OFFICE OF HIGHER EDUCATION

Submitting and Adjusting Financial Data for the Student Teacher Grants

Submit Financial Data

1. Click on "Submit Financial Data" in the STG menu to view the roster.

| Student Teacher Crants Award Rules | | | Student Teac Submit Fina | her Grants ncial Data |
|------------------------------------|-------------|------------------|-----------------------------|---------------------------------------|
| School Profile | | | A sector in Verse | 2024 2025 |
| Payment History | | | Academic Year | 2024-2025 |
| Enter Application | SSN | Name 👻 | Date Of Birth | Institution |
| Submit Financial Data | xxx-xx-xxxx | Test #1, Tenzin | | UNIVERSITY OF MINNESOTA - TWIN CITIES |
| Certification | XXX-XX-XXXX | Test #3, Cassidy | | UNIVERSITY OF MINNESOTA - TWIN CITIES |
| Quick View | | | | |

LISTO

- 2. Select the SSN of each student listed to access the Financial Data form.
- 3. In the first portion of the Financial Data form, review and verify the following:

| Program | 0316 |
|---|---|
| Student is a MN Resident | ~ |
| Is the student eligible for financial aid (not on SAP suspension)? | ~ |
| Is the student in an eligible teacher preparation program completing an eligible 12 week or longer student teaching experience? | View PELSB approved MN teacher preparation programs |
| Teacher Licensure Field | Elementary Education |
| School/District | Brimhall Elementary/Roseville Area Schools |
| CANCEL | SAVE |

- The MN resident question is referring to the student's eligibility for state financial aid per OHE policy (https://www.ohe.state.mn.us/mPg.cfm?PageID=194). MN residency is not a requirement and only requested for reporting purposes.
- b. Teacher licensure field must be an approved program at the institution. Select the link provided on the financial data form to view the list of approved teacher preparation programs at eligible institutions.
- c. "TBD" can be entered in the School/District field if unknown when filling out the application and the financial data form, but must be updated in the student's STG Record when confirmed.
- d. If you entered "no" to one of the following questions, the second part of the form will not populate:
 - i. Is the student eligible for financial aid?
 - ii. Is the student enrolled in an eligible teacher preparation program and completing at least 12 weeks of student teaching?

| Student Teache Academic Yea | r Grants Record ar 2024-2025 |
|--------------------------------|--|
| SSN: XXX | -xx-xxxx |
| Current STG Status | Ineligible |
| Reason(s) | Not Meeting Satisfactory Academic Progress Ineligible Teacher Preparation Program |

Hit SAVE to update applicant's eligibility status accordingly.

This is an example of the ineligible status and reasons that will appear on the student portal and MNAid if you select "no" to one or both of the questions listed above.

- 4. Once you verify the information in the first part of the form <u>and the student still meets the</u> <u>eligibility requirements</u>, the second part of the form will populate. Enter the Degree, COA, SAI and awarded gift aid for the indicated student teaching term.
 - a. If the start date of student teaching term listed is incorrect, it can be updated in Award Rules.
 - b. When entering SAI:
 - i. Input "0" if it is a negative SAI

- ii. If a student was packaged for two terms, input the divided SAI for the student teaching term
- iii. If a student was packaged for only one term, input the full SAI
- c. <u>Do not include</u> Federal or State Work Study, Federal VA Benefits, or student loans.

| | Fall 9/5/2024 |
|--|------------------|
| Degree Seeking | ~ |
| Cost Of Attendance (COA) | 0 |
| Student Aid Index (SAI) - if negative, enter zero | 0 |
| PELL Grant | 0 |
| Minnesota State Grant | 0 |
| Federal SEOG | 0 |
| Tribal Scholarships/Grants | 0 |
| Other State/Federal Aid | 0 |
| Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.) | 0 |
| Institutional Grants, Scholarships, and Waivers | 0 |
| CANCEL SAVE | 2 |

5. Click SAVE once completed. The student will be removed from the "Submit Financial Data" roster.

Adjustments Prior to Certification

After the submission of financial data, changes can be made in the student's STG Record prior to certification.

1. Go to Quick View and enter the student's SSN or MNAid ID to pull up the student. Then select the "STG 2024-2025" record.

| SSN | GO |
|---|----------------------|
| MNAID ID | GO |
| Tenzin T SSN: XXX | Test #1 X-XX-XXXX |
| - <u>Existing Grants</u> STG 2024 - 2025 | s/Scholarships |
| Transaction Histor | ry |
| Payment History | |
| FAFSA Data | |

2. Navigate to the financial data section and click on "UPDATE FINANCIAL DATA".

| | Fall |
|--|-----------|
| Degree Seeking | Bachelors |
| Cost Of Attendance (COA) | 16516 |
| Student Aid Index (SAI) | 81 |
| PELL Grant | 3698 |
| Minnesota State Grant | 2475 |
| Federal SEOG | 0 |
| Tribal Scholarships/Grants | 0 |
| Other State/Federal Aid | 0 |
| Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.) | 0 |
| Institutional Grants, Scholarships, and Waivers | 2500 |
| Remaining Need (calculated) | 7762 |

UPDATE FINANCIAL DATA

3. Make the necessary changes and hit SAVE.

| Degree Seeking | Bachelors 🗸 |
|--|-------------|
| Cost Of Attendance (COA) | 16516 |
| Student Aid Index (SAI) - if negative, enter zero | 81 |
| PELL Grant | 3698 |
| Minnesota State Grant | 2475 |
| Federal SEOG | 0 |
| Tribal Scholarships/Grants | 0 |
| Other State/Federal Aid | 0 |
| Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.) | 0 |
| Institutional Grants, Scholarships, and Waivers | 5000 |
| CANCEL SAVE | |

- a. The remaining need will recalculate.
- b. If the student was awarded, the grant amount may adjust view the payment information located below the financial data section.

| Term | Institution | Status | Amount | Disb Date |
|------|---------------------|----------------|------------|-----------|
| Fall | AUGSBURG UNIVERSITY | ReadyToCertify | \$5,262.00 | n/a |

In this example, the remaining need decreased which reduced the awarded Student Teacher Grants from \$7,500 to \$5,262.

Adjustments After Disbursement

Once the program fund has been disbursed to the institution for the awarded student(s), any adjustments to the financial data must be made in the student's payment history under "Quick View".

1. Go to Quick View and enter the student's SSN or MNAid ID to pull up the student. Then select the "Payment History".

| SSN | GO |
|--|-------------------|
| MNAID ID | GO |
| Tenzin Te SSN: XXX- | est #1 XX-XXXX |
| - <u>Existing Grants/</u> STG 2024 - 2025 | Scholarships |
| Transaction History | |
| Payment History | |
| FAFSA Data | |

2. Find the payment file for Student Teacher Grants Program and click on the amount listed to access the adjustment form.

| | | | | | _ | |
|--------------|--------------|------------------------|---------------------------------------|------|---------|------------|
| Date | Batch Number | Program | Institution | Term | Туре | Units Paid |
| 9 2024/04/29 | SW1202400001 | Student Teacher Grants | UNIVERSITY OF MINNESOTA - TWIN CITIES | Fall | Payment | |

3. Changes can be made to the Degree, COA, SAI, and gift aid as shown below. Make the necessary adjustments, provide the reason why, and then click on CALCULATE ADJUSTMENT.

| Program | Student Teacher Grants |
|--|------------------------|
| Degree Seeking: | Bachelors 🗸 |
| Cost Of Attendance (COA): | 16516 |
| Student Aid Index (SAI): | 81 |
| PELL Grant: | 3698 |
| Minnesota State Grant: | 2475 |
| Federal SEOG: | 0 |
| Tribal Scholarships/Grants: | 0 |
| Other State/Federal Aid: | 0 |
| Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.): | 0 |
| Institutional Grants, Scholarships, and Waivers: | 2500 |
| Reason: | ~ |
| CALCULATE ADJUSTMENT | CANCEL |

- a. If there are more than one reason, you can just choose one of those reasons from the drop-down list.
- b. When you click on CALCULATE ADJUSTMENT, the changes will not be saved yet. You will need to select the save option in the next step.
- 4. A message will generate to inform you how the payment amount will be affected. Click SAVE to move forward with the adjustments or click CANCEL to clear the adjustments.

| Tenzin 1 | Test #1 |
|---|--|
| XXX-XX | (-XXXX |
| The new payment is \$5262 resulting in a \$ | -2238 adjustment. Click SAVE to continue |
| School | UNIVERSITY OF MINNESOTA - TWIN CITIES |

- a. If the adjustment results in a refund, it must be returned within 30 days. Fill out the MN Refund Return Form at https://www.ohe.state.mn.us/mPg.cfm?pageID=891.
- b. If the adjustments result in an increase of funds, OHE will review and notify the Financial Aid Office if approved.