



State Financial Aid Manual Teacher Candidate Grant

June 28, 2019

Authors

Megan FitzGibbon

State Financial Aid Manager

Tel: 651.355.0606

megan.fitzgibbon@state.mn.us

Joanna Moua

Financial Aid Administrator

Tel: 651.355.0613

joanna.moua@state.mn.us

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 Office of Higher Education staff for use in administering the Teacher Candidate Grant. It is subject to all subsequent changes in both federal and Minnesota state laws and regulations governing this 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 (OHE) 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.

Program Objective

To provide postsecondary financial assistance to eligible students enrolled in Minnesota teacher preparation programs during one term in which the student is completing a required 12-week or more student teaching experience. The program has two goals. One, to encourage individuals, particularly those who belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce, to become teachers. Two, to encourage students to teach in Minnesota in designated license field and geographical shortage areas.

Definitions

Complete Application

Complete applications must include the following:

1. Student Section including all the required information that is signed and dated;
2. Completed Free Application for Federal Student Aid (FAFSA) or Minnesota Dream Act application; and
3. College or University Section completed by an authorized representative at the college or university you attend that includes all of the required information.

Financial Need

Having remaining need after the student's term Expected Family Contribution (EFC) and the amount of all grant, scholarship, or other non-loan funding received for the term is subtracted from the student's term federal Title IV Cost of Attendance.

Priority Application Deadline

The date the application is set as a cut-off date for applications to be processed. Applications will still be accepted after this date, but they may not receive an award depending on funding available.

Reserve Funds

The total percentage of elementary and secondary students who belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce as reported by the Minnesota Department of Education is used to determine the amount of funds reserved for applicants who identify on the application as belonging to a racial or ethnic group underrepresented in the Minnesota teacher workforce.

Shortage Area

A license field or economic development region within Minnesota defined as a shortage area by the Department of Education using data collected for the teacher supply and demand report under section 127A.05, subdivision 6, or other surveys conducted by the Department of Education that provide indicators for teacher supply and demand.

Eligibility

Postsecondary Institutions

To be eligible, a postsecondary institution must:

- a. Offer an eligible Minnesota Professional Educator Licensing and Standards Board (MN PELSB) approved teacher preparation program.

Student Eligibility

1. Be enrolled in a Minnesota teacher preparation program approved by the MN PELSB that requires at least 12 weeks of student teaching in order for the teacher candidate to be recommended for a Tier 3 license;
 - a. Students may have already obtained an initial teaching license in another field but must still be completing a 12 week or longer student teaching experience and be enrolled in a program leading to a Tier 3 license in a new field.

2. Must be completing an eligible student teaching experience in the term applying to receive grant.
 - a. Student teaching experience location can be in another state or in a private or non-profit childcare/early childhood center as long as it is approved by the institution.
3. Intend to teach in an identified shortage area or belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce;
 - a. Shortage areas are annually identified by the Minnesota Department of Education (MDE).
 - b. Any applicant who belongs to a racial or ethnic group other than White Non-Hispanic, as identified on the application, is considered as belonging to a racial or ethnic group underrepresented in the Minnesota teacher workforce.
4. Meet Satisfactory Academic Progress (SAP) as defined by the institution;
5. Complete a Free Application for Federal Student Aid (FAFSA) or MN Dream Act application for aid year;
6. Not be in default on a federal or state student loan; and
7. Demonstrate [financial need](#).

Application Process

1. A complete application must be on file in order for student to be eligible to receive funds.
2. Complete application includes:
 - a. Completed student portion of the TCG Application (See Appendix 1).
 - i. Signed by student.
 - No typed student signatures are accepted.
 - Faxed or scanned images of applications with physical student signatures are accepted
 - b. Completed institution portion of the TCG Application (See Appendix 1).
 - i. Signed by an authorized representative of the institution.

- ii. Institutions should not submit an institution form if a student has not completed the financial aid process at their institution. This includes students who have not yet submitted a FAFSA/MN Dream Act Application or have outstanding verification or conflicting information documentation to submit.
 - iii. Institutions should submit an institution form if a student has completed all of the necessary steps at the institution to receive financial aid regardless of whether or not the college has established tuition and fees for the upcoming year, has the ability to provide a complete and final institution form or can issue an award letter.
 - iv. Some estimated information may be submitted on initial institution forms if the institution is unable to obtain the actual information. For example, if the institution has not established tuition and fees or Cost of Attendance for the upcoming year, an estimated amount can be used but must be updated with accurate information as soon as possible to ensure awards are calculated accurately for eligible students.
 - v. Institutions are required to review and update the institution form for awarded students before approving the disbursement, at the time of disbursement and after disbursement to ensure students continue to demonstrate financial need. Institutions can contact the Office directly to make updates to the institutional form information or submit an updated institutional section of the application to the Office.
- 3. Complete Application Date is the date all documentation needed for a complete application has been submitted to OHE.
 - 4. Students who submit complete applications but who do not meet one or more eligibility requirement are notified by the Office of Higher Education.
 - 5. Institutions are regularly sent an email with a report of all applications received listing the institution. The report includes the application information, application complete date (if complete), eligibility status, and award status of each application.

Priority Application Deadlines

Priority application deadlines are set for each term as a cutoff date for the processing of applications. Applications received by the priority deadline are considered on-time.

Applications will still be accepted after the priority dates but students are much less likely to be awarded depending on the availability of funds.

Amount of Available Funds

1. Reserve: The total percentage of elementary and secondary students who belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce as reported by the Minnesota Department of Education is used to determine the amount of funds reserved for applicants who identify on the application as belonging to a racial or ethnic group underrepresented in the Minnesota teacher workforce.
 - a. Students who belong to any racial or ethnic group other than White Non-Hispanic are considered to belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce.
 - b. The percentage is calculated annually and will be shared on an annual basis to institutions.
2. The amount of available funds for the fiscal year is separately allocated by term. One-third to fall terms and two-thirds to spring/summer terms.
3. The Reserve percentage is applied to the amount of available funds for each term.

Award Process

1. Award amounts are based on the student's unmet financial need using the following calculation:

Student's Total Cost of Attendance Used for Federal Financial Aid Programs for the term in which the student is applying for the grant.

- Expected Family Contribution (from FAFSA/MN Dream Act Application)
- Federal Pell Grant
- Federal SEOG Grant
- Minnesota State Grant
- All other grants or scholarships

= Teacher Candidate Grant Award Amount

(Based on Award Amount Guidelines)

- a. Student's total Cost of Attendance is the federal Title IV Cost of Attendance which is used for federal financial aid programs and includes tuition, fees, books, supplies, transportation, room and board and miscellaneous expenses.
 - b. Gift aid included in the calculation includes, but is not limited to:
 - i. Federal Pell Grant
 - ii. Federal SEOG Grant
 - iii. Federal TEACH Grant
 - iv. Minnesota State Grant
 - v. Minnesota Postsecondary Child Care Grant
 - vi. Minnesota GI Bill
 - vii. Tribal Scholarships
 - viii. Institutional Scholarships or Grants
 - ix. All other scholarships or grants
 - x. Tuition waivers
 - c. Federal or Minnesota work study funds should not be included in the calculation unless institution has first consulted with OHE and OHE has indicated it can be included.
 - d. Federal, state or private student loans are excluded from the calculation.
2. Award amount guidelines:
- a. Maximum award amount is \$7,500.
 - b. OHE may reduce award amounts based on the amount of available funding.
3. Award is for one term only and must be awarded for a term in which student is completing an eligible student teaching experience.
- a. Institution should not spread funds over more than one term even if student teaching experience is over more than one term.
4. Complete applications from eligible students are divided by term (Fall or Spring/Summer) and then into two groups:

- a. Applicants who identified on the application as belonging to a racial or ethnic group underrepresented in the Minnesota teacher workforce (Group A).
 - b. Applicants who did not identify on the application as belonging to a racial or ethnic group underrepresented in the Minnesota teacher workforce (Group B).
5. Each group of applications is then sorted by the date the [Complete Application Date](#).
 - a. If there are multiple applications with identical completion dates, those applications are further sorted by family income as reported on the FAFSA/MN Dream Act application. Students with lower family incomes are awarded first.
6. Awards are made to Group A for each term until:
 - a. All eligible applicants with complete applications who identified on the application as belonging to a racial or ethnic group underrepresented in the Minnesota teacher workforce are awarded; or
 - b. All reserve funds for the term are awarded.
7. Any remaining reserve funds after all eligible applicants from Group A are awarded can be used to make awards to Group B.
8. If there are eligible applicants in Group A after all reserve funds are awarded, those remaining applications are combined and sorted with Group B.
 - a. If there are multiple applications with identical completion dates, those applications are further sorted by family income as reported on the FAFSA/MN Dream Act application. Students with lower family incomes are awarded first.

Disbursement Process

1. Institutions are regularly sent an email with an award/payment roster.
2. Institutions must review for accuracy and update, if needed, the current institutional form for each student on the award roster before the payment date listed on the award roster. This is to ensure that the student's award amount is accurate before funds are disbursed.
3. Institutions must notify OHE if a student is ineligible before the payment date listed on the award roster.
 - a. For students who are not eligible, institution must indicate reason for ineligibility.
4. Disbursements are made directly to the eligible postsecondary institution.

5. Funds are transferred to the postsecondary institution via EFT.
6. Institution may not make a payment to a student for a payment period or term until the student has registered for classes during that payment period or term.
7. 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.
8. 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 began the eligible student teaching experience.
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.
10. All related disbursement guidelines used for the State Grant program apply to TCG 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.

Institutional Refund Process

1. If a recipient fails to enroll or meet a program eligibility requirement (including completion of the eligible student teaching experience), the entire grant must be returned to OHE within 30 days of the receipt of funds at the institution or when the recipient's ineligibility is determined whichever is later.
2. Institutions are required to review and make any necessary updates to the Institution Form throughout the award year for all recipients and within 30 days of any changes and make any necessary refunds or contact OHE to determine if funds from one term can be transferred to another term or if a refund is necessary.
3. Refunds must be returned with written documentation that, at a minimum, indicates the individual student for which the refund is being made, the amount of the refund, the aid year and term for which the refund should be applied and the reason for refund.
 - a. Institutions may choose to use the Refund Return Form provided by OHE (Appendix 2).
4. Refunded money is available for awards to other eligible applicants.

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 the 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 TCG 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.

Student Eligibility

The postsecondary institution must have written documentation showing that the student met all eligibility requirements as described in the 'Student Eligibility' section in this chapter.

- a. Exception: documentation of the student's identification as belonging to a racial or ethnic group underrepresented in the Minnesota teacher workforce is provided on the student form and maintained by OHE.

Appendices

Appendix A: Minnesota Statutes Governing Teacher Candidate Grant

[136A.1275 TEACHER CANDIDATE GRANTS.](#)

Subdivision 1. Establishment.

(a) The commissioner of the Office of Higher Education must establish a grant program for student teaching stipends for low-income students enrolled in a Board of Teaching-approved teacher preparation program who intend to teach in a shortage area after graduating and receiving their teaching license or belong to an underrepresented racial or ethnic group.

(b) "Shortage area" means a license field or economic development region within Minnesota defined as a shortage area by the Department of Education using data collected for the teacher supply and demand report under section 127A.05, subdivision 6, or other surveys conducted by the Department of Education that provide indicators for teacher supply and demand.

Subd. 2. Eligibility.

To be eligible for a grant under this section, a teacher candidate must:

(1) be enrolled in a Board of Teaching-approved teacher preparation program that requires at least 12 weeks of student teaching in order to be recommended for a full professional teaching license;

(2) demonstrate financial need based on criteria established by the commissioner under subdivision 3;

(3) intend to teach in a shortage area or belong to an underrepresented racial or ethnic group; and

(4) be meeting satisfactory academic progress as defined under section 136A.101, subdivision 10.


Subd. 3. Administration; repayment.


(a) The commissioner must establish an application process and other guidelines for implementing this program, including repayment responsibilities for stipend recipients who do not complete student teaching or who leave Minnesota to teach in another state during the first year after student teaching.


(b) The commissioner must determine each academic year the stipend amount up to \$7,500 based on the amount of available funding, the number of eligible applicants, and the financial need of the applicants.

(c) The percentage of the total award reserved for teacher candidates who identify as belonging to an underrepresented racial or ethnic group must be equal to or greater than the total percentage of students of underrepresented racial or ethnic groups as measured under section 120B.35, subdivision 3. If this percentage cannot be met because of a lack of qualifying candidates, the remaining amount may be awarded to teacher candidates who intend to teach in a shortage area.

Appendix B: Teacher Candidate Grant Application

 OFFICE OF HIGHER EDUCATION Phone: (651) 642-0567 Toll Free: (800) 657-3866 Fax: (651) 642-0675	Minnesota Teacher Candidate Grant Application	
	2019-2020	
	Instructions	
	Page 1	
Read instructions before completing application. Incomplete applications will not be processed. Return the application to: Minnesota Teacher Candidate Grant Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108-5227		
Priority Deadlines		
Fall 2019: August 16th, 2019		Spring/Summer 2020: December 13th, 2019
All awards are based on funds availability. Eligible students with complete applications on file by the dates above will be considered for awards in the specified term. After all available funds have been awarded, completed applications will be placed on a waiting list. Applications will still be accepted after these dates but students are much less likely to be awarded.		
Complete Application Checklist		
In order for your application to be considered complete , your application must include the following: <input type="checkbox"/> Student Section including all the required information that is signed and dated <input type="checkbox"/> Completed Free Application for Federal Student Aid (FAFSA) or Minnesota Dream Act application <input type="checkbox"/> College or University Section completed by an authorized representative at the college or university you attend that includes all of the required information		
Program Information		
The Minnesota Teacher Candidate Grant provides postsecondary financial assistance to eligible students enrolled in Minnesota teacher preparation programs during one term in which the student is completing a required 12-week or more student teaching experience. On a funds available basis, selected undergraduate and graduate students may receive awards of up to \$7,500 . Applicants must intend to work in an identified shortage area and/or belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce to be eligible.		
Eligibility		
To be eligible, teacher candidates must, at a minimum: <ul style="list-style-type: none"> • Be enrolled in a Minnesota teacher preparation program approved by the MN Professional Educator Licensing and Standards Board (PELSB) that requires at least 12 weeks of student teaching in order for the teacher candidate to be recommended for a Tier 3 license; • Intend to teach in an identified shortage area or belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce (see www.ohe.state.mn.us/teachercandidategrant for details); • Be meeting Satisfactory Academic Progress (SAP) requirements as defined by the institution; • Complete a Free Application for Federal Student Aid (FAFSA) or MN Dream Act application for aid year; and • Demonstrate financial need. 		
Questions??		
<ul style="list-style-type: none"> • If you need assistance filling out this application or have any questions, please contact us at: Telephone Number (800) 657-3866 or (651) 642-0567 • You can also submit email inquiries to info.ohe@state.mn.us. • Be sure to specify your inquiry is related to the Minnesota Teacher Candidate Grant Program. 		

 OFFICE OF HIGHER EDUCATION Phone: (651) 642-0567 Toll Free: (800) 657-3866 Fax: (651) 642-0675	Minnesota Teacher Candidate Grant Application 2019-2020 Instructions Page 2
Important Information	
<ul style="list-style-type: none"> • Grants are awarded, in part, based on the date your application is complete. • A percentage of award funds are reserved for eligible applicants who belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce. • Teacher Shortage Areas are annually identified by PELSB and include shortage areas based on the license field and the location where the applicant intends to teach after receiving license. • Recipients who do not complete the student teaching experience may be required to repay the award and if possible, recipients should contact the financial aid office before withdrawing. 	
Teacher Licensure Field – Question 17 of the application	
List the <u>teacher licensure field(s)</u> in which you will be recommended for a Tier 3 license after completing the student teaching experience during the term you are applying for the grant. Examples: Elementary Education, Special Education: Academic and Behavioral Strategist, Communication Arts and Literature, etc.	
Notice to Applicants	
Alternate Format Available	
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 (800) 657-3866 or (651) 642-0567.	
Social Security Number	
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. The Social Security number will be used by the Minnesota Office of Higher Education (MOHE) 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 Teacher Candidate Grant program for such purposes as processing the application form, program evaluation, and reporting. You are being advised that disclosure of your Social Security number is voluntary. However, failure to submit your Social Security number may prevent further processing of this form.	
Use of Data	
Pursuant to Minnesota Statutes, Sec. 13.04, subd. 2, you are hereby informed that the information supplied in this form may be used as follows: (1) in the processing and verification of the data supplied to determine your eligibility for this program; and (2) for compilation and analysis of summary data relative to this program. Private data, including identifying information, will not be disclosed under Minnesota Statutes, Sec. 13.32, unless otherwise stated by statute or at the request of the Legislative Auditor. You are not required to provide the information supplied in this form. However, failure to submit requested data may prevent further processing of this form. The information supplied in this form may be shared with other public and private individuals and entities in order to use the information for the purposes specified above.	
Family Education Rights and Privacy Act of 1974 (FERPA)	
FERPA pertains specifically to education records of students, affording them certain rights with respect to those records. Education records are records that directly relate to a student and are maintained by an institution or a party acting as an institution. FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education (34 C.F.R. 99.1). Almost all postsecondary institutions, both public and private, generally receive such funding and must comply with FERPA. Under FERPA, students are given three primary rights: (1) inspect and review their education records; (2) have some control over the disclosure of information from their education records; (3) and seek to amend incorrect education records.	

 OFFICE OF HIGHER EDUCATION Phone: (651) 642-0567 Toll Free: (800) 657-3866 Fax: (651) 642-0675	Minnesota Teacher Candidate Grant Application				
	2019-2020				
	Application				
	Page 1 – Student Section				
Application Info					
1. Check the term for which you are applying to receive this grant (you must be completing an eligible student teaching experience in this term to be eligible for an award)				<input type="checkbox"/> Fall 2019 <input type="checkbox"/> Spring or Summer 2020	
Student Info – All Information Required					
2. Name (Last, First, Middle)			3. Social Security Number		
4. Mailing Address			5. E-Mail Address		
6. City	7. State	8. Zip Code	9. Telephone Number () -		
10. Permanent Address (if different from mailing address)		11. City	12. State	13. Zip Code	
14. College or University					
Race and Ethnicity – Optional					
Questions in this section are optional however teacher candidates who belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce are given priority in the awarding process.					
15. Are you Hispanic or Latino?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
16. Select one or more of the following races:	<input type="checkbox"/> American Indian or Alaska Native				
	<input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander				
	<input type="checkbox"/> Black or African American <input type="checkbox"/> White				
Teacher Licensure Field and Student Teaching Experience Placement Info – Optional					
Questions in this section are optional. If you are selected for an award, your college or university will be required to provide the information before any payment.					
17. Teacher Licensure Field (See Instructions)					
18. School/Location					
STUDENT CERTIFICATION AND PERMISSION FOR RELEASE OF INFORMATION					
Please check the box next to each statement indicating that you understand the statement:					
<input type="checkbox"/> I give permission to my college and MOHE to verify the information provided on this application and to obtain information for all funding sources relating to this application.					
<input type="checkbox"/> I give permission to my college and/or MOHE to enter the information from this application onto the web-based application on my behalf.					
<input type="checkbox"/> I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I promise to provide a written report to MOHE of any changes.					
<input type="checkbox"/> I understand this form is used to establish eligibility for 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 that any changes in my FAFSA, MN Dream Act Application, Pell Grant, MN State Grant, or other state or federal financial aid may cause my grant award to be adjusted.					
<input type="checkbox"/> I understand that all awards are subject to the availability of funds.					
<input type="checkbox"/> I certify that I have read and understand the Notice to Applicants section in the form instructions.					
Applicant Signature			Date		



Phone: (651) 642-0567
Toll Free: (800) 657-3866
Fax: (651) 642-0675

Minnesota Teacher Candidate Grant Application

2019-2020

Application

Page 2 – College or University Section

Student Info

Student Name	Social Security Number (last 4 digits)
College or University Name	Federal School Code

Financial Aid Office Verification of Student Status – All Information Required

Is the student a Minnesota Resident Student for State Financial Aid purposes? (Student does not have to be a Resident Student to be eligible. Information will be used for program evaluation)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this an initial or updated version of this form?	<input type="checkbox"/> Initial	<input type="checkbox"/> Updated
Current degree student is seeking:	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Graduate/Master's <input type="checkbox"/> Post-Baccalaureate	
Current Student FA Eligibility Status:	<input type="checkbox"/> Eligible <input type="checkbox"/> Academic Suspension <input type="checkbox"/> In Default on Federal or State Loan <input type="checkbox"/> Other	

Academic Information – Information Required for Payment

In which teacher licensure field(s) will the student be recommended for a Tier 3 license after completing this student teaching experience?	
Location of the student teaching experience? (if not located in MN, also list state and/or country of the placement location)	

Financial Aid Office Student Budget Data – All Information Required

Important:	Only include information for 1 term in which the applicant is completing an eligible student teaching experience. List grants, scholarships, and institutional aid the student is receiving or expected to receive. Do not list state or federal work-study or federal, state, or private loans.		
Term	<input type="checkbox"/> Fall 2019	<input type="checkbox"/> Spring 2020	<input type="checkbox"/> Summer 2020
Start and End Date	From:	To:	Title IV Cost of Attendance (COA) for this term: \$
Resources (Term Only)	Parent Contribution: \$	Student Contribution: \$	Total Resources (EFC): \$
	Assessed Need (COA – EFC)		\$
	Pell Grant		\$
	SEOG		\$
	MN State Grant		\$
List all other federal, state, college, institutional, private, or other grants and scholarships the student is receiving or is expected to receive. Include the name of each grant/scholarship. Do not complete if student has not completed the FA process at your institution.			\$
			\$
			\$
			\$
IMPORTANT: If balance is \$0 or negative, student is not eligible to receive an award			Balance: \$

Financial Aid Office Certification

College or University Authorized Representative Name:	
Signature	Date

Appendix C: 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 and MN GI Bill 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:	Phone Number:
Name of College:	Date Completed:
School Code:	

*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.