

# MN Indian Scholarship Program Administration in MNAid

Nicole Strowbridge, State Program Administrator

# Agenda

- Eligibility
- Awarding
- SAI
- MNAid Timeline
- MNAid Features
- Processing

# General Eligibility Requirements

- Possess one-fourth or more American Indian ancestry OR be an enrolled member or citizen of a federally-recognized American Indian tribe or Canadian First Nation
- MN Resident Student
- Completed FAFSA on file
- Enrolled at least  $\frac{3}{4}$  time as an undergraduate OR  $\frac{1}{2}$  time as a graduate student in an education program leading to a certificate, diploma, or degree at an accredited postsecondary institution in MN
- Meeting Satisfactory Academic Progress (SAP)
- Are not in default on a federal or state student loan or, if in default, have regained eligibility for federal or state student aid
- Qualify for either a Pell or State Grant and demonstrate financial need as an undergraduate student OR demonstrate financial need as a graduate student

# Awarding

- Annual award amount is up to \$4,000 per academic year for undergraduate students and up to \$6,000 per academic year for graduate students.
- Eligible students may receive awards in up to 3 semesters, 4 quarters, or the equivalent during an award year.
  - Students enrolled in two-year degree, certificate, or diploma programs are limited to 3 annual awards or the equivalent.
  - Students enrolled in four-year degree programs are limited to 5 annual awards or the equivalent.
  - Students enrolled in graduate or professional degree programs are limited to 5 annual awards or the equivalent.
    - An annual award may include one eligible summer term, which will count towards the equivalent annual maximums.
    - Students may receive up to 10 annual awards or the equivalent in a lifetime (5 annual awards at undergraduate level + 5 annual awards at graduate level).
    - Students may receive the scholarship for only one degree per educational level and one terminal graduate degree.

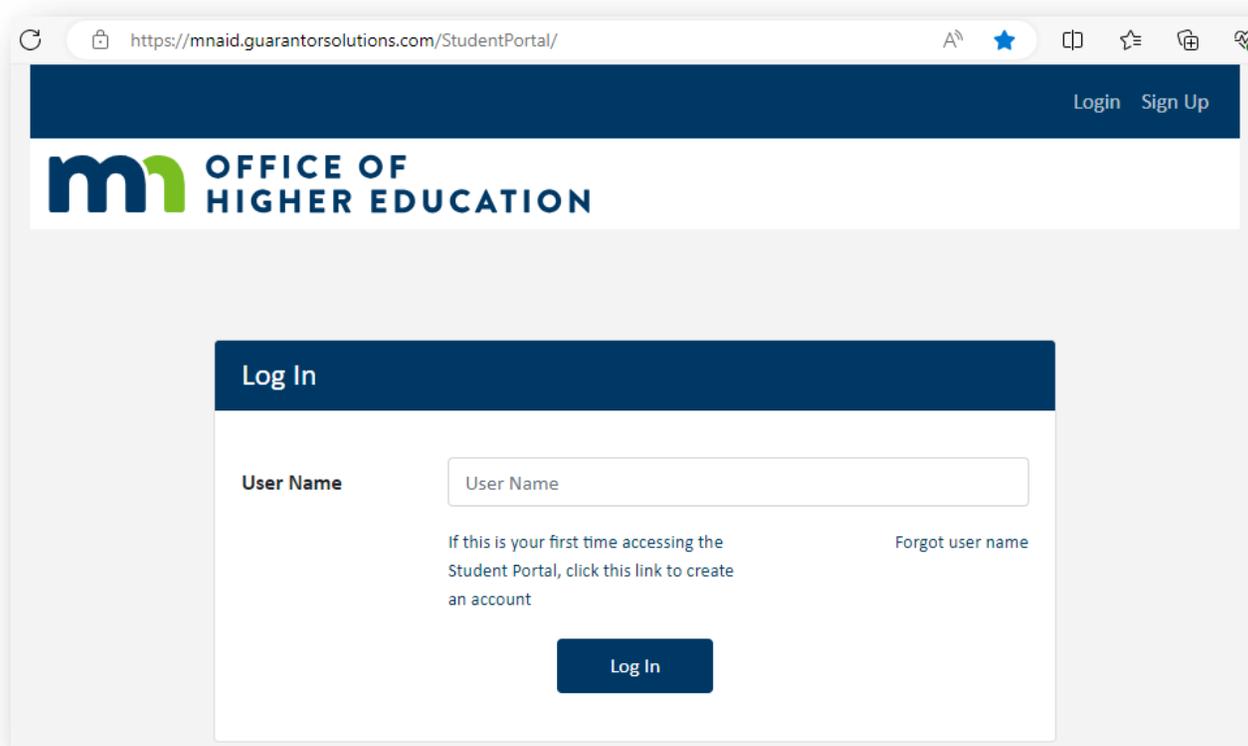
- Negative SAI's cannot increase COA
- Negative SAI's must be treated as 0 in MISP financial data calculation
  - Users will be prohibited from entering a negative SAI
- In students best interest to be packaged with full year awards (i.e. Fall and Spring) in order to spread out SAI over the year
  - Except in cases when it is known a student is only attending a single term, graduating after a single term, or for mid-year transfers
- Schools should record in MNAid the SAI they are using in their FAMS system.

# MNAid Timeline

- Schools emailed February 2 regarding request for data of users needing to be set up with MISP Access in MNAid
- 2024-2025 MISP student application went live February 15
  - 447 Applications submitted as of June 5th
- Conversion of prior data started June 3, anticipated complete June 15
- 2024-2025 Priority deadline July 1
- Early August, priority applicants will begin receiving award notices

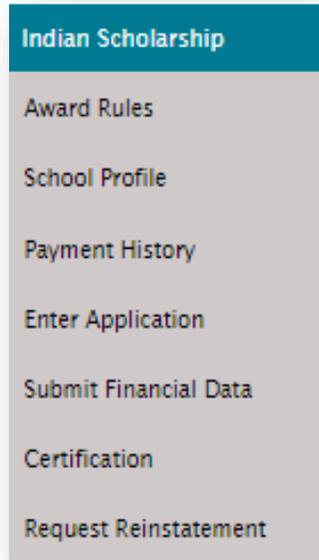
# Student Application

<https://mnaid.guarantorsolutions.com/StudentPortal/>



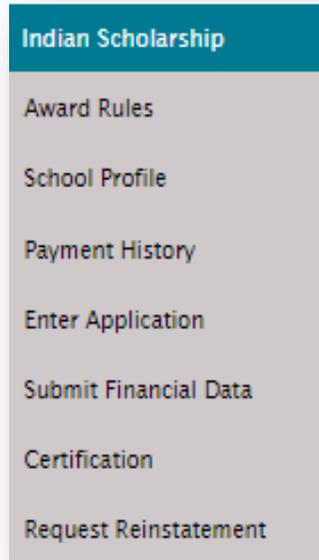
The screenshot shows a web browser window with the URL <https://mnaid.guarantorsolutions.com/StudentPortal/>. The page features a dark blue header with "Login" and "Sign Up" links. Below the header is the logo for the "OFFICE OF HIGHER EDUCATION" with a stylized "m" and "h" in green and blue. The main content area is a light gray box containing a "Log In" form. The form has a dark blue header with the text "Log In". Below this is a "User Name" label and a text input field containing the placeholder text "User Name". To the right of the input field is a link that says "Forgot user name". Below the input field is a paragraph of text: "If this is your first time accessing the Student Portal, click this link to create an account". At the bottom of the form is a dark blue button with the text "Log In".

# MNAid Features – Indian Scholarship Menu



- Award Rules
  - Application available/cut off dates, certification dates, maximum awards
- School Profile
  - School Term Start and End dates and MISP School Contacts
  - **Important for School to review**
- Payment History
  - Previously known as “View Payment Roster”

# MNAid Features – Indian Scholarship Menu

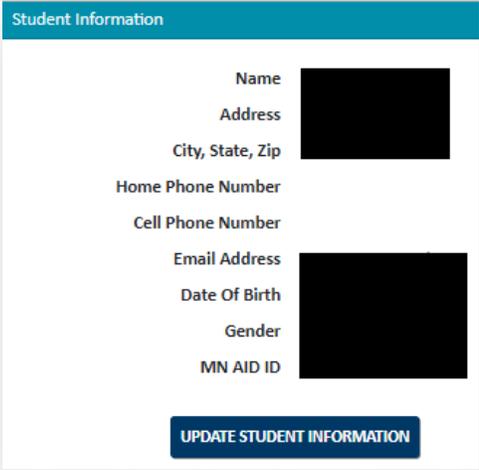
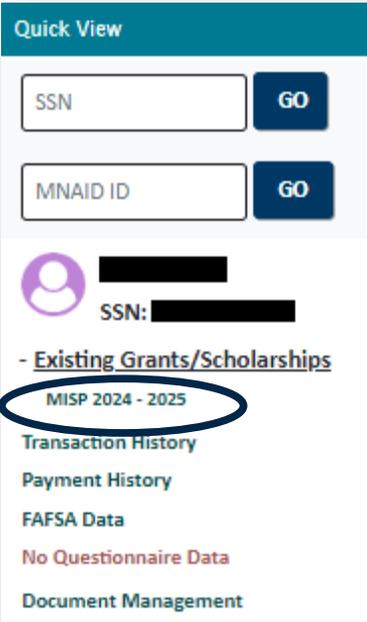


- Enter Application
  - Ability for school user to enter data from a completed MISP application
- Submit Financial Data
  - Previously referred to as “Submit Budget”
- Certification
  - Previously referred to as “Award Roster”
- Request Reinstatement
  - Option to request reinstatement of MISP award previously declined

# MNAid Features – Quick View Menu

## Application Record Contents

- Current application status
  - Eligible, Ineligible, or Pending Financial Data
  
- Student information
  - Contact information
  - School has ability to update



# MNAid Features – Quick View Menu

Quick View

SSN

MNAID ID

   
SSN: 

[- Existing Grants/Scholarships](#)

**MISP 2024 - 2025**

[Transaction History](#)

[Payment History](#)

[FAFSA Data](#)

[No Questionnaire Data](#)

[Document Management](#)

- Comments
  - For school use
  - Stored in Transaction History

Comments

- Payment Information
  - Term Awards
  - Cumulative Award Total
  - Program Level Usages

Payment Information

Term	Institution	Status	Amount	Disb Date
Fall		Paid	\$2,000.00	1/10/2024
Spring		ReadyToCertify	\$2,000.00	n/a
Program Totals				
	Total Cumulative Award	\$4,000.00		
	Total Associates or Below Assistance Used	0.0000		
	Total Bachelors Degree Assistance Used	0.5000		
	Total Graduate Degree Assistance Used	0.0000		

# MNAid Features – Quick View Menu

**Quick View**

SSN  **GO**

MNAID ID  **GO**

   
SSN: 

[- Existing Grants/Scholarships](#)

**MISP 2024 - 2025**

[Transaction History](#)

[Payment History](#)

[FAFSA Data](#)

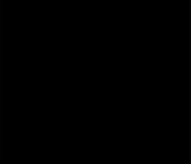
[No Questionnaire Data](#)

[Document Management](#)

- Application Information

- Application Date
- Prior names provided
- Tribal Affiliation
- Pell/State Grant Override

**Application Information**

Current Institution		Winter Institution	
Summer1 Institution		Spring Institution	
Fall Institution		Summer2 Institution	

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Prior Names	n/a	Application Date	4/29/2024
Intend to Enroll in Teacher Prep	No	Pell & State Grant Override	n/a
MN Residency	Yes	Maximum Assistance Override	n/a
Enrollment Book Reviewed	No	Tribal Affiliation	Enrolled in Tribe
		Tribal Verification - Enrollment Membership	<a href="#">View</a>
		Historical Reports Reviewed	No

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Fond du Lac Member	No	Other Tribe Name #1	n/a
Grand Portage Member	No	Other Tribe Location #1	n/a
Leech Lake Member	No	Other Tribe Name #2	n/a
Lower Sioux Member	No	Other Tribe Location #2	n/a
Mille Lacs Member	No	Other Tribe Name #3	n/a
Nett Lake/Bois Forte Member	Yes	Other Tribe Location #3	n/a
Prairie Island Member	No	Other Tribe Name #4	n/a
Red Lake Member	No	Other Tribe Location #4	n/a
Shakopee Sioux Member	No		
Upper Sioux Member	No		
White Earth Member	No		

# MNAid Features – Quick View Menu

Quick View

SSN

MNAID ID

   
SSN: 

- Existing Grants/Scholarships

**MISP 2024 - 2025**

Transaction History

Payment History

FAFSA Data

No Questionnaire Data

Document Management

## Financial Data

- Previously referred to as the “Budget”
- Entries made by a school official
- Available terms based on school profile data
- Can update data for terms not yet certified

Financial Data

	Summer1	Fall	Winter	Spring	Summer2	Total
Enrollment Status	<i>n/a</i>	Full-time	<i>n/a</i>	Full-time	Not Enrolled	<i>n/a</i>
Degree Seeking	<i>n/a</i>	Bachelors	<i>n/a</i>	Bachelors	<i>n/a</i>	<i>n/a</i>
Cost Of Attendance (COA)	0	15000	0	15000	0	30000
Student Aid Index (SAI)	0	0	0	0	0	0
PELL Grant	0	3895	0	3895	0	7790
Minnesota State Grant	0	2545	0	2545	0	5090
Federal SEOG	0	600	0	600	0	1200
Tribal Scholarships/Grants	0	3000	0	3000	0	6000
Other State/Federal Aid	0	0	0	0	0	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	0	0	0	0	0	0
Institutional Grants, Scholarships, and Waivers	0	1000	0	1000	0	2000
<b>Remaining Need (calculated)</b>	<b>0</b>	<b>3960</b>	<b>0</b>	<b>3960</b>	<b>0</b>	<b>7920</b>
Manual Adjustment Amount	0	0	0	0	0	0

# MNAid Features – Quick View Menu

Quick View

SSN

MNAID ID

   
SSN: 

[- Existing Grants/Scholarships](#)

**MISP 2024 - 2025**

[Transaction History](#)

[Payment History](#)

[FAFSA Data](#)

[No Questionnaire Data](#)

[Document Management](#)

- Payment Information

- Term Awards
- Status
- Program Totals

Payment Information

Term	Institution	Status	Amount	Disb Date
Fall		Paid	\$2,000.00	1/10/2024
Spring		ReadyToCertify	\$2,000.00	n/a

Program Totals

Total Cumulative Award	\$4,000.00
Total Associates or Below Assistance Used	0.0000
Total Bachelors Degree Assistance Used	0.5000
Total Graduate Degree Assistance Used	0.0000

# MNAid Features – Quick View Menu

## Transaction History

Quick View

SSN

MNAID ID

SSN:

- [Existing Grants/Scholarships](#)

MISP 2024 - 2025

**Transaction History**

Payment History

FAFSA Data

State Grant Questionnaire Data

Document Management

- Provides complete listing of:
  - Application History
  - Changes (old value to new value)
  - User data attached to change
- Saved comments from application

Academic Year 2024 to 2025							
Date	Program	Field	Old Value	New Value	Source	User Type	User
5/6/2024	MISP	COMMENT:			Comment	School	
		Testing comments section.					
4/29/2024	MISP	EligibilityStatus	Ineligible	Pending Financial Data	Eligibility	Agency	
4/29/2024	MISP	EligibilityStatus		Ineligible	Eligibility	Agency	
3/19/2024	State Grant	EligibilityStatus		Eligible	Eligibility		

# MNAid Features – Quick View Menu

## Payment History

Quick View

SSN

MNAID ID

   
SSN: 

[- Existing Grants/Scholarships](#)  
MISP 2024 - 2025

Transaction History  
**Payment History**  
FAFSA Data  
State Grant Questionnaire Data  
Document Management

- Provides complete listing of:
  - Date of Program Payment
  - Term of Payment
  - Refunds listed as an Adjustment with a negative amount

Academic Year 2023 - 2024							
Date	Batch Number	Program	Institution	Term	Type	Units Paid	Amount
2023/09/15		Indian Scholarship		Fall	Adjustment		-\$784.00
2023/09/15		Indian Scholarship		Fall	Payment		\$2000.00

# MNAid Features – Quick View Menu

## Document Management

Quick View

SSN

MNAID ID

SSN:

- Existing Grants/Scholarships

MISP 2024 - 2025

Transaction History

Payment History

FAFSA Data

State Grant Questionnaire Data

**Document Management**

- Allows schools to attach ancestry documentation to MISP file
  - Select Form Type, Aid Program, Chose File, then Upload Form.
  - Can repeat process to upload up to 5 separate documents as needed.
  - Student also has same access when logged in to their MNAid Portal.

Manage Form

Aid Program: All

Please be advised the name of your file may be visible to the student.

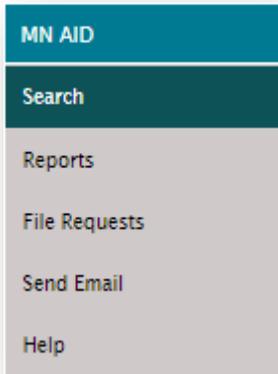
Allowable file types are PDF, JPG, GIF, TIF, and PNG with a file size limit of 5mb.

Form Type

Aid Program

Choose File

# MNAid Features – Search Menu



- Can utilize Search tool to search for single students or groups of students.
  - To see all MISP applicants for an Academic Year, can search by applicable Academic Year and Indian Scholarship Aid Program
  - If further narrowing of results, can use Search Type field to select a variety of application status or by payment status
  - Results will appear on this page.

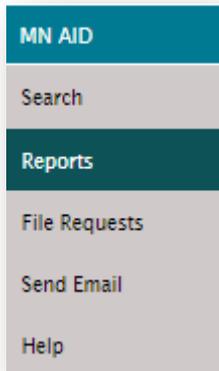
A screenshot of the 'Search' page. It features a teal header with the word 'Search'. Below the header, there are three main sections: 'Student Search Criteria', 'Additional Search Criteria', and 'Sort Criteria'. Each section contains several input fields for search parameters. At the bottom, there are two buttons: 'SUBMIT CRITERIA' and 'RESET CRITERIA'.

Student Search Criteria	
Unique MN AID ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Date of Birth	<input type="text"/>
SSN First 5	<input type="text"/>
SSN Last 4	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

Additional Search Criteria	
Academic Year	<input type="text"/>
Aid Program	<input type="text"/>
Search Type	<input type="text"/>
No Award Reason	<input type="text"/>

Sort Criteria	
Sort By	<input type="text"/>

# MNAid Features – Reports Menu



- Can utilize Reports tool to download a complete excel report of all applicants.
  - To see all MISAP applicants for an Academic Year, can search by Indian Scholarship Program and applicable Academic Year.
  - This will generate a downloadable excel report of all applicants from the institution with their application status, date of application, and awards per term.
  - This report offers the most comprehensive view of applicants at an institution.

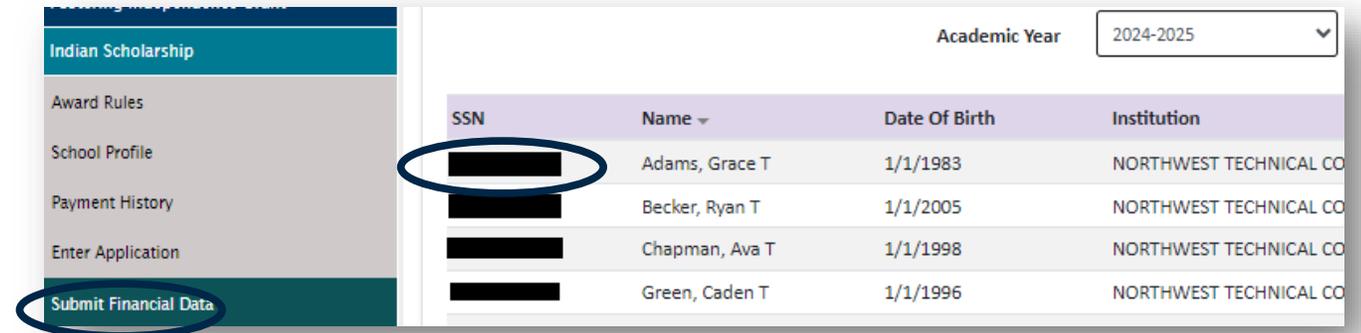
The screenshot shows the 'MNAid Report Options' interface. At the top, there are two tabs: 'Activity Reports' (circled in red) and 'Rosters'. A dropdown menu is open under 'Activity Reports', listing various report options. 'Student Data Report' is highlighted and circled in red. To the right of the dropdown, there is a description: 'Report of information for students who attend the selected school for the selected academic year and aid program.' Below the dropdown, there are three dropdown menus for selection: 'Program' (set to 'Indian Scholarship'), 'Academic Year' (set to '2024-2025'), and 'School' (with a blacked-out selection). A blue 'GENERATE REPORT' button is located at the bottom. At the very bottom, a pink banner contains a warning: 'Please be aware! The information you are accessing may display the student's Social Security Number (SSN) and should be considered confidential.'

## Submitting Financial Data

- Institutions should submit financial data if a student has completed all of the necessary steps to receive financial aid regardless of whether or not the college has:
  - Established tuition and fees for the upcoming year;
  - The ability to provide a complete and final financial data sheet; or
  - Can issue a financial aid offer letter.
- Institutions should not submit financial data if a student has not completed the financial aid process at the institution.
  - This includes students who have outstanding verification or conflicting information documentation to submit.
- Priority deadline for students is July 1

## Submitting Financial Data

- In the MNAid Indian Scholarship Menu, the Submit Financial Data menu will list all students for the selected academic year who:
  - have submitted a FAFSA for the academic year, and
  - have approved ancestry documentation on file.
- When the student has completed all of the necessary steps to receive financial aid, the financial data should be submitted.
- Select the student SSN to open the Submit Financial Data window.



The screenshot shows the MNAid Indian Scholarship Menu. The 'Submit Financial Data' option is highlighted in the left-hand menu. The main content area displays a table of students for the selected academic year, 2024-2025. The table has columns for SSN, Name, Date Of Birth, and Institution. The SSN column is circled in blue, and the 'Submit Financial Data' menu item is also circled in blue.

SSN	Name	Date Of Birth	Institution
[REDACTED]	Adams, Grace T	1/1/1983	NORTHWEST TECHNICAL CO
[REDACTED]	Becker, Ryan T	1/1/2005	NORTHWEST TECHNICAL CO
[REDACTED]	Chapman, Ava T	1/1/1998	NORTHWEST TECHNICAL CO
[REDACTED]	Green, Caden T	1/1/1996	NORTHWEST TECHNICAL CO

# Processing

## Submitting Financial Data

- Must indicate if student is a MN Resident
- Term start dates are pre-filled based on terms dates entered in school profile.
- An enrollment status must be entered for each term (those with a white background).
- Enter SAI as calculated by your FAMS system.
- Emergency Financial Assistance no longer counted as OFA effective for 2024-2025.
- Must still notify MISP administrator if student would qualify for Pell and/or State Grant in any eligible term based on their SAI and enrollment level but does not because they have reached the maximums in either program or previously earned a bachelor's degree.
- Select Save when entries are complete. Once data is saved, the student will no longer appear on the Submit Financial Data page, but will need to have their financial data updated if any subsequent changes occur.

Student is a MN Resident

	Summer1	Fall 8/22/2024	Winter	Spring 1/9/2025	Summer2 5/15/2025
Enrollment Status	<input type="text"/>				
Degree Seeking	<input type="text"/>				
Cost Of Attendance (COA)	<input type="text" value="0"/>				
Student Aid Index (SAI) - if negative, enter zero	<input type="text" value="0"/>				
PELL Grant	<input type="text" value="0"/>				
Minnesota State Grant	<input type="text" value="0"/>				
Federal SEOG	<input type="text" value="0"/>				
Tribal Scholarships/Grants	<input type="text" value="0"/>				
Other State/Federal Aid	<input type="text" value="0"/>				
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	<input type="text" value="0"/>				
Institutional Grants, Scholarships, and Waivers	<input type="text" value="0"/>				

Please notify the MISP administrator if this student would qualify for Pell and/or State Grant in any eligible term based on their SAI and enrollment level but does not qualify for an award because they have reached the maximums in either program or previously earned a bachelor's degree.

## Awarding

- Once financial data has been submitted schools can begin to check for awards by viewing either:
  - Indian Scholarship Certification Menu (view by single terms only)
  - MNAid Reports, Student Data Report (view by full academic year)

The screenshot shows the 'Online Certification INDIAN SCHOLARSHIP' page for Northwest Technical College - Bemidji. The page includes a navigation menu on the left with options like 'MN AID', 'State Grant', 'Dream Act', 'Fostering Independence Grant', 'Indian Scholarship', 'Award Rules', 'School Profile', 'Payment History', 'Enter Application', 'Submit Financial Data', and 'Certification'. The main content area has a header 'Online Certification INDIAN SCHOLARSHIP' and a sub-header 'NORTHWEST TECHNICAL COLLEGE - BEMIDJI'. Below this, there are two dropdown menus: 'Please select the Academic Year' (set to 2024-2025) and 'Please select Academic Term' (set to Fall). A 'CERTIFICATION ROSTER' button is located at the bottom of the form.

The screenshot shows the 'MNAID Report Options' page. The navigation menu on the left includes 'MN AID', 'Search', 'Reports', 'File Requests', 'Send Email', 'Help', 'State Grant', 'Dream Act', 'Fostering Independence Grant', 'Indian Scholarship', 'Student Teacher Grants', 'North Star Promise', 'Postsecondary Child Care Grant', and 'Quick View'. The main content area has a header 'MNAID Report Options' and a sub-header 'Activity Reports Rosters Forms'. A dropdown menu is open, showing a list of reports: 'NSP File Output Report', 'School Totals Report', 'School Users Report', 'State Grant Audit Report', 'State Grant File Output Report', 'State Grant Questionnaire Report', 'State Grant\NSP Mismatch Report', 'Student Data Report' (highlighted), 'Student Unit Count Report', and 'Units Greater Than Threshold'. Below the dropdown, there are three dropdown menus: 'Program' (set to Indian Scholarship), 'Academic Year' (set to 2024-2025), and 'School' (set to NORTHWEST TECHNICAL COLLEGE- BEMIDJI). A 'GENERATE REPORT' button is located at the bottom of the form.

# Processing

## Certification

- In the MNAid Indian Scholarship Menu, the Certification menu will list all students for the selected academic year and academic term who have MISP awards pending school approval.
- Compare the Financial Data shown in the record to the information within your FAMS system.
  - If data is incomplete, return to the MISP application and make all necessary updates.
  - If data is complete and you approve of the payment being issued, select Yes to Certify.
  - If student is not eligible due to not meeting SAP, select No and enter SAP Not Met under Additional Options.
  - For all other prior No reasons, you must update the Financial Data.
  - If you're not ready to indicate either Yes or No, student can remain in a pending status.
  - Once done with responses, select Save.
- If a student appears in gray without the ability to certify their payment, this means there is a prior term in the academic year that they have an award for that hasn't been certified. Response for the prior award will be required first.
- Only users with Administrator Access can certify.

**Online Certification**  
**INDIAN SCHOLARSHIP**

**FALL 2024-2025**

Please select the Academic Year 2024-2025 ▼

Please select Academic Term Fall ▼

CERTIFICATION ROSTER

Enrollment Status	Full-time
Degree Seeking	Bachelors
Cost of Attendance (COA)	\$15,000.00
Student Aid Index (SAI)	\$0.00
PELL Grant	\$3,895.00
Minnesota State Grant	\$2,545.00
Federal SEOG	\$600.00
Tribal Scholarships/Grants	\$3,000.00
Other State/Federal Aid	\$0.00
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	\$0.00
Institutional Grants, Scholarships, and Waivers	\$1,000.00
Manual Adjustment Amount	\$0.00

If any of the Financial Data is incorrect, please access the student's Indian Scholarship record to make updates.

Certify	Name ▼	SSN	Financial Data	Enrollment Status	Award Amount	Additional Options
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	[REDACTED]	[REDACTED]	View	FullTime	\$2,000.00	

Certify	Name ▼	SSN	Financial Data	Enrollment Status	Award Amount	Additional Options
<input type="radio"/> Pending <input type="radio"/> Yes <input checked="" type="radio"/> No	[REDACTED]	[REDACTED]	View	FullTime	\$2,000.00	SAP Not Met ▼    0.00

If student is not Not Enrolled, you must update the Financial Data

## Requesting Reinstatement

- In the MNAid Indian Scholarship Menu, the Request Reinstatement menu will enable a school to submit a request to OHE to reinstate an award that had been declined.
- Select the applicable Academic Year, the Term, and then Ok.
- The list of applicants who previously had an award declined by the school will open. Check the Request Reinstatement box and select Save.
- The request will then go to the OHE administrator to review for possible reinstatement.
  - If approved, the student will be placed back on the school certification roster and the school would need to complete the steps necessary to certify the award.

The dialog box is titled "Select School and Term" and is for the "Indian Scholarship" program. It contains the following elements:

- Header: "Select School and Term" (dark blue background)
- Sub-header: "For Program: Indian Scholarship" (green background)
- Academic Year: A dropdown menu showing "2024 - 2025".
- School Selection: A dropdown menu with a blacked-out selection.
- Term: A dropdown menu showing "Fall".
- Buttons: "OK" (dark blue) and "CANCEL" (dark green).

Name	SSN	Reason Not Awarded	Request Reinstatement
[Redacted]	[Redacted]	SAPNotMet	<input checked="" type="checkbox"/>

Page 1 of 1

By selecting Save, I am requesting reinstatement for the students selected. If approved these students will be placed back on the certification roster.

Buttons: "SAVE" (dark blue) and "CANCEL" (dark green).

# Processing

## Payment

- In the MNAid Indian Scholarship Menu, the Payment History menu will display an Academic Year break down of:
  - Total Paid Payments per term
  - Total Pending Payments per term
  - Payment history by date
    - Ability to select the Batch Number to see student data for each payment or refund.
- This page may be useful to your Business Office staff, view only rights can be set up.
- MISP MNAid users will receive a payment confirmation email when a payment has been processed. Once processed, it can take up to 2 weeks for funds to arrive at the school.

Current Balance: \$6,000.00 Change Academic Year

**Academic Year 2024-2025**

**Term Balances**

	Summer 1	Fall	Winter	Spring	Summer 2	Total
Advances	\$0.00	(\$6,000.00)	\$0.00	\$0.00	\$0.00	(\$6,000.00)
Payments	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$12,000.00
Balance	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00

**Payment History**

Date	Batch Number	Warrant/EFT Number	Program	Term	Type	Payment Amount
6/4/2024	SW1562400001		Indian Scholarship	Fall	Term Payment	\$6,000.00
<b>Total:</b>						<b>\$6,000.00</b>

**Payment Batch Detail**  
**INDIAN SCHOLARSHIP**  
Fall 2024-2025  
Batch # SW1562400001  
6/4/2024

**Name** **MN AID ID** **Amount To Pay**

██████████	██████████	\$2,000.00
██████████	██████████	\$2,000.00
██████████	██████████	\$2,000.00
<b>Total:</b>		<b>\$6,000.00</b>

## Updating Financial Data

- For any term that has not had an MISP award paid yet, schools can continue to edit the financial data in an MISP application.
  - These terms contain a white background.
- In this example, changes to both the Fall and Spring terms could be made.

White Earth Member No

Update Financial Data

Student is a MN Resident

	Summer1	Fall 8/26/2024	Winter	Spring 1/13/2025	Summer2 5/19/2025
Enrollment Status	<input type="text"/>	<input type="text" value="Full-tir"/>	<input type="text"/>	<input type="text" value="Full-tir"/>	<input type="text" value="Not En"/>
Degree Seeking	<input type="text"/>	<input type="text" value="Bachel"/>	<input type="text"/>	<input type="text" value="Bachel"/>	<input type="text"/>
Cost Of Attendance (COA)	<input type="text" value="0"/>	<input type="text" value="12405"/>	<input type="text" value="0"/>	<input type="text" value="12405"/>	<input type="text" value="0"/>
Student Aid Index (SAI) - if negative, enter zero	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
PELL Grant	<input type="text" value="0"/>	<input type="text" value="3850"/>	<input type="text" value="0"/>	<input type="text" value="3850"/>	<input type="text" value="0"/>
Minnesota State Grant	<input type="text" value="0"/>	<input type="text" value="2450"/>	<input type="text" value="0"/>	<input type="text" value="2450"/>	<input type="text" value="0"/>
Federal SEOG	<input type="text" value="0"/>	<input type="text" value="700"/>	<input type="text" value="0"/>	<input type="text" value="700"/>	<input type="text" value="0"/>
Tribal Scholarships/Grants	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other State/Federal Aid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="0"/>
Institutional Grants, Scholarships, and Waivers	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>

CANCEL SAVE

## Updating Financial Data

- In this example, as indicated by the gray background, payment has already been made for the Fall term.
- If changes were necessary in the Spring only portion of the financial data, schools can continue to edit the financial data in the MISP application.
  - The OHE administrator will notify the campus if these changes result in any refund of the prior Fall payment.

Upper Sioux Member No  
Whit

### Update Financial Data

Student is a MN Resident

	Summer1	Fall 8/22/2024	Winter	Spring 1/9/2025	Summer2 5/10/2025
Enrollment Status	<input type="text"/>	<input type="text" value="Full-tir"/>	<input type="text"/>	<input type="text" value="Full-tir"/>	<input type="text" value="Not Er"/>
Degree Seeking	<input type="text"/>	<input type="text" value="Bachel"/>	<input type="text"/>	<input type="text" value="Bachel"/>	<input type="text"/>
Cost Of Attendance (COA)	<input type="text" value="0"/>	<input type="text" value="12405"/>	<input type="text" value="0"/>	<input type="text" value="12405"/>	<input type="text" value="0"/>
Student Aid Index (SAI)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
PELL Grant	<input type="text" value="0"/>	<input type="text" value="3850"/>	<input type="text" value="0"/>	<input type="text" value="3850"/>	<input type="text" value="0"/>
Minnesota State Grant	<input type="text" value="0"/>	<input type="text" value="2450"/>	<input type="text" value="0"/>	<input type="text" value="2450"/>	<input type="text" value="0"/>
Federal SEOG	<input type="text" value="0"/>	<input type="text" value="700"/>	<input type="text" value="0"/>	<input type="text" value="700"/>	<input type="text" value="0"/>
Tribal Scholarships/Grants	<input type="text" value="0"/>	<input type="text" value="1800"/>	<input type="text" value="0"/>	<input type="text" value="1800"/>	<input type="text" value="0"/>
Other State/Federal Aid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>
Institutional Grants, Scholarships, and Waivers	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="0"/>

CANCEL SAVE

# Processing

	Summer1	Fall 8/22/2024	Winter	Spring 1/9/2025	Summer2 5/10/2025
Enrollment Status	▼	Full-tir ▼	▼	Full-tir ▼	Not Er ▼
Degree Seeking	▼	Bachel ▼	▼	Bachel ▼	▼
Cost Of Attendance (COA)	0	12405	0	12405	0
Student Aid Index (SAI)	0	0	0	0	0
PELL Grant	0	3850	0	3850	0
Minnesota State Grant	0	2450	0	2450	0
Federal SEOG	0	700	0	700	0
Tribal Scholarships/Grants	0	1800	0	1800	0
Other State/Federal Aid	0	0	0	0	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	0	1000	0	1000	0
Institutional Grants, Scholarships, and Waivers	0	500	0	500	0

## Updating Financial Data

- Using the same example, if changes were necessary to both the Fall and Spring terms financial data, two steps would be needed.
- For the term that has not had an MISP award paid yet, schools would continue to edit the financial data in the MISP application.
  - The OHE administrator will notify the campus if these changes result in any refund of the prior Fall payment.
- For the Fall term that had an MISP award already paid, schools would go to the payment history and select the payment link to edit the financial data.

Academic Year 2024 - 2025							
Date	Batch Number	Program	Institution	Term	Type	Units Paid	Amount
2024/03/22	██████████	Indian Scholarship	██████████	Fall	Payment		\$2000.00

## Updating Financial Data (cont.)

- Make the appropriate adjustment(s), select the reason for the adjustment(s) in the Reason drop down field, and select Calculate Adjustment.
- Applicable message will display regarding if a return is required or if the change results in no award adjustment.
- Once you verify everything is correct, select Save. This will record the change in the application.

**Enter Adjustment**  
Fall 2024 - 2025

School: [REDACTED]

Program: Indian Scholarship

Enrollment Status: Full-time

Degree Seeking: Bachelors

Cost Of Attendance (COA): 12405

Student Aid Index (SAI): 0

PELL Grant: 3850

Minnesota State Grant: 2450

Federal SEOG: 700

Tribal Scholarships/Grants: 1800

Other State/Federal Aid: 0

Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.): 1000

Institutional Grants, Scholarships, and Waivers: 500

Reason: Changes in Aid Received

**CALCULATE ADJUSTMENT** **CANCEL**

**Enter Adjustment**  
Fall 2024 - 2025

[REDACTED]

The new payment is resulting in a \$0 adjustment. Upon selecting SAVE, your edit to this student will be recorded; there is no change to the MISP award. Click SAVE to continue.

**Enter Adjustment**  
Fall 2024 - 2025

[REDACTED]

The new payment is \$1105 resulting in a \$-895 adjustment. Upon selecting SAVE, your edit to this student will be recorded; a refund to OHE is now required. Complete the OHE Refund Return Form. Click SAVE to continue.

Reason: Changes in Aid Received

**SAVE** **CANCEL**

## Updating Financial Data Exception

- Manual Adjustment Amount

- The Manual Adjustment Amount is an OHE only line item to accommodate awarding MISP to students who have uneven terms of unmet need, ensuring they receive the maximum of their eligibility.

For students who have an entry to the Manual Adjustment Amount line in their financial data:

- If no MISP awards have been paid, schools will be able to continue to update the financial data in the MISP application.
- If MISP award(s) have been paid, schools will be prohibited from making financial data changes. Messaging will appear alerting the school that updates can not be saved. Please email the OHE administrator with the necessary financial data changes and we will make them on your behalf.

Financial Data						
	Summer1	Fall	Winter	Spring	Summer2	Total
Enrollment Status	n/a	Full-time	n/a	Full-time	Not Enrolled	n/a
Degree Seeking	n/a	Bachelors	n/a	Bachelors	n/a	n/a
Cost Of Attendance (COA)	0	12500	0	12500	0	25000
Student Aid Index (SAI)	0	1500	0	1500	0	3000
PELL Grant	0	3250	0	3250	0	6500
Minnesota State Grant	0	2250	0	2250	0	4500
Federal SEOG	0	500	0	500	0	1000
Tribal Scholarships/Grants	0	2000	0	2000	0	4000
Other State/Federal Aid	0	0	0	0	0	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	0	0	0	2000	0	2000
Institutional Grants, Scholarships, and Waivers	0	0	0	0	0	0
Remaining Need (calculated)	0	3000	0	1000	0	4000
Manual Adjustment Amount	0	0	0	1000	0	1000

## Refunds

- Communicate changes to student as timely as possible.
- Funds should be returned within 30 days.
- When issuing a refund, please return funds with the new fillable OHE Refund Return Form PDF.
- Form located here:  
<https://www.ohe.state.mn.us/mPg.cfm?pageID=891>
- When OHE receives the refund, it will be recorded in the payment history within MNAid.

### MN Office of Higher Education Refund Return Form

for Returning End of Year Balances or Returning Individual Student Refunds

#### Returning Individual Student Refund(s)

**School Name:** NORTHWEST TECHNICAL COLLEGE- BEMIDJI (005759-00)

**Academic Year:** 2023-2024

**Aid Program:** MN Indian Scholarship

**Amount:** \$2000.00

**Date Completed:** 06/04/2024

#### Submitted by:

Nicole Strowbridge

Nicole.Strowbridge@state.mn.mn.us

651-355-0608

Student's Name	Student ID	Amount	Term	Reason	Enrollment level at Disbursement	Current Enrollment Level
Shannon Olson	7401212	\$2,000.00	Spring	Other - Other Aid Received	12	12

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

- Other Items/Reminders:
  - Check school profile information
  - MNAid Access. Issues? Adding or Removing users.
  - Will send email when conversion is completed and financial data submissions can occur
  - Continue monitoring student financial data
    - Even for students who don't receive an award. Utilize Student Data Report or other tracking means. Many Tribal offices are also relying on the MISP data for making their awards.
  - New Refund Return Form
  - Training PowerPoint will be added to website
  - MNAid – Help Feature

Nicole Strowbridge

[Nicole.Strowbridge@state.mn.us](mailto:Nicole.Strowbridge@state.mn.us)

(651) 355-0608

Questions?

Please reach out with any questions, concerns, or feedback and you and your students navigate MISP in the MNAid system!