

**GOVERNOR GUINN MILLENNIUM SCHOLARSHIP PROGRAM
AUTHORIZATION TO CORRECT STUDENT RECORD**

If an exception occurs during the semester in which the student is currently enrolled or before the subsequent semester ends, this form is NOT needed and the financial aid office at the institution can make the appropriate adjustment to the student's account through normal procedures. This form is to be used by eligible institutions to document funds disbursed to students who have obtained approval to receive Gov. Guinn Millennium Scholarship funds after the time period mentioned above. (100% REFUNDS and INCOMPLETE GRADES need to be submitted on the form of that title.

Procedures for Exceptions:

- Step 1:** Institution determines that a student is eligible for reimbursement of Governor Guinn Millennium Scholarship funds.
- Step 2:** The financial aid office completes this form and faxes it to the Governor Guinn Millennium Scholarship Program in the Office of the State Treasurer, fax number 702-486-3246.
- Step 3:** The Treasurer's staff reviews the request and documents their determination in MiSL.
- Step 4:** The Treasurer's staff indicates approval or denial on the form, and emails confirmation to the eligible institution.
- Step 5:** Upon receipt of Treasurer's Office approval, the eligible institution provides the student with correction or reimbursement.
- Step 6:** Reconciliations for past terms are provided at the regularly scheduled Term and Annual Reconciliations.

Financial Aid Office:

Eligible Institution: _____

Student Name: _____

MSID#: _____ SSN: _____

Disbursement Amount: _____

Semester Requested for Reimbursement (List Fall and/or Spring and Year): _____

Please explain extenuating circumstances: _____

Signature College Financial Aid Officer Date _____

Printed Name _____
Phone Number

Treasurer's Office:

Treasurer's Office Approval: Yes No If no, reason: _____

Signature Gov. Guinn Millennium Scholarship _____
Date

***Please attach a copy of the student's institution screen for the appropriate term and fax to
(702) 486-3246, attention Christy Thurston.***