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 serves as the state’s clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The Minnesota State Grant Program, which is administered by the agency, is a need-based tuition assistance program for Minnesota students. The agency oversees tuition reciprocity programs, a student loan program, Minnesota’s 529 College Savings Program, licensing and an early awareness outreach initiative for youth. Through collaboration with systems and institutions, the agency assists in the development of the state’s education technology infrastructure and shared library resources.
• Agency Information and Materials
  Agency Description
  Agency Phone Numbers
  Effective Dates of Manual Chapters
  General Eligibility Requirements Chart
  Calendar of Financial Aid Events and Deadlines

• Common Definitions

• Minnesota State Grant Program

• Minnesota State Work Study Program

• Postsecondary Child Care Grant Program

• Public Safety Officer’s Survivor Grant Program

• Student Educational Loan Fund Program

• Minnesota Indian Scholarship Program

• Minnesota GI Bill Program

• Greater Minnesota Internship Tax Credit Program

• Minnesota Tribal College Supplemental Grant Assistance Program

• MnSCU Two-Year Occupational Grant Pilot Program
Our Mission
To advance the promise of higher education to all Minnesotans and to provide the critical information needed to make informed higher education decisions.

Our Purpose
The Minnesota Office of Higher Education is a state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency serves as the state’s clearinghouse for data, research and analysis on postsecondary enrollment and financial aid. The Minnesota State Grant program is the largest program administered by the agency, providing need-based tuition assistance to Minnesota students. The agency also oversees tuition reciprocity programs, a student loan program, Minnesota’s 529 college savings plan, licensing and an early awareness outreach initiative for youth.

Agency Functions

- **Financial Aid Programs** – The agency typically awards more than $180 million each year in need-based state grants, about $60 million in state loans. The agency also administers state work-study funds, a child care grant, the Minnesota GI Bill and the MN Indian Scholarship program.

- **Licensing and Registration of Private Colleges** – The agency protects consumers by administering laws to license private not-for-profit and private for-profit non-degree granting schools, and register private not-for-profit, private for-profit, and out of state public degree granting institutions.

- **Interstate Tuition Reciprocity Programs** – Minnesota has interstate reciprocity agreements with Wisconsin, South Dakota, and North Dakota and the Canadian province of Manitoba. More than 45,000 students take advantage of these agreements each year.

- **The Minnesota College Savings Plan** – The agency has responsibility for the Minnesota College Savings Plan, an Internal Revenue Code Section 529 plan with assets of $1.2 billion.

- **Data Collection** – The agency is responsible for collecting and maintaining data on enrollments, financial aid and other relevant data. Data include information on both public and private post-secondary education and are used to inform policymakers and the higher education community about trends and issues.

- **Policy and Analysis** – As the executive branch agency for higher education, the agency is charged with developing an accountability system for Minnesota’s higher education sector to inform policymakers.

- **Student and Parent Information** – The agency provides students and parents with information about academic and financial preparation, including financial aid. The agency accomplishes this through its Web site, publications, presentations and outreach to students and families.

- **Administration of Federal and State Programs** – The agency administers various federal and state programs targeted at students, parents, teachers and institutions statewide. Funded primarily under a federal GEAR UP grant, the Get Ready Program provides a variety of early college awareness services including: academic advising, tutoring, college awareness curriculum, parent events, college visits and after school programming to low income students and their families in selected urban schools. In addition, the program also provides materials and programming assistance to other schools throughout Minnesota that serve a predominance of low-income students.

Another federal program is the Improving Teacher Quality State Grant Program, designed to improve the effectiveness of K-12 classroom instruction, particularly in the areas of mathematics, science, and social studies. The state funded Intervention for College Attendance Grant Program provides competitive grants for outreach programs to increase postsecondary access and success for groups traditionally underrepresented in higher education.

For general information about the Minnesota Office of Higher Education, visit [www.ohe.state.mn.us](http://www.ohe.state.mn.us) or call (651) 642-0567 or (800) 657-3866. Other agency resources include:

- SELF Loan program: [www.selfloan.state.mn.us](http://www.selfloan.state.mn.us)
- Minnesota College Savings Plan: [www.mnsaves.org](http://www.mnsaves.org)
- Get Ready Program: [www.getready.state.mn.us](http://www.getready.state.mn.us)
Please direct students to the student inquiry number below to avoid encountering voice mail.

Student Inquiries and Supplies
In the Twin Cities metropolitan area, call (651) 642-0567
Outside the metropolitan area, call 1-800-657-3866
TTY: 1-800-627-3529
FAX: (651) 642-0675

• State financial aid information
• Status of state program applications
• State application procedures
• Supplies

Main OHE Web Page: www.ohe.state.mn.us

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• Annie Workman
  SELF Loan
  (651) 642-0567 Option 2
  Angelique.Workman@state.mn.us
<table>
<thead>
<tr>
<th>#</th>
<th>Program Name</th>
<th>Procedures</th>
<th>Statutes</th>
<th>Rules</th>
<th>Appendices</th>
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<tr>
<td>1</td>
<td>Common Definitions</td>
<td>July 2016</td>
<td>May 2016</td>
<td>June 2005</td>
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<td>2</td>
<td>Minnesota State Grant Program</td>
<td>July 2016</td>
<td>May 2016</td>
<td>December 2003</td>
<td>July 2016</td>
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<td>4</td>
<td>Postsecondary Child Care Grant Program</td>
<td>July 2016</td>
<td>May 2016</td>
<td>July 2005</td>
<td>July 2016</td>
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<tr>
<td>5</td>
<td>Public Safety Officer’s Survivor Grant Program</td>
<td>July 2016</td>
<td>May 2014</td>
<td>December 2003</td>
<td>July 2016</td>
</tr>
<tr>
<td>7</td>
<td>Minnesota GI Bill</td>
<td>July 2016</td>
<td>May 2014</td>
<td></td>
<td>July 2016</td>
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<tr>
<td>8</td>
<td>Minnesota Indian Scholarship</td>
<td>July 2016</td>
<td>May 2014</td>
<td></td>
<td>July 2016</td>
</tr>
<tr>
<td>9</td>
<td>Greater Minnesota Internship Tax Credit Program</td>
<td>July 2016</td>
<td>May 2016</td>
<td></td>
<td>July 2016</td>
</tr>
<tr>
<td>10</td>
<td>Minnesota Tribal College Supplemental Grant Assistance Program</td>
<td>July 2016</td>
<td>May 2013</td>
<td></td>
<td>July 2016</td>
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</table>
### Minnesota State Financial Aid Programs
#### General Eligibility Requirements Chart 2016-2017

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>MN GI Bill</th>
<th>MN Indian Scholarship</th>
<th>Postsecondary Child Care Grant</th>
<th>Reciprocity</th>
<th>Safety Officer's Survivors Grant</th>
<th>SELF Borrower</th>
<th>SELF Co-signer</th>
<th>State Grant</th>
<th>State Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. citizenship or permanent resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Minnesota resident per MS 136A.101 Subd. 8 (includes undocumented students qualifying under MN Dream Act or receiving DACA status prior to establishing MN residency)</td>
<td>X</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td></td>
<td>X**</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Minimum enrollment status (number of credits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>No bachelor's degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Amount of full-time postsecondary education allowed prior to ineligibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making satisfactory academic progress****</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not in default on federal or state student loan</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not receiving MFIP benefits</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not in sectarian program</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has dependent child 12 or younger with child care expenses (14 if disabled)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial need</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>HS graduate/GED or 17 years old at time of disbursement</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attending Minnesota school</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not in arrears on child support</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program leads to degree, certificate or diploma</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not receiving reciprocity benefits to attend a Minnesota school</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not owe OHE for State Grant overpayment</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>One-quarter American Indian ancestry</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</tr>
</tbody>
</table>

* Uses 136A101 but also provides residency to spouse of MN resident.
** SELF borrower attending outside Minnesota must meet state residency requirement.
*** A student may work one term of non-enrollment or less than half-time enrollment per aid year.
**** Student is allowed one extra term of eligibility if student withdrew from college after December 31, 2002, for active military service or due to a major medical illness while under the care of a physician. Graduate students are eligible.
***** SELF program allows schools to define satisfactory academic progress. Other programs use the definition in Minnesota Statutes 136A.101, Subd. 10, which adopts the definition of satisfactory academic progress used for Title IV federal financial aid programs. Special language in 136A.101 Subd. 10 for students enrolled in approved programs for intellectual disabilities.
****** MN GI Bill has a unique budget and benefit amount calculator. Please contact the Minnesota Office of Higher Education for additional information.

NOTE: This chart is not intended as an exhaustive list of requirements for all state programs but shows how the general state eligibility requirements apply to state aid programs.
## Calendar of Financial Aid Events and Reporting Deadlines

<table>
<thead>
<tr>
<th>Program</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Grant</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
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<tr>
<td></td>
<td>July 15 – Submit DDS batch containing leading summer term payment activity</td>
<td>August 1 – Schools with fall starts must report first DDS batch for new year</td>
<td>August 31-DDS end of year deadline for prior aid year. End of year balance and final DDS batch must be submitted by this date.</td>
<td>October 1 – August/September fall starts, report fall payment activity</td>
<td>October 15 – Late starts, report fall payment activity</td>
<td></td>
</tr>
<tr>
<td>Work Study</td>
<td>15% initial allocation disbursed</td>
<td>Year End Report for previous aid year due first working day after the 9th</td>
<td>35% final allocation disbursed</td>
<td>First refund/reallocation</td>
<td>Remaining 50% of final allocation disbursed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initial allocation adjusted based on prior year’s utilization rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postsecondary Child Care Grant</td>
<td></td>
<td>Year End Report for previous aid year due first working day after the 9th</td>
<td>50% final allocation disbursed</td>
<td>First refund/reallocation</td>
<td>Remaining 50% of final allocation disbursed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initial allocation adjusted based on prior year’s utilization rate</td>
<td></td>
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</tr>
<tr>
<td>Safety Officer’s Survivor Grant</td>
<td>All awards are disbursed by academic term</td>
<td></td>
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<tr>
<td>MN GI Bill</td>
<td>Previous aid year refunds due August 30</td>
<td>Initial allocation disbursed</td>
<td></td>
<td>First refund/reallocation</td>
<td></td>
<td></td>
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<tr>
<td>MN Indian Scholarship</td>
<td>Priority Application Deadline July 1</td>
<td>Online Award/Payment Rosters available regularly</td>
<td></td>
<td></td>
<td></td>
<td>Must be verified prior to disbursements</td>
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</table>
# Calendar of Financial Aid Events and Reporting Deadlines

<table>
<thead>
<tr>
<th>Program</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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</thead>
<tbody>
<tr>
<td>State Grant</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
<td>Submit one DDS batch per month</td>
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<tr>
<td></td>
<td>January 15 – Submit winter quarter</td>
<td></td>
<td>March 1 – January/February</td>
<td>April 15 – Late start spring term payment</td>
<td></td>
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<tr>
<td></td>
<td>payment activity</td>
<td></td>
<td>spring starts, report spring payment</td>
<td>activity reported</td>
<td></td>
<td></td>
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<tr>
<td>Work Study</td>
<td>Second refund/reallocation</td>
<td>Program participation forms are sent out</td>
<td>Third refund/reallocation</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Refunds returned after March 1 will affect</td>
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<td></td>
<td></td>
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<td>utilization rate</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Initial allocations calculated for next aid</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>year</td>
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<tr>
<td>Postsecondary Child Care Grant</td>
<td>Second refund/reallocation</td>
<td>Program participation forms are sent out</td>
<td>Third refund/reallocation</td>
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<td>Initial allocations calculated for next aid</td>
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<td></td>
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<td>year</td>
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<tr>
<td>Safety Officer’s Survivor Grant</td>
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<td></td>
<td>All awards are disbursed by academic term</td>
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<td>MN GI Bill</td>
<td>Remaining initial allocation disbursed</td>
<td>Second refund/reallocation</td>
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<tr>
<td>MN Indian Scholarship</td>
<td>Refund due from fall terms by January 15</td>
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<td></td>
<td>Online Award/Payment Rosters available</td>
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<td>regularly</td>
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<td></td>
<td>Must be verified prior to disbursements</td>
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