



Achieve Scholarship Program

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I. Minnesota Achieve Scholarship Program

A. Program Objective

1. To provide financial assistance to eligible students who complete qualifying secondary school coursework.

B. Eligibility to Participate

1. Postsecondary Institutions

- a. All postsecondary institutions that are eligible to participate under Minnesota Statutes 136A.101, Subd. 4.

2. Student Eligibility

- a. To be eligible, all students must:
 - i. Be a U.S. citizen or eligible non-citizen,
 - ii. Be a Minnesota Resident for state financial aid purposes,
 - iii. Complete a FAFSA for the financial aid year,
 - iv. Graduate from a Minnesota high school,
 - v. Enroll at an eligible Minnesota institution,
 - vi. Be meeting Satisfactory Academic Progress as defined in the ‘Common Definitions’ section of this manual,
 - vii. Apply for the scholarship no later than 30 days after the term starts in order to receive funds in that term, (See Award Process Section for additional information on deadlines)
 - Students who graduated from high school in 2008 must submit an application within 30 days of the beginning of the term and must submit the Acknowledgement Form either online or in paper within the term in order to received funds in that term.
 - Students who graduated from high school in 2010 must have submitted a complete application by August 31, 2010, in order to be considered for the initial round of funding.
 - viii. Complete one of the four sets of rigorous programs of study while in high school or in a home-school setting (see appendices for Rigorous Programs of Study).

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- b. Students who graduated from high school between January 1, 2008, and December 31, 2008, must:
- i. Submit an application within four years immediately following high school graduation.
 - Must also acknowledge award and have award disbursed within four years immediately following high school graduation.
 - ii. Have a family adjusted gross income of less than \$75,000 reported on the FAFSA for the academic year during which the scholarship is used.
 - Dependent Students: Parent Adjusted Gross Income
 - Independent Students: Student/Spouse Adjusted Gross Income
 - iii. Be enrolled for at least 3 credits in an eligible institution.
 - iv. Take and receive at least a grade of C in each of the courses, unless otherwise stated, in one of four rigorous programs of study.
- c. Students who graduated from high school January 1, 2009, and December 31, 2009, are no longer eligible to apply for and receive the Achieve Scholarship because they must have applied for and received the scholarship in the first academic year immediately following graduation.
- d. Students who graduate from high school on or after January 1, 2010, must:
- i. Have an Assigned Family Responsibility of zero as determined by the FAFSA.
 - Dependent Students: **zero** Parental Contribution (PC)
 - Independent Students: **zero** Expected Family Contribution (EFC)
 - ii. Complete all of the required courses in one of four rigorous programs of study and graduate with an unweighted grade point average of 2.5 or higher.
 - iii. Enroll full time (15 Credits) in an eligible institution within the first academic year immediately following high school graduation.
 - iv. **Foreign Language Waiver:**
 - The foreign language requirement in two of the rigorous programs of study can be waived if a student's first language is not English and they have attained English language proficiency and meet all other eligibility requirements.
 - Student can indicate on the application that English is not his or her native language or contact the Office to request a waiver.

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- Notification of ineligibility includes instructions for students that may not have indicated whether or not their first language is English on the application but wish to request the waiver to contact the Office.

v. **Online Course Bonus:**

- Eligible students who completed at least one online course while in high school are eligible to receive an additional award of \$150.
- Students can indicate this on application, have it listed on their high school transcript or contact us to add it to the award.
- Award letter instructs students that may not have indicated it on their application but wish to request the bonus to contact the Office.

C. Application Process

1. Student completes the Minnesota Achieve Scholarship Application
 - a. **Preferred method:** student completes online application.
 - b. If student submits paper application to institution, institution can submit application on behalf of the student via online institutional database access.
 - c. If student submits paper application to the Office, it will be submitted on behalf of the student into the online database as of the date it is received.

2. Student must submit a complete official secondary school transcript to the Office.
 - a. If the transcript is not sufficient to document that the student completed one of the rigorous programs of study, student may be required to submit additional documentation.
 - i. Additional documentation includes but is not limited to an official postsecondary transcript and IB/AP test results.

3. **Complete Application** includes:
 - a. Complete Student Application (online or paper); and
 - b. Complete Official High School Transcript with graduation date and any other required documentation to confirm student meets academic requirements; and
 - c. Submitted Free Application for Federal Student Aid (FAFSA).

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4. Incomplete applications are held pending receipt of additional documentation.
 - a. Follow-up letters are sent to applicants requiring additional documentation.

5. Application and documentation are reviewed by the Office to ensure that student meets eligibility requirements.

D. Notification of Eligibility

1. Students who graduated from high school between January 1, 2008, and December 31, 2008:
 - a. Eligible students are sent notification of their eligibility and are requested to complete an Award Acknowledgment Form indicating in which term and to which postsecondary institution they would like the scholarship to be sent.
 - i. Notification informs student of option to decline award and request it in the future, as long as it is within 4 years immediately following high school graduation.
 - ii. Notification also states that if student requests the scholarship at a later date in a different financial aid year, the Office will review their income reported on the FAFSA to ensure income requirements continue to be met.
 - iii. Student must submit Acknowledgement Form within the term in order to receive funding in that term.
 - b. Ineligible students receive a denial letter with stated reason for denial.
 - c. If student met the academic requirements but did not meet the income requirement, the denial letter will inform student of possible eligibility within the four years immediately following high school graduation if the income reported on the FAFSA is below \$75,000.

2. Students who graduate on or after January 1, 2010:
 - a. Eligible students who submitted complete applications on or before **August 31, 2010**, will be awarded in an initial round of funding.
 - b. The Office will send a letter stating award amount and postsecondary institution listed on application.
 - i. Includes instructions for updating postsecondary institution online if it is incorrect.
 - ii. Institution can be updated online one time and any subsequent changes must be requested by contacting the Office.

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- c. Eligible students who submitted complete applications after **August 31, 2010**, will receive a letter stating they met the academic and financial need requirements to receive the scholarship and have been placed on a waiting list.
- d. Ineligible students receive a denial letter with stated reason for denial.

E. Award Process

1. Students who graduated from high school between January 1, 2008, and December 31, 2008:
 - a. Eligible students are awarded \$1,200 for qualifying expenses to be disbursed in two equal payments of \$600.
 - b. The first payment to be made within the first term of enrollment.
 - c. The second payment is made in the second term of enrollment provided student successfully completes the first term.
 - i. For the purposes of this program, successful completion of the first term means:
 - A student has completed all of the courses in the term with a letter grade; or
 - A student has completed the term with a term (not cumulative) GPA of 2.0 or higher.
 - ii. Students who receive one or more incomplete grades in the first term of enrollment are considered to have **not** successfully completed the term unless:
 - Incomplete grades are completed within subsequent term as stated in the institution's catalog and based on completed grades the student meets either of the above definitions for successfully completing the first term of enrollment; or
 - If by replacing the incomplete grades with a grade of 'F' the student would still meet either of the above definitions for successfully completing the first term of enrollment.
 - d. The award is available for four years immediately following high school graduation.
2. Students who graduate on or after January 1, 2010:
 - a. Eligible students who submitted complete applications on or before **August 31, 2010**, will receive an annual award of up to \$1,200 depending on funds availability.
 - i. If there are insufficient funds to make full annual awards of \$1,200 to each eligible student, all awards will be reduced by an equal amount to meet the insufficiency.

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- b. Eligible students who submitted complete applications after **August 31, 2010**, will be placed on a waiting list and awarded on a first-completed, first-served basis if funds become available.
- c. **Online Course Bonus:**
 - i. Eligible students who indicated on their application and/or supplied documentation that they completed an online course while in high school will be awarded an additional \$150.
 - ii. Online bonus will be listed separately from standard award.

F. Disbursement Process

1. Students who graduated from high school between January 1, 2008, and December 31, 2008:
 - a. **Online Student Eligibility Confirmation Roster:**
 - i. Institutions are required to verify expected disbursements and must indicate eligibility status for each student on roster.
 - ii. Roster will list students awarded both the first and second term awards and will indicate the number of payments the student has already received.
 - iii. NOTE: Institutions that do not make all corrections to ISIR/DDS records regardless of grant eligibility, must also verify income eligibility.
 - iv. Eligibility Statuses include:
 - *Eligible:* Students enrolled or expected to enroll for 3 credits or more in the term.
 - *Not Enrolled:* Students not enrolled or expected to enroll for 3 credits or more in the term.
 - *Income Ineligible:* Most recent FAFSA information indicates that student's family income is less than \$75,000.
 - *Other Ineligible:* Only used when a student does not meet any other eligibility requirements and if indicated by institution must be followed up with contact with the Office.
 - b. **Online Term Completion Roster:**
 - i. Institution must confirm if each student successfully completes the first term they received the scholarship in order for each student to receive a second term award.

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- Each student confirmed by the institution as having successfully completed the term will be listed on the Student Eligibility Confirmation Roster for the subsequent term.
- ii. Term completion statuses include:
 - *Completed:* Student's academic performance in the term in which first term award was disbursed meets the definition of successful completion described in the 'Award Process' section of this chapter.
 - *Not Completed:* Student's academic performance in the term in which first term award was disbursed does not meet the definition of successful completion described in the 'Award Process' section of this chapter.
2. Students who graduate on or after January 1, 2010:
 - a. **Online Award Roster:**
 - i. Institutions must confirm eligibility via the online institutional database.
 - ii. Roster includes:
 - Total award amount and annual award amount for term indicated.
 - Most recent EFC and PC on file at the Office.
 - Whether or not a student was awarded the Online Course Bonus.
 - iii. Institutions should review the following eligibility requirements when confirming student awards:
 - *Enrollment:* Student must be enrolled for at least 15 credits in term indicated.
 - *EFC/PC:* Institution should ensure that EFC and PC listed for student on roster have not recently changed due to FAFSA changes not transmitted to the Office and if so, must indicate this on roster and ensure changes are transmitted or contact the Office.
 3. Funds for eligible students are transferred to the institution via EFT.
 - a. Payment rosters are available to view and print providing supporting documentation for payment amounts via the online database.

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4. Institution may not make a payment to a student for a payment period or term until the student is enrolled (registered) for classes for that period.
5. Institution must return to the program any funds paid to a student who, before the first day of classes:
 - a. Officially or unofficially withdraws, is expelled, or fails to attend any classes.
6. Institution is liable for all funds that are disbursed to an enrolled student prior to the start of the enrollment period if that student fails to begin the enrollment period.
 - a. The institution must reimburse program funds disbursed to the student prior to the start of the enrollment period if the institution cannot document that the student did begin attending classes.
 - b. 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.
7. Funds must be disbursed for the academic year and term from which funds are generated as indicated on the roster.
8. Funds may be disbursed to students no more than 10 days prior to the beginning of the term.
9. Disbursements must be based on the student's status as of the date of disbursement or the add/drop date as stated in the institutions' catalog whichever is later.
 - a. If a student has withdrawn or dropped below 3 credits for 2008 high school graduates or 15 credits for 2010 high school graduates or fails to meet another program eligibility requirement prior to disbursement, the student may not receive funding for that term.
10. All related disbursement guidelines used for the State Grant program apply to the Minnesota Achieve Scholarship program including determination of disbursement date, acceptable methods of disbursement, student authorization for EFT transactions, student account balance

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requirements and other applicable guidelines described in the ‘Disbursement’ section of the State Grant chapter in the Financial Aid Manual.

G. Refund Process

1. If a recipient fails to enroll or meet a program eligibility requirement, the entire scholarship must be returned to the Office.

2. For students who graduated from high school in 2008, the scholarship is awarded at any enrollment level 3 credits or higher; however, if the student is enrolled at such a level that the qualifying expenses are less than \$600, the institution must refund the portion of the scholarship that exceeds the qualifying expenses.

3. For students who graduate on or after January 1, 2010, the student must be enrolled for 15 credits at the time of disbursement.
 - a. If the student withdraws from courses such that their enrollment level is less than 15 credits after the disbursement but before the drop/add period, then entire scholarship must be returned to the Office.
 - b. If the student withdraws from courses such that their enrollment level is less than 15 credits after the disbursement and after the drop/add period, no refund is required unless student fully withdraws.

4. If student fully withdraws after the disbursement of the funds, the Office of Higher Education refund calculation must be used to determine the refund to be returned to the state.

H. State Audit Requirements

1. **Records Available for Auditors**
 - a. State auditors will periodically visit each participating institution to perform an audit.
 - b. 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 the Common Definitions chapter of the Financial Aid Manual for further information.)

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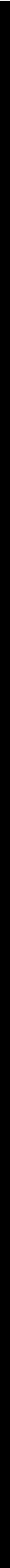
- c. Each participating institution must establish a procedure by which an audit can be conducted by going to no more than three administrative offices within the institution. In most cases, these will be the Financial Aid Office, the Business Office and the Registrar's Office, but that choice is made by the institution.
- d. Each institution must maintain and make available to auditors individual student financial aid files for Minnesota Achieve Scholarship recipients.
- e. 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.

2. Student Eligibility

- a. The institution must have written documentation to support the student's eligibility including, but not limited to, the following:
 - i. Student's enrollment level 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
 - ii. Student EFC and PC at the time of disbursement to ensure award amount accuracy
 - iii. Student's Minnesota residency status

3. Documentation of Refunds

- i. Written documentation supporting individual student refunds to the Minnesota Achieve Scholarship must be retained at the institution (i.e., a copy of the calculation worksheet used to calculate the refund).



**Minnesota
Statutes
Governing
Achieve
Scholarship
Program**

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136A.127 ACHIEVE SCHOLARSHIP PROGRAM.

Subdivision 1. **Establishment.** The Achieve Scholarship Program is established to provide scholarships to eligible students within the limits of appropriations for the program.

Subd. 2. **Definition; qualifying program.** For the purposes of this section, a "qualifying program" means a rigorous secondary school program of study for Minnesota high school graduates recognized by the Secretary of Education for the purposes of determining eligibility for the federal Academic Competitiveness Grant Program under Title IV of the Higher Education Act of 1965, as amended on August 14, 2008. If a qualifying program includes a foreign language requirement, the foreign language requirement is waived for a student whose first language is not English and who attains English language proficiency.

EFFECTIVE DATE. This section is effective the day following final enactment and applies to students who graduate on or after January 1, 2009.

Subd. 3. **Documentation of qualifying programs.** The student shall request a transcript from the high school. The high school shall provide a transcript to the Office of Higher Education or to the eligible institution in which the student is enrolling, documenting the qualifying program. If the transcript is not sufficient to document a qualifying program, the student may be required to submit further documentation that the office deems sufficient.

Subd. 4. **Student eligibility.** To be eligible to receive a scholarship under this section, in addition to the requirements listed under section 136A.121, a student must:

- (1) submit a Free Application for Federal Student Aid (FAFSA);
- (2) complete a qualifying program in a high school or in a home-school setting under section 120A.22, graduate from a Minnesota high school, and graduate with an unweighted grade point average of 2.5 or higher;
- (3) qualify for a federal Pell Grant or state grant under section 136A.121;
- (4) be a United States citizen or eligible noncitizen, as defined in section 484 of the Higher Education Act, United States Code, title 20, sections 1091 et seq., as amended, and Code of Federal Regulations, title 34, section 668.33;
- (5) meet satisfactory academic progress as defined under section 136A.101, subdivision 10;

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- (6) be a Minnesota resident, as defined in section 136A.101, subdivision 8; and
- (7) enroll full-time in a degree, diploma, or certificate program during the academic year immediately following high school graduation at an eligible institution as defined under section 136A.101, subdivision 4.

Subd. 5. **Administration.** The Achieve Scholarship Program shall be administered by the Minnesota Office of Higher Education. The director shall develop forms and procedures necessary to administer the program.

Subd. 6. **Application.** A student must complete and submit an application for the Achieve scholarship.

Subd. 7. **Deadline.** The deadline for the office to accept applications for Achieve scholarships is the same as that used for the state grant in section 136A.121, subdivision 13.

Subd. 8. **Documentation of qualifying household income.** Achieve Scholarship Program applicants must certify on the application that they meet the income eligibility requirement in subdivision 4, clause (3). The Office of Higher Education or the postsecondary institution may request documentation needed to confirm income eligibility.

Subd. 9. **Scholarship awards.** The amount of the scholarship is equal to the maximum assigned student responsibility for a four-year program, as defined in section 136A.121, subdivision 5, minus the assigned family responsibility as defined in section 136A.101, subdivision 5a, multiplied by 0.50. The minimum scholarship is \$1,200 per academic year based on the institution's academic calendar and the student's continued eligibility. The scholarship may be used to pay for qualifying expenses at eligible institutions.

Subd. 9b. **Additional award for online course completion.** An eligible student who has completed at least one online course while in high school or in a home-school setting under section 120A.22 may receive an additional award of up to \$150 to be used in conjunction with the award in subdivision 9. The additional award is available to new applicants for terms of enrollment beginning on or after July 1, 2009. The online course must be offered by a provider certified by the Minnesota Department of Education under section 136A.101, subdivision 4. If the official high school transcript is not sufficient to document

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the completion of the online course, the student may be required to submit further documentation as required by the office.

Subd. 10. **Qualifying expenses.** Qualifying expenses are components included under the cost of attendance used for federal student financial aid programs, as defined in section 472 of the Higher Education Act, United States Code, title 20, sections 1091 et seq., as amended.

Subd. 10a. **Student investment.** A student investment is required in an amount equal to the remainder of the assigned student responsibility as defined in section 136A.121, subdivision 5, after deducting the Achieve Scholarship.

EFFECTIVE DATE. This section is effective the day following final enactment and applies to students who graduate on or after January 1, 2009.

Subd. 11. **Eligible institutions.** The Achieve scholarship may only be used to pay qualifying expenses at an eligible institution as defined under section 136A.101, subdivision 4.

Subd. 12. **Availability of scholarship funds.** A scholarship earned by a student is available for four years immediately following high school graduation. The office must certify to the commissioner of finance by October 1 of each year the amounts to be canceled from scholarship eligibility that have expired.

Subd. 13. **Disbursement of scholarships.** The office shall make two equal payments to a postsecondary institution on behalf of the student. After the student successfully completes the first term of enrollment, the second payment must be made during the student's next term of enrollment at an eligible institution. If the second disbursement is not within the same academic year as the first disbursement, the student must request the second disbursement.

Subd. 14. **Evaluation report.** By January 15 of each odd-numbered year, the Office of Higher Education shall submit a report, to the committees of the legislature with jurisdiction over higher education finance and policy, regarding the program, including, at a minimum, the following information:

- (1) the demographics of individuals participating in the program;
- (2) the number of scholarship recipients who persisted at a postsecondary institution for a second year;

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- (3) the high schools attended by the program participants;
- (4) the postsecondary institutions attended by the program participants;
- (5) the academic performance of the students after enrolling in a postsecondary institution; and
- (6) other information as determined by the director.

Sec. 20. ACHIEVE SCHOLARSHIP PROGRAM FISCAL YEAR 2011 MODIFICATIONS.

- (a) Notwithstanding Minnesota Statutes, section 136A.127, for achieve scholarship awards in fiscal year 2011, the achieve scholarship program shall be modified as provided in this section.
- (b) Awards shall only be made to students who have an assigned family responsibility of zero.
- (c) An award shall be for \$1,200 per academic year for all recipients unless reduced under this section.
- (d) A first round of awards shall be made to students for which the Office of Higher Education has received a complete application by August 31, 2010. If there are insufficient appropriations to make full awards to each student, all awards under this paragraph shall be reduced by an equal amount sufficient to meet the insufficiency.
- (e) If appropriations remain after the first round, awards shall be made on a first-come, first-served basis.
- (f) Except as modified by this section, the remaining unmodified provisions of Minnesota Statutes, section 136A.127, shall govern achieve scholarship awards made in fiscal year 2011.



**Appendices:
Achieve
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2010-2011 Minnesota Achieve Scholarship Application

Read all instructions before completing application as incomplete applications will not be processed.

Submit this application along with a complete official high school transcript.

Revised: April 20, 2010

**MINNESOTA
OFFICE OF
HIGHER
EDUCATION**

1. Name (Last, First, Middle)		
2. Social Security Number	3. Date of Birth (month, day, year)	4. Telephone Number (include area code)
5. Permanent Home Address		6. Student's Email Address
7. City, State, Zip Code		8. Are you a Minnesota Resident? (See instructions) <input type="checkbox"/> Yes <input type="checkbox"/> No
9. What high school in Minnesota did you or will you graduate from?		10. What is your actual or expected high school graduation date? (month, day, year) ____/____/____
11. Which college or university in Minnesota do you attend or plan to attend?		12. Have you completed a FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No
13. Which rigorous program of study did you complete in high school? (See www.getreadyforcollege.org/achieve for details) <input type="checkbox"/> A set of courses similar to the State Scholars Initiative <input type="checkbox"/> Advanced Placement (AP) or International Baccalaureate (IB) courses and passing test scores <input type="checkbox"/> Minnesota Coursework Requirements <input type="checkbox"/> Minnesota Dual Credit Program PROVIDE AN <u>OFFICIAL</u> COPY OF YOUR <u>COMPLETE</u> HIGH SCHOOL TRANSCRIPT AND ANY ADDITIONAL DOCUMENTATION ALONG WITH THIS APPLICATION THAT CONFIRMS THE FOLLOWING: <ul style="list-style-type: none"> • Your graduation from a MN high school between 1/1/2008 and 12/31/2008 <u>or</u> after January 1, 2010 (2009 high school graduates must have applied and received the scholarship in the first year immediately following graduation) • Your completion of one of the required rigorous programs of study 		
14. Is English your native language? (See instructions) <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Did you complete an online course while in high school? (See instructions for info on a possible bonus award) <input type="checkbox"/> Yes <input type="checkbox"/> No

NOTICE FOR 2010 HIGH SCHOOL GRADUATES

Due to limited funds availability, changes to the Achieve Scholarship financial need requirements for 2010 high school graduates were established in law on April 1, 2010. Dependent students who graduate from high school after January 1, 2010, must have a **zero** Parental Contribution (PC) as determined by the FAFSA and independent students must have a **zero** Expected Family Contribution (EFC). Eligible students with complete applications submitted by August 31, 2010, will receive an annual scholarship of up to 1,200.

STUDENT CERTIFICATION: Please check the box next to each statement indicating that you understand the statement:

- I understand and accept the obligation to provide a written report to the Office of Higher Education of any changes in information provided on this application.
- I give permission to my college, my high school and the Office of Higher Education to verify the information provided on this application with other offices administering financial aid programs.
- I give permission to my college to release information regarding my college application, enrollment and grade performance to the Office of Higher Education for use in awarding the scholarship and for use in evaluation reports for the program.
- I give permission to my college and the Office of Higher Education to enter the information from this application onto the web-based application on my behalf.
- I certify that the information on this application is true and correct.
- I promise to provide additional documentation if requested.
- I understand that this form is used to establish eligibility for the Minnesota Achieve Scholarship 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.
- I understand that all awards are subject to the availability of funds.

Student's Signature

Date (month, day, year)

Submit application along with a complete official high school transcript and any additional documentation to:

**Minnesota Achieve Scholarship
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, Minnesota 55108**

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2010-2011 Minnesota Achieve Scholarship Application Instructions

IMPORTANT: Read ALL instructions before completing application as incomplete applications will not be processed.

The application must be accompanied with a complete official high school transcript and any additional documentation to confirm the applicant has graduated from a Minnesota high school and has completed one of the rigorous programs of study.

The Minnesota Achieve Scholarship provides financial assistance to eligible Minnesota high school graduates who have completed any one of four sets of rigorous programs of study while in high school or in a home-school setting (for more details on the rigorous programs of study, please visit www.getreadyforcollege.org/achieve).

2008 Minnesota High School Graduates:

Eligible students who graduated from a Minnesota high school between January 1, 2008, and December 31, 2008, can receive a one-time scholarship of \$1,200 available for use at an eligible college or university in Minnesota within the four years immediately following their high school graduation. They must be enrolled for at least 3 credits or the equivalent and have a family Adjusted Gross Income of less than \$75,000. Eligible students will receive the award in two equal payments. However, they must successfully complete the first term to receive the second half of the scholarship.

2010 Minnesota High School Graduates:

Eligible students who graduate on or after January 1, 2010, and enroll full time (**15 credits**) in an eligible college or university in Minnesota during the academic year **immediately** following their high school graduation can receive a one-time scholarship for use in their first academic year of up to \$1,200 depending on **financial need** and **funds availability**. Dependent students must have a **zero** Parental Contribution (PC) and independent students must have a **zero** Expected Family Contribution (EFC) as determined by the FAFSA. Application and **complete official** high school transcript including graduation date and unweighted GPA must be submitted by August 31, 2010, to be considered for initial round of funding; those submitted after August 31, 2010, may be considered for awards on a first-come, first-served basis if funds become available.

2009 Minnesota High School Graduates:

Students who graduate between January 1, 2009, and December 31, 2009, are no longer eligible to apply for and receive the Achieve Scholarship because they must have applied and received the scholarship in the first academic year immediately following graduation.

APPLICATION QUESTIONS

Question #8: To be eligible, the student must meet the definition of Minnesota resident used for state financial aid programs.

The definition of a Minnesota resident includes:

- a student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school; or
- a dependent student whose parent or legal guardian resided in Minnesota at the time the 2010-2011 FAFSA was completed;

For a complete list of Minnesota resident definitions, please visit www.getreadyforcollege.org/mnresident.

Question #13-14: To be eligible, the student must have completed one of four rigorous programs of study while in high school or in a home-school setting and must meet additional academic requirements based on their graduation date.

2008 Minnesota High School Graduates: must have completed, unless otherwise stated, each of the required courses with a grade of 'C' or above.

2010 Minnesota High School Graduates: must have completed all of the required courses and graduated with an unweighted grade point average of 2.5 or higher. In addition, students who graduated after January 1, 2010, can request a foreign language requirement waiver by indicating their first language is not English on Question #14.

For a complete list of the four rigorous programs of study, please visit www.getreadyforcollege.org/achieve.

Question #15: Additional Award for Online Course Completion in High School

Eligible students who graduated after **January 1, 2010**, and who have completed at least one online course while in high school may receive an additional annual award of \$150 to be used in conjunction with the Achieve Scholarship award. If the online course is not clearly identified on the official high school transcript, student may be requested to provide additional documentation.

STUDENT CERTIFICATION: Check each box to show you have read the box, then sign and date the application. Submit application to the Office of Higher Education along with a complete official high school transcript to the address listed on the application.

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 the Minnesota Achieve Scholarship 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.

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**Minnesota
Recognized Rigorous Secondary School Programs of Study**

If otherwise eligible, all students, including private school students, home-schooled students, students enrolled in Department of Defense Overseas Schools, and Bureau of Indian Affairs students may qualify for an ACG under the rigorous secondary school program of study options pre-recognized by the Secretary. These options include a set of courses similar to the State Scholars Initiative and the Advanced Placement (AP) or International Baccalaureate (IB) courses and test scores as detailed below.

The eligibility options for a student graduating from secondary school in Minnesota after January 1, 2009, are:

- ***A set of courses similar to the State Scholars Initiative.*** This program of study requires passing grades in the following:
 - Four years of English;
 - Three years of math (including Algebra I and a higher level course such as Algebra II, geometry, or data analysis and statistics);
 - Three years of science, including one year each of at least two of the following courses: biology, chemistry, and physics;
 - Three years of social studies; and
 - One year of a language other than English.

- ***Advanced Placement (AP) or International Baccalaureate (IB) courses and test scores.*** This program requires a minimum of two Advanced Placement (AP) or International Baccalaureate (IB) courses in high school and a minimum passing score on the exams for those classes. Students must score 3 or higher on AP exams and 4 or higher on IB exams.

- ***Minnesota Coursework Requirements.*** This program requires:
 - Four years of language arts;
 - Three years of math, including one year each of geometry and two years of algebra, one of which is intermediate or advanced algebra;
 - Three years of science including one year each of a biological and physical science;
 - Three years of social studies; and
 - Two years of a single foreign language.

- ***Minnesota Dual Credit Program.*** With a passing grade of “B” or better: High School students taking BOTH a math course (Algebra 2 level or higher) AND a science course (Biology, Chemistry, or Physics) under the Post Secondary Enrollment Options (PSEO) Program or the Concurrent Enrollment Program, worth a total of a least 6 college credits shall meet the rigorous course of study requirement for the Academic Competitiveness Grant.

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2010-2011 Minnesota Achieve Scholarship Award Acknowledgement Form

Read all instructions before completing form as incomplete forms may result in a delay.

(Revised: December 2, 2009)

MINNESOTA
OFFICE OF
HIGHER
EDUCATION

1. Name (Last, First, Middle)		
2. Social Security Number	3. Date of Birth (month, day, year)	4. Telephone Number (include area code)
5. Permanent Home Address		6. Student's Email Address
7. City, State, Zip Code		
8. Name of Minnesota postsecondary institution (college) you are attending or planning to attend:		
9. Circle the first term you are requesting to receive the first payment of the Achieve Scholarship: REMINDER: To prevent delay, it is important to select a term listed in your school's academic calendar.		
FALL 2010	WINTER 2010/2011	SPRING 2011
IMPORTANT INFORMATION FOR STUDENTS		
<ul style="list-style-type: none"> • The 2010-2011 non-renewable Achieve scholarship award amount is \$1,200. • Eligible students who acknowledge the award will receive the award in two equal payments. • The first payment will be made directly to the institution in the first term the funds are requested. • The second payment will be made automatically during the student's next term of enrollment at an eligible institution provided: <ul style="list-style-type: none"> ◦ the institution confirms that the student successfully completed the first term and ◦ the student is enrolled at the same institution and ◦ the next term is within the same financial aid year (July 1–June 30). • If the student fails to successfully complete the first term in which they received an award, the student is no longer eligible for the remaining payment. • If the student successfully completes the first term but is not attending the same institution for the second term, the student is required to notify the MN Office of Higher Education before a second term award will be sent to a new institution. • If the student successfully completes the first term but the second term of eligibility is during a different financial aid year (July 1–June 30), the student must complete a new Acknowledgement Form and the MN Office of Higher Education will reevaluate the household income information to ensure student continues to meet the income requirements. • The one-time scholarship award is available for four years immediately following high school graduation. However, the MN Office of Higher Education will evaluate the household income information for the financial aid year in which the award is acknowledged to ensure the student continues to meet the income requirements. • To be eligible, the student must be attending an eligible institution in Minnesota and enrolled for at least 3 credits (or the equivalent). 		
STUDENT CERTIFICATION		
Please check the box next to each statement indicating that you have read and understand the statement.		
<input type="checkbox"/> I understand and accept the obligation to provide a written report to the Office of Higher Education of any changes in information provided on this form.		
<input type="checkbox"/> I give permission to my college, my high school and the Office of Higher Education to verify the information provided on this form with other offices administering financial aid programs.		
<input type="checkbox"/> I give permission to my college and the Office of Higher Education to enter the information from this form onto a web-based application on my behalf.		
<input type="checkbox"/> I certify that the information on this form is true and correct.		
<input type="checkbox"/> I promise to provide additional documentation if requested.		
<input type="checkbox"/> I understand that this form is used to establish eligibility for the Minnesota Achieve Scholarship 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 that all awards are subject to the availability of funds.		
Student's Signature		Date (month, day, year)

**Submit this form to:
Minnesota Achieve Scholarship
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, Minnesota 55108**

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2010-2011 Minnesota Achieve Scholarship Award Acknowledgement Instructions

Revised: December 2, 2009

MINNESOTA
OFFICE OF
HIGHER
EDUCATION

IMPORTANT INFORMATION FOR STUDENTS

- The **2010-2011** non-renewable Achieve scholarship award amount is \$1,200.
- Eligible students who acknowledge the award will receive the award in two equal payments.
- The first payment will be made directly to the institution in the first term the funds are requested.
- The second payment will be made automatically during the student's next term of enrollment at an eligible institution provided:
 - the institution confirms that the student successfully completed the first term and
 - the student is enrolled at the same institution and
 - the next term is within the same financial aid year (July 1–June 30).
- If the student fails to successfully complete the first term in which they received an award, the student is no longer eligible for the remaining payment.
- If the student successfully completes the first term but is not attending the same institution for the second term, the student is required to notify the MN Office of Higher Education before a second term award will be sent to a new institution.
- If the student successfully completes the first term but the second term of eligibility is during a different financial aid year (July 1–June 30), the student must complete a new Acknowledgement Form and the MN Office of Higher Education will reevaluate the household income information to ensure student continues to meet the income requirements.
- The one-time scholarship award is available for four years immediately following high school graduation. However, the MN Office of Higher Education will evaluate the household income information for the financial aid year in which the award is acknowledged to ensure the student continues to meet the income requirements.
- To be eligible, the student must be attending an eligible institution in Minnesota and enrolled for at least three credits (or the equivalent).

ONLINE AWARD ACKNOWLEDGEMENT INSTRUCTIONS

1. Go to www.getreadyforcollege.org/achieve.
2. Click on 'Achieve Scholarship Award Acknowledgement.'
3. Enter the user name and password provided to you on your Eligibility Determination letter.
4. Enter the first term in which you are requesting scholarship funds.
5. Enter the name of the postsecondary institution that you are currently attending or plan to attend.
6. Click on 'SAVE CHANGES' to submit your information.

PAPER AWARD ACKNOWLEDGEMENT INSTRUCTIONS

1. Complete the attached Award Acknowledgement Form.
2. Make sure to clearly print your name and personal information as well as the name of the postsecondary institution that you are currently attending or plan to attend in order to prevent any delay.
3. Be sure that you indicate, by circling, the first term for which you are requesting scholarship funds.
4. Submit paper form by postal mail to the address listed below:

Submit Paper Award Acknowledgement Form to:

**Minnesota Achieve Scholarship
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, Minnesota 55108**

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If you have any additional questions regarding the Minnesota Achieve Scholarship, please contact the Scholarship Staff.

Congratulations and Thank You,

Minnesota Achieve Scholarship Staff
 1450 Energy Park Drive, Suite 350
 St. Paul, MN 55108-5227
 (651) 642-0567
 (800) 657-3866
 (651) 642-0675 (FAX)

HOW TO CHANGE THE COLLEGE OR UNIVERSITY LISTED ON AWARD LETTER

If a college or university was not listed on your application, the Office used information available on your Free Application for Federal Student Aid (FAFSA) to complete your application. If the college or university listed on your award letter is incorrect, please follow the instructions below to update your application online. If you are unable to update your information online, please complete and detach the paper form below and send it to the Office at the address listed.

Applications can only be updated within **30** days of the date of Award Letter. If you need to update your application after 30 days, please contact the Office or complete and submit the paper form below.

Note: A change to your college or university may affect your Achieve Scholarship award and eligibility.

UPDATE YOUR APPLICATION ONLINE

1. Go to www.getreadyforcollege.org/achieve.
2. Click on 'Update Your Achieve Application Online.'
3. Enter the Application ID listed on your award letter and your date of birth.
4. Select the college or university you attend or plan to attend from the drop down list.
5. Type in your name on the student signature line.
6. Click on the 'Submit' button.

Minnesota Achieve Scholarship - Application Change Form	
1. Name (Last, First, Middle Initial)	2. Social Security Number
3. Postsecondary institution (college) in Minnesota you attend or plan to attend if different from one listed on award letter?	
Student's Signature	Date (month, day, year)
Submit this form to: Minnesota Achieve Scholarship - Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 Saint Paul, Minnesota 55108 FAX: (651) 642-0675	

