> Non-veteran who has served honorably in any active, National Guard or reserve component of the U.S. armed forces for 5 or more years cumulatively and some part of that service occurred on or after September 11, 2001			
<input type="checkbox"/> Spouse or <input type="checkbox"/> a Dependent of a person who has served in the military at any time and who has died as a direct result of military service or who has a total and permanent service-connected disability as rated by the U.S. Veterans Administration (Note: Must be currently eligible to receive federal dependent education benefits under Chapter 35 or Chapter 33-Fry Scholarship)			
13. When did the service member serve in the military?		14. Periods of active duty for service person:	
From _____ to _____		From _____ to _____	
From _____ to _____		From _____ to _____	
15. Circle branch of service for service person:		16. Circle type of military service for service person:	
Army Marines Navy Air Force Coast Guard		Regular National Guard Reserve	
17. Is the service member still serving? <input type="checkbox"/> Yes <input type="checkbox"/> No		18. If no, did the service member receive an honorable discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Have you received Minnesota GI Bill at another college this year (July 1, 2018 to June 30, 2019)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which college? _____			
20. What federal veterans or military education benefits have you applied for, are you receiving or do you expect to receive this year:			
<input type="checkbox"/> Montgomery GI Bill-Active Duty (Ch 30)		<input type="checkbox"/> Survivors and Dependents Assistance (Ch 35)	
<input type="checkbox"/> Post 9/11 GI Bill (Ch 33)		<input type="checkbox"/> Reserve Educational Assistance (Ch 1607)	
<input type="checkbox"/> Montgomery GI Bill-Selected Reserve (Ch 1606)		<input type="checkbox"/> Other Federal Military or Veterans Education Benefits (Please list name of program):	
<input type="checkbox"/> Federal Tuition Assistance/Army Continuing Education			
<input type="checkbox"/> VA Vocational Rehab (Ch 31)			
STUDENT CERTIFICATION: Please check the box next to each statement:			
<input type="checkbox"/> I understand and accept the obligation to provide a written report to the financial aid office of any changes in information provided.			
<input type="checkbox"/> I give permission to my college, MOHE, and MDVA to share information and documentation with each other as well as with other offices administering financial aid and veterans benefits programs in order to verify information provided on this application.			
<input type="checkbox"/> If I am a National Guard member, I give permission to the MNARNG Education Office to enter information from this application on a web-based application on my behalf.			
<input type="checkbox"/> I give permission to my college, MOHE, and MDVA to enter this application information onto a web-based application on my behalf.			
<input type="checkbox"/> I certify the information on this application is true and correct and I promise to provide additional documentation if requested. I understand this form is used to establish eligibility for the this program and that if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future awards from this program.			
<input type="checkbox"/> I understand any changes in my FAFSA, Pell Grant, MN State Grant, or Federal VA Benefits may cause my award to be adjusted.			
<input type="checkbox"/> I understand that all awards are subject to the availability of funds.			
Student's Signature		Date (month, day, year)	

 	Minnesota GI Bill																	
	2018-2019																	
	Application (Last Updated: 8/15/2018)																	
	Page 2																	
<p>What's the Application Process?</p> <p>Step 1: You submit this application once each academic year You can turn it in to your college, the Minnesota Department of Veterans Affairs or the MN National Guard Education Office It can also be completed online www.oh.e.state.mn.us</p> <p>Step 2: Your eligibility as a Veteran, Non-Veteran, Spouse or Dependent will be verified by the MN Department of Veterans Affairs You may be contacted to provide additional documentation like your DD214 or other discharge documents</p> <p>Step 3: Your college's financial aid office will notify you if you qualify for an award You must complete the Free Application for Federal Student Aid (FAFSA) before the college can determine if you qualify</p> <p>Who is eligible? In general, you must be all of the following:</p> <ul style="list-style-type: none"> • A current Minnesota Resident for state financial aid purposes (see below) • An eligible veteran, non-veteran, spouse or dependent • Enrolled in an eligible and participating postsecondary institution located in Minnesota • Enrolled in a certificate, diploma, or degree program • Making Satisfactory Academic Progress in your academic program • Less than 62 years old at the beginning of the term • Current on child support obligations, if applicable <p>You are a Minnesota Resident for state financial aid purposes (Application Question #8) if you meet one of the following:</p> <ul style="list-style-type: none"> • Graduated from a MN high school while residing in MN and, if currently residing in another state, physically attending a MN college • Received a GED in Minnesota after living in the state for at least one year • Lived in MN for 12 consecutive months for non-educational purposes (not enrolled more than 5 credits in any term during that time) • Are a member (or spouse or dependent of) of the U.S. armed forces stationed in Minnesota for active federal military service • A spouse or dependent of a veteran who is a MN Resident • Additional ways you may be considered a MN Resident available at: www.oh.e.state.mn.us/mnresident <p>How much is the award? If you meet the basic eligibility requirements, your financial aid office will determine how much you are eligible to receive each term. Any amount you are receiving in Pell Grant, State Grant and/or federal military or veterans education benefits (except VRAP) is taken into account when your award is calculated. The number of credits you are taking may also impact your eligibility and award amount. Each academic year (July 1 through June 30) you may receive up to \$3,000. The most you can ever receive is \$10,000 (lifetime maximum). Retroactive awards are not allowed. You must apply by the last day of the term in order to be awarded beginning in that term. The maximum award you are eligible to receive each term is based on whether you are enrolled full time or part time (See chart below).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Undergraduate Students</th> <th colspan="2">Graduate Students</th> </tr> <tr> <th>Part Time</th> <th>Full Time</th> <th>Part Time</th> <th>Full Time</th> </tr> </thead> <tbody> <tr> <td>Less than 12 credits</td> <td>12 credits or more</td> <td>As defined by college</td> <td>As defined by college</td> </tr> <tr> <td>Up to \$500 per term</td> <td>Up to \$3,000 per term</td> <td>Up to \$500 per term</td> <td>Up to \$3,000 per term</td> </tr> </tbody> </table> <p>Where can you get more information? To learn more about this program contact your college financial aid office or:</p> <ul style="list-style-type: none"> • The Office of Higher Education at (651) 642-0567 or (800) 657-3866 • Minnesota Department of Veterans Affairs Higher Education Veterans Programs at (800) 456-8519 or (888) LinkVet (546-5838) 			Undergraduate Students		Graduate Students		Part Time	Full Time	Part Time	Full Time	Less than 12 credits	12 credits or more	As defined by college	As defined by college	Up to \$500 per term	Up to \$3,000 per term	Up to \$500 per term	Up to \$3,000 per term
Undergraduate Students		Graduate Students																
Part Time	Full Time	Part Time	Full Time															
Less than 12 credits	12 credits or more	As defined by college	As defined by college															
Up to \$500 per term	Up to \$3,000 per term	Up to \$500 per term	Up to \$3,000 per term															

NOTICE TO APPLICANTS

Section 7(b) of the Federal Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state, or local government agency asks you to disclose your Social Security Account Number, you must be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it. Accordingly, you are being advised that disclosure of your Social Security number is voluntary. The Social Security number will be used to verify your identity, and as an identifier of your file in order to record necessary data accurately. As an identifier, the Social Security number is used in this program for such purposes as processing the application form, program evaluation, and reporting and notification of program eligibility and award amount to your postsecondary institution.

Pursuant to Minnesota Statutes, Sec. 13.04, subd. 2 (2004), you are hereby informed that the information supplied in this application may be used as follows: (1) in the processing and verification of the data supplied to determine your eligibility for this program; (2) for compilation and analysis of summary data relative to this program; and (3) for dissemination of information to the school. You are not required to provide the information supplied in this application. However, failure to submit requested data may prevent further processing of this application. The information supplied in this application may be shared with other public and private individuals and entities in order to use the information for the purposes specified above.

The Office of Higher Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities. This document can be made available in an alternative format to individuals by calling (651) 642-0567.

Appendix C: 2018-2019 MN GI Bill Award Calculator

2018-2019 Minnesota GI Bill Eligibility Checklist and Calculator			
Student Name		SSN/Student Number	
Date of Birth		Student is a MN Resident	
Student completed FAFSA		Program Level	
Student is a		Required Documentation Reviewed By MDVA	
School's Full-Time Annual State Grant Budget *			
* Full-time State Grant Budget consists of the lesser of full-time (30 semester credits/45 quarter credits) annual average or capped tuition and fees added to the annual LME used for that term. Use the parameters below to determine the appropriate budget based on the student's program.			
Tuition Caps	4-yr/Graduate Degree Program:	\$14,760	Annual Living and Miscellaneous Expense: \$9,900
	2-yr or Less Program:	\$5,790	
MN GI Bill Enrollment Level			
MN GI Bill Full Time Annual Cost of Attendance			
Number of Terms/Payment Periods in School's Academic Year			
MN GI Bill Full Time Term Cost of Attendance			
Number of Credits for Which Student is Enrolled for Term			
Proration Multiplier for Enrollment Level			
MN GI Bill Term Cost of Attendance (Prorated for Enrollment Level)			
Student Term Federal Pell Grant Amount			
Student Term State Grant Amount			
Student Term GI Bill (Chapter 30,31,32,33,35, 1606, 1607)			
Student Term Bill Kicker			
Student Term Federal VA Vocational Rehabilitation Stipend			
Student Term Federal Tuition Assistance			
Student Term Other Federal Veterans Benefits (Includes ROTC and ROTC Allowances)			
Student Term Remaining Need			
Student Term MN GI Bill Award Amount **			
** Undergraduate students: For students taking 12 credits or more for a semester or term the per term maximum award is \$3,000. For students taking fewer than 12 credits the per term maximum is \$500. May not receive more than \$3,000 per state fiscal year and no more than \$10,000 during their lifetime. Minimum per term award is \$50. REMINDER: ALL Students must submit a FAFSA in order to be eligible including graduate students.			
** Graduate Students: For students considered full time by the institution the per term maximum award is \$3,000. For students considered part-time by the institution the per term maximum is \$500. May not receive more than \$3,000 per state fiscal year and no more than \$10,000 during their lifetime. Minimum per term award is \$50. REMINDER: ALL Students must submit a FAFSA in order to be eligible including graduate students.			
Institution Name		Student Eligible	
School Official Name		Date Award Calculated	
NOTICE: Users of this spreadsheet are responsible for the accuracy of all calculations Shaded boxes are school fields and each must be completed in order for calculator to work properly!			
Created by Megan FitzGibbon - State Financial Aid Manager - MN Office of Higher Education			
Form Revised - 08/15/2018			

Appendix D: OHE Aid Refund Return Form

MN Office of Higher Education Refund Return Form For Returning End of Year Balances or Post-Closure Refunds

Returning End of Year Balance

(for use with State Grant, Occupational Grant, State Work Study, Postsecondary Child Care Grant and MN GI Bill programs)

Program Name	Aid Year	Amount of Refund
		\$
		\$
		\$
		\$
		\$

Returning Individual Student Refund(s)*

(for use with Indian Scholarship, State Grant, State Work Study, Postsecondary Child Care Grant, MN GI Bill, and Teacher Candidate Grant programs)

Student's Name	SSN	Program	Amount	Term	Aid Year	Reason *	If Reason is PW or CH, please indicate enrollment level at: Time of Disbursement/ Current. If OT, provide explanation.
	XXX-XX-		\$				
	XXX-XX-		\$				
	XXX-XX-		\$				
	XXX-XX-		\$				
	XXX-XX-		\$				
	XXX-XX-		\$				
	XXX-XX-		\$				
	XXX-XX-		\$				
	XXX-XX-		\$				



Reason Codes: NE = not enrolled for term/withdrawal before disbursement
 WI = total withdrawal from school after disbursement
 PW = withdrew from class but still enrolled
 CH = changed enrollment level, refunding full difference in awards
 OT = other (provide explanation above)

Return refund with form to:
Minnesota Office of Higher Education
Administrative Services Division
PO Box 64449
St. Paul, MN 55164-0449



Person Returning Funds:	School Code:	Phone Number:
Name of College:		Date Completed:

*Schools should only return individual student refunds for State Grant, Occupational Grant, State Work Study, Postsecondary Child Care Grant and MN GI Bill programs if they occur after the school has closed out program activity for the aid year.

Appendix E: 2018-2019 MN GI Bill Award Notice

Minnesota GI Bill Award Notice 2018-2019 (Last Updated: 08/15/2018)		 																	
Student's Name		Student SSN/Student Number																	
College or University Name		Date (month/day/year)																	
Term	Term Dates	Number of Credits	Term Award Amount																
			\$																
			\$																
			\$																
			\$																
			\$																
Total Award for the 2018-2019 Academic Year			\$																
<p>What does this mean? Your college verified your basic eligibility for the Minnesota GI Bill and estimated the amount you qualify for each term. This is a notice only and is subject to change. Also, all awards are subject to availability of funds.</p> <p>What's next? Any changes in your FAFSA, Pell Grant, State Grant, federal military and veteran education benefits or the number of credits you are taking may cause your MN GI Bill and overall financial aid award package to be adjusted. So, you should notify your college if you:</p> <ul style="list-style-type: none"> • Are considering making changes to your FAFSA • Expect the amount you are receiving in federal military or veterans education benefits to change; or • Change the number of credits you are taking or plan to take <p>How is your award amount calculated? Any amount you are receiving in Pell Grant, State Grant or federal military or veterans education benefits (except VRAP) is taken into account when your final award is calculated each term. This includes both benefits sent directly to your college and those sent directly to you. The number of credits you are taking each term may also impact your eligibility and award amount. Each academic year (July 1 through June 30) you may receive up to \$3,000. The most you can ever receive is \$10,000 (lifetime maximum). You must apply by the last day of the term in order to be awarded beginning in that term. Retroactive awards are not allowed. The maximum award you are eligible to receive is based on whether you are enrolled full time or part time (See chart below).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Undergraduate Students</th> <th colspan="2" style="text-align: center;">Graduate Students</th> </tr> <tr> <th style="text-align: center;">Part Time</th> <th style="text-align: center;">Full Time</th> <th style="text-align: center;">Part Time</th> <th style="text-align: center;">Full Time</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Less than 12 credits</td> <td style="text-align: center;">12 credits or more</td> <td style="text-align: center;">Determined by College</td> <td style="text-align: center;">Determined by College</td> </tr> <tr> <td style="text-align: center;">Up to \$500 per term</td> <td style="text-align: center;">Up to \$3,000 per term</td> <td style="text-align: center;">Up to \$500 per term</td> <td style="text-align: center;">Up to \$3,000 per term</td> </tr> </tbody> </table>				Undergraduate Students		Graduate Students		Part Time	Full Time	Part Time	Full Time	Less than 12 credits	12 credits or more	Determined by College	Determined by College	Up to \$500 per term	Up to \$3,000 per term	Up to \$500 per term	Up to \$3,000 per term
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Up to \$500 per term	Up to \$3,000 per term	Up to \$500 per term	Up to \$3,000 per term																
<p>Where can you get more information? To learn more about this program contact your college financial aid office or:</p> <ul style="list-style-type: none"> • The Office of Higher Education at (651) 642-0567 or (800) 657-3866 • Minnesota Department of Veterans Affairs Higher Education Veterans Programs at: (800) 456-8519 or (888) LinkVet (546-5838) 																			

Appendix F: 2018-2019 MN GI Bill Denial/Termination Notice

<p>Minnesota GI Bill Denial/Termination Notice 2018-2019 (Last Updated: 8/15/2018)</p>	 
<p>Student's Name</p>	<p>Student SSN/Student Number</p>
<p>College or University Name</p>	<p>Date (month/day/year)</p>
<p>Your college determined you are not eligible due to the reason or reasons checked below:</p> <p><input type="checkbox"/> You have no remaining need in the award calculation Any amount you are receiving in Pell Grant, State Grant or federal military or veterans education benefits (except VRAP) is taken into account when your college determines if you qualify for an award. Benefits sent directly to your college and those sent directly to you are included. The number of credits you are taking each term may also impact your eligibility.</p> <p><input type="checkbox"/> You are not a Minnesota Resident Student For info on who is considered a Minnesota Resident Student go to: www.ohe.state.mn.us/mnresident</p> <p><input type="checkbox"/> You are a graduate student and not enrolled at least part time</p> <p><input type="checkbox"/> You are not currently meeting your college's Satisfactory Academic Progress requirements</p> <p><input type="checkbox"/> You are not currently in compliance with child support payments</p> <p><input type="checkbox"/> You turned 62 years of age before the beginning of the term</p> <p><input type="checkbox"/> You have received the maximum annual or lifetime awards Each academic year (July 1 through June 30) you may receive up to \$3,000. The most you can ever receive is \$10,000 (lifetime maximum).</p> <p><input type="checkbox"/> You have not completed a Free Application for Federal Student Aid (FAFSA) Before the college can determine if you qualify, you must complete the FAFSA and the financial aid application process at your college.</p> <p><input type="checkbox"/> Your application is incomplete</p> <p><input type="checkbox"/> Other: _____ _____ _____</p>	
<p>Can you appeal? You can appeal this denial or termination in writing at any time. The Office of Higher Education reviews appeals and determines if your college's actions were in compliance with the law. You should mail written appeals to: MN GI Bill Program, Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.</p> <p>Where can you get more information? To learn more about this notice contact your college financial aid office or:</p> <ul style="list-style-type: none"> • The Office of Higher Education at (651) 642-0567 or (800) 657-3866 • Minnesota Department of Veterans Affairs Higher Education Veterans Programs at: (800) 456-8519 or (888) LinkVet (546-5838) 	