

**GOVERNOR GUINN MILLENNIUM SCHOLARSHIP PROGRAM
100 % REFUND AND INCOMPLETE GRADES**

PROCEDURES FOR 100% REFUND*

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.

- Step 1:** Institution determines a student is eligible for a full refund, based upon approval of campus committee, and submits this form to the State Treasurer's Office.
- Step 2:** State Treasurer's office reviews the information.
- Step 3:** Institution processes refund.
- Step 4:** State Treasurer's Office grants student an appeal in MiSL.
- Step 5:** State Treasurer's Office corrects student record in MiSL and records full refund explanation in MiSL under NOTES. An e-mail confirmation is sent to the eligible institution.

Institution: _____

Term: _____ Year: _____

Name (Last, First): _____

MSID#: _____

Dollar Amount (Credited by the Institution) \$ _____ Date Credited: _____

Justification _____

Institution Approval by: _____ Treasurer's Office: _____

*Official documentation for students who receive campus committee approval for an exception to the 100% refund deadline must be submitted prior to the annual reconciliation deadline for that term. State Treasurer's staff will enter information in MiSL NOTES.

PROCEDURES FOR CONVERTING INCOMPLETE GRADES AFTER DEADLINE

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.

- Step 1:** Institution determines a student has had an "incomplete" converted to a letter grade.
- Step 2:** Institution submits this form to State Treasurer's Office.
- Step 3:** State Treasurer's Office manually updates student record and puts explanation in MiSL under NOTES.
- Step 4:** State Treasurer's Office sends an e-mail confirmation to the eligible institution.

Institution: _____

Term: _____ Year: _____

Name (Last, First): _____

MSID#: _____

Dollar Amount (Credited by the Institution) \$ _____ Date Credited: _____

Justification _____

Institution Approval by: _____ Treasurer's Office: _____

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