



July 2016



# **Minnesota Financial Aid Manual**

## **2016-2017 Aid Year**



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## 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.

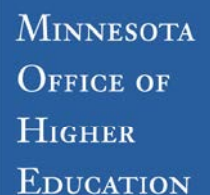
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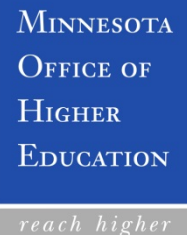
# **Minnesota Office of Higher Education Financial Aid Manual**

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- **Agency Information and Materials**
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  - Agency Phone Numbers
  - Effective Dates of Manual Chapters
  - General Eligibility Requirements Chart
  - Calendar of Financial Aid Events and Deadlines
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- **Minnesota State Grant Program**
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- **Postsecondary Child Care Grant Program**
- **Public Safety Officer's Survivor Grant Program**
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- **Minnesota GI Bill Program**
- **Greater Minnesota Internship Tax Credit Program**
- **Minnesota Tribal College Supplemental Grant Assistance Program**
- **MnSCU Two-Year Occupational Grant Pilot Program**



# Minnesota Office of Higher Education



## 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)

**July 2015**



**Minnesota Office of Higher Education**  
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Revised July 2016

**Address for Refunds: MN Office of Higher Education, P.O. BOX 64449, St. Paul, MN 55164-0449**

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
- State application procedures
- Status of state program applications
- Supplies

**Main OHE Web Page:** [www.ohe.state.mn.us](http://www.ohe.state.mn.us)

**OHE Web Page for Families:** [www.getreadyforcollege.org](http://www.getreadyforcollege.org)

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**Minnesota Office of Higher Education  
Financial Aid Manual**

#	Program Name	Procedures	Statutes	Rules	Appendices
1	Common Definitions	July 2016	May 2016	June 2005	
2	Minnesota State Grant Program	July 2016	May 2016	December 2003	July 2016
3	Minnesota State Work Study Program	July 2016	May 2007	May 2000	July 2016
4	Postsecondary Child Care Grant Program	July 2016	May 2016	July 2005	July 2016
5	Public Safety Officer's Survivor Grant Program	July 2016	May 2014	December 2003	July 2016
6	Student Educational Loan Fund Program	July 2016	May 2015	January 2011	July 2016
7	Minnesota GI Bill	July 2016	May 2014		July 2016
8	Minnesota Indian Scholarship	July 2016	May 2014		July 2016
9	Greater Minnesota Internship Tax Credit Program	July 2016	May 2016		July 2016
10	Minnesota Tribal College Supplemental Grant Assistance Program	July 2016	May 2013		July 2016



# Minnesota State Financial Aid Programs General Eligibility Requirements Chart 2016-2017

Qualifications	MN GI Bill	MN Indian Scholarship	Postsecondary Child Care Grant	Reciprocity	Safety Officer's Survivors Grant	SELF Borrower	SELF Co-signer	State Grant	State Work Study
U.S. citizenship or permanent resident							X		
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)	X	X	X*	X		X**		X	X
Minimum enrollment status (number of credits)		9 (Undergrad) Half Time (Grad)	6 - Undergrads 1 - Grad/Prof			6		3	6***
No bachelor's degree			X - Undergrads NA - Grad/Prof					X	
Amount of full-time postsecondary education allowed prior to ineligibility		Limits based on years of scholarship received	8 full-time semesters for Undergrads. Add'l 8 full-time semesters for Grad/Prof****		10 full-time semesters*****			8 full-time semesters*****	
Making satisfactory academic progress*****	X	X	X			X		X	X
Not in default on federal or state student loan		X	X			X		X	
Not receiving MFIP benefits			X						
Not in sectarian program			X						
Has dependent child 12 or younger with child care expenses (14 if disabled)			X						
Financial need	X*****	X	X					X	X
HS graduate/GED or 17 years old at time of disbursement							24 18 if sibling	X	
Attending Minnesota school	X	X	X		X			X	X
Not in arrears on child support	X							X	
Program leads to degree, certificate or diploma	X	X	X		X	X		X	X
Not receiving reciprocity benefits to attend a Minnesota school	X	X	X					X	X
Not owe OHE for State Grant overpayment								X	
One-quarter American Indian ancestry		X							

\* 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

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

## Calendar of Financial Aid Events and Reporting Deadlines

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