



MN Indian Scholarship Program Administration in MNAid

MAFAA Spring Conference

Presented by Nicole Strowbridge, OHE State Financial Aid Program Administrator

May 7th, 2025

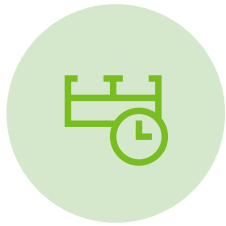
Agenda



ELIGIBILITY



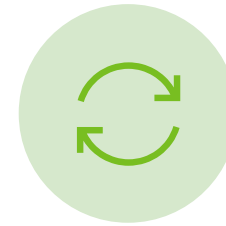
AWARDING



TIMELINE



MNAID
FEATURES

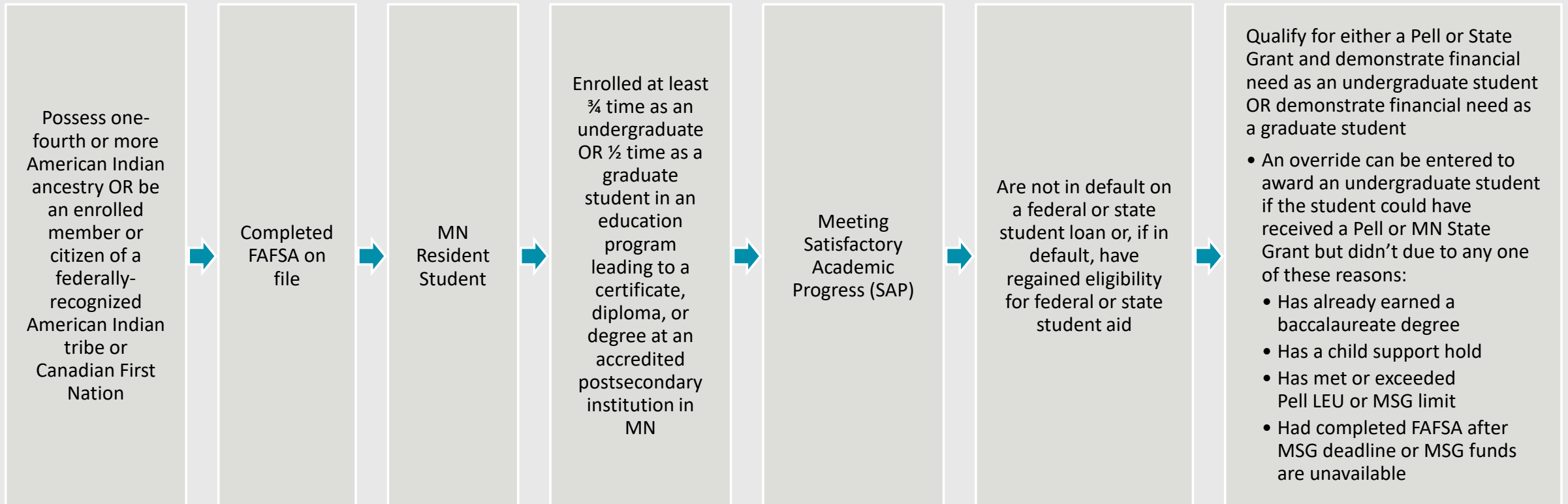


PROCESSING



QUESTIONS

General Eligibility Requirements



Awarding

Standard 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.

- An annual award may include one eligible summer term, which will count towards the equivalent annual maximums.

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.

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.

Awarding Examples



Example #1: Student attends a two-year program at a semester school received MISIP for four semesters. Student now decides to pursue a 4-year degree program.

Calculation of eligibility: The 4-year program level allows a student to receive up to 10 semester awards, but the student has already received 4 semester awards.

$$10 - 4 = 6$$

Result: Student could potentially qualify for up to 6 semester awards for the pursuit of their 4-year degree program.



Example #2: Student attends a 4-year program at a semester school, after attending for two years they received MISIP for four semesters. Student now decides to pursue a two-year degree program.

Calculation of eligibility: The two-year program level allows a student to receive up to 6 semester awards, but the student has already received 4 semester awards.

$$6 - 4 = 2$$

Result: Student could potentially qualify for up to 2 semester awards for the pursuit of their two-year degree program.



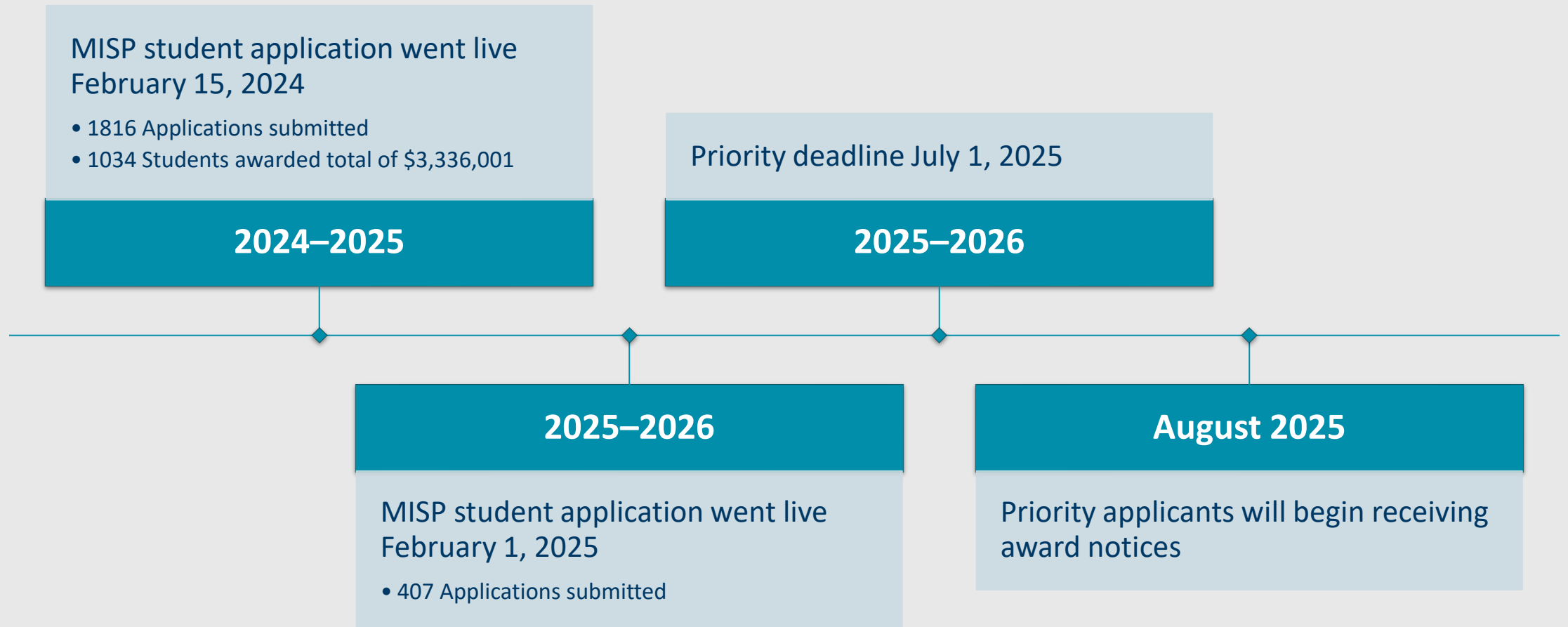
Example #3: Student attends a 4-year program at a semester school, after attending for three years they received MISIP for six semesters. Student now decides to pursue a two-year degree program.

Calculation of eligibility: The two-year program level allows a student to receive up to 6 semester awards, but the student has already received 6 semester awards.

$$6 - 6 = 0$$

Result: Student has no eligibility for any awards for the pursuit of their two-year degree program.

Timeline



MNAid Features – Indian Scholarship Menu

- Indian Scholarship
- Award Rules
- School Profile
- Payment History
- Enter Application
- Submit Financial Data
- Certification
- Request Reinstatement


- | Award Rules | School Profile | Payment History | Enter Application | Submit Financial Data | Certification | Request Reinstatement |
|--|--|---|--|--|---|--|
| <ul style="list-style-type: none">• Application available/cut off dates, certification dates, maximum awards, waitlist information | <ul style="list-style-type: none">• School Term Start and End dates and MISP School Contacts• Important for School to review | <ul style="list-style-type: none">• Payment and refund detail, balances | <ul style="list-style-type: none">• School user may enter the information from a students completed MISP application | <ul style="list-style-type: none">• Display of all MISP applications with a status of “Pending Financial Data” | <ul style="list-style-type: none">• Display of eligible awards for a school to respond to regarding student award eligibility | <ul style="list-style-type: none">• Option to request reinstatement of MISP award that school user previously declined |

MNAid Features – Student Quick View – Application Record

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

Current application status	Student information	Comments	Application Information	Financial Data	Payment Information
<ul style="list-style-type: none">• Eligible, Ineligible, or Pending Financial Data	<ul style="list-style-type: none">• Contact information• School has ability to update	<ul style="list-style-type: none">• For school use• Comments entered are stored and viewed in Transaction History	<ul style="list-style-type: none">• Application Date• Prior names provided• Tribal Affiliation• Pell/State Grant Override	<ul style="list-style-type: none">• Previously referred to the 'budget' information• Entries made by a school official• Available terms based on school profile data• Can update data for terms not yet certified	<ul style="list-style-type: none">• Term awards• Award status• Disbursement dates (OHE)• Program level usage totals

MNAid Features – Search Menu

Search menu allows users to search for single students or groups of students.

- To see all MISP applicants for an Academic Year, search by applicable Academic Year and Indian Scholarship Aid Program
- To further narrow results, use Search Type field to select a variety of application statuses or payment statuses
- Results will appear on this page.

The screenshot displays the 'Search' interface with the following sections:

- Student Search Criteria:** Includes text input fields for Unique MN AID ID, Last Name, First Name, Date of Birth, SSN First 5, SSN Last 4, Phone Number, and Email Address.
- Additional Search Criteria:** Includes dropdown menus for Academic Year (set to 2025-2026), Aid Program (set to Indian Scholarship), and Search Type.
- Sort Criteria:** Includes a dropdown menu for Sort By.
- Buttons:** SUBMIT CRITERIA and RESET CRITERIA.

MNAid Features – Reports Menu

Activity Reports

- Eligible but not Awarded – Displays all applicants who had unmet need, but didn't qualify for an award due to either; not having a Pell or MN State Grant award entered, not having unmet need that met the term minimum, or already meeting the maximum terms of awards at the program level.
- School Totals Report – Displays applications who were either awarded or paid MISP.
- School Users Report – Displays information regarding MNAid users, program access, and level of access.
- Student Data Report – Displays all applicants for the academic year. Includes application status, date of application, and award per term. This is the most comprehensive view of applicants.

MNAID Report Options

Activity Reports

Rosters

Eligible but not Awarded

School Totals Report

School Users Report

Student Data Report

MNAid Features – Reports Menu

Rosters

- Certification Roster – Generates report of all students with awards in a “Ready to Certify” status.
- Payment Roster – Generates report of all students with a payment/adjustment record with a “Paid” status.
- Ready To Pay Roster – Generates report of all students with awards that have had been certified by the school that are now in a “Ready To Pay” status.
- Waitlist Roster – Generates report of all students with a term that has an award in a “Waitlist” status.



Processing – Submit 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.

2025-2026 Priority deadline for students is July 1, 2025.

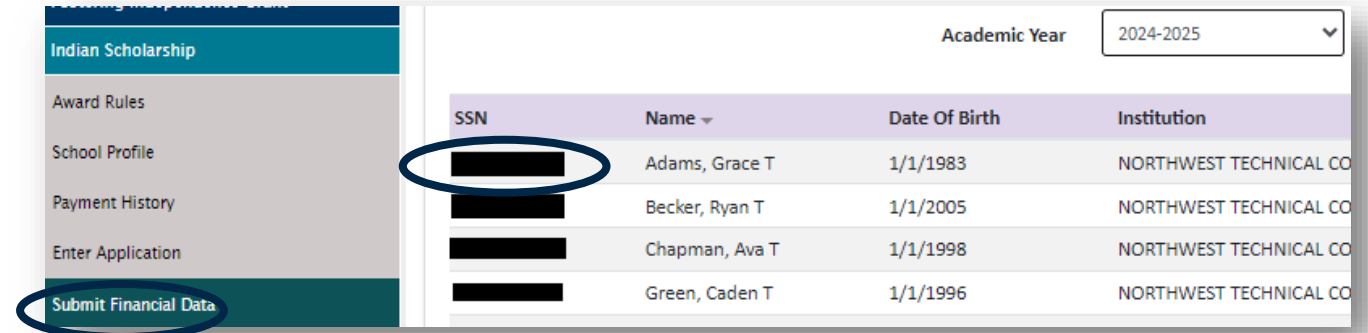
Processing – Submit Financial Data

The Submit Financial Data menu lists all students for the selected academic year who have submitted a FAFSA and have approved ancestry documentation on file.

When the student has completed all the necessary steps to receive financial aid, the financial data should be submitted by the school.

If the student has not applied or has not completed the necessary steps to receive financial aid, the data should not be submitted and the student will remain in the Submit Financial Data menu.

Select the student SSN to open the Submit Financial Data window.



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 – Submit Financial Data

Must indicate if student is a MN Resident

Term start dates are pre-filled based on terms dates entered in school profile and enrollment status must be entered for each of those terms.

Negative SAI must be entered as 0

Split a positive SAI evenly across the terms the student had been packaged with aid for:

If student has been packaged for one term only, enter full SAI to that one term.

If student has been packaged for two terms, split SAI into two between both those terms.

American Indian Scholars Program awards should be entered into the Institutional Grants, Scholarships, and Waivers line.

Emergency Financial Assistance is no longer counted as OFA effective FY25.

Student is a MN Resident

	Summer1	Fall 8/22/2024	Winter	Spring 1/9/2025	Summer2 5/15/2025
Enrollment Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree Seeking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Of Attendance (COA)	<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"/>
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="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Minnesota State Grant	<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"/>
Federal SEOG	<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"/>
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="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Institutional Grants, Scholarships, and Waivers	<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"/>

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.

Processing – Submit Financial Data

Must notify the MISP administrator if data is being provided for an undergraduate student who didn't qualify for a Pell or MN State Grant award who otherwise would've based on their SAI and enrollment level, but didn't because any one of these reasons:

- Has already earned a baccalaureate degree
- Has a child support hold
- Has met or exceeded Pell LEU or MSG limit
- Has submitted a FAFSA after MSG deadline
- MSG funding is unavailable

These students are eligible to receive an override for not having a Pell or MN State Grant award listed in their financial data.

Student is a MN Resident

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

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.

Processing – Submit Financial Data

Follow the Order of Enactment; if student qualifies for one of these other State Aid (Last Dollar or Remaining Need) Programs, do not include these programs in the MISP financial data:

- Student Teacher Grants in Shortage Areas
- Underrepresented Student Teacher Grants
- Aspiring Teachers of Color Scholarship
- Fostering Independence Higher Education Grants
- North Star Promise Scholarship

Select Save when entries are complete. Once data is saved, the student will no longer appear on the Submit Financial Data menu, but the school must continue to update the student financial data 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree Seeking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Of Attendance (COA)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Aid Index (SAI) - if negative, enter zero	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PELL Grant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minnesota State Grant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal SEOG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tribal Scholarships/Grants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other State/Federal Aid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Institutional Grants, Scholarships, and Waivers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Processing - Awards

Schools can view awards by a variety of methods:

- Directly within the student MISP Application Menu
- Indian Scholarship Certification Menu (view by single terms only)
- MNAid > Reports > Activity Reports> Student Data Report (Excel Report)
- MNAid > Reports > Rosters > Certification Roster (Excel Report)

The screenshot shows the 'Online Certification INDIAN SCHOLARSHIP' page for Bemidji State University. The page includes a navigation menu on the left with options like 'MN AID', 'Indian Scholarship', 'Award Rules', 'School Profile', 'Payment History', 'Enter Application', 'Submit Financial Data', 'Certification', and 'Request Reinstatement'. The main content area has a header for 'Online Certification INDIAN SCHOLARSHIP' and 'BEMIDJI STATE UNIVERSITY'. 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 right of the form.

The screenshot shows the 'MNAID Report Options' page for Indian Scholarship. The page has a navigation menu on the left with options like 'MN AID', 'Search', 'Reports', 'File Requests', 'Send Email', 'Help', 'Indian Scholarship', 'Postsecondary Child Care Grant', and 'Quick View'. The main content area has a header for 'MNAID Report Options' and 'Indian Scholarship'. Below this, there are two tabs: 'Activity Reports' and 'Rosters'. The 'Rosters' tab is selected, and a list of report options is displayed: 'Eligible but not Awarded', 'School Totals Report', 'School Users Report', and 'Student Data Report'. Below the list, there are three dropdown menus: 'Program' set to 'Indian Scholarship', 'Academic Year' set to '2024-2025', and 'School' set to 'BEMIDJI STATE UNIVERSITY'. A 'GENERATE REPORT' button is located at the bottom right of the form.

Processing - Awards

In the Certification menu, all students for the selected academic year and academic term who have MISP awards pending school approval will be listed.

Compare the Financial Data shown in the MISP record to the information within your FAMS system.

- If data is incorrect, return to the MISP application and make all necessary updates.
- If data is correct 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.
- If you're not ready to indicate either Yes or No, student can remain in a pending status.
- Once done with responses, must 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.

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	<div style="display: flex; justify-content: space-between; align-items: center;"> SAP Not Met ▼ 0.00 </div> <p style="font-size: x-small; text-align: right; margin-top: 5px;">If student is not Not Enrolled, you must update the Financial Data</p>

Processing - Awards

The Request Reinstatement menu will enable a school to submit a request to OHE to reinstate an award that had they had previously submitted a No certification response to.

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 fields and controls:

- Academic Year: 2024 - 2025 (dropdown menu)
- [Redacted] (dropdown menu)
- Term: Fall (dropdown menu)
- Buttons: OK and CANCEL

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.

SAVE CANCEL

Processing - Awards

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.

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
Total:						\$6,000.00

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
Total:		\$6,000.00

Processing - Updates

Schools must review and update the financial data for students:

- Before certifying the award,
- At the time of disbursement, and
- After disbursement to ensure students continue to demonstrate financial need.

Not having accurate financial data provided for a student is the most common audit finding for the MISP program.

	Summer1	Fall	Winter	Spring	Summer2	Total
Enrollment Status	n/a	Full-time	n/a	Full-time	Not Enrolled	n/a
Degree Seeking	n/a	Graduate	n/a	Graduate	n/a	n/a
Cost Of Attendance (COA)	0	13733	0	13733	0	27466
Student Aid Index (SAI)	0	3535	0	3535	0	7070
PELL Grant	0	0	0	0	0	0
Minnesota State Grant	0	0	0	0	0	0
Federal SEOG	0	0	0	0	0	0
Tribal Scholarships/Grants	0	3600	0	3600	0	7200
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	0	0	0	0	0
Remaining Need (calculated)	0	6598	0	6598	0	13196
Manual Adjustment Amount	0	0	0	0	0	0
Manual Assistance Used	0	0	0	0	0	0

UPDATE FINANCIAL DATA

Processing - Updates

Any of the other financial aid that the student received had changed, or

The COA was changed due to a budget adjustment or enrollment level change, or

A course (or courses) were later:

- withdrawn from prior to the date the MISP award were disbursed to the student account,
- dropped without charge,
- reported as the student had never attended,
- had a backdated LDA to a date prior to the date the MISP award were disbursed to the student account,
- had a backdated withdraw to a date prior the date the MISP award were disbursed to the student account, or
- fully withdrawn from (aka a total/complete withdraw).

Processing - Updates

For any term that has not had an MISP award paid in it yet, schools can continue to edit the financial data within the students MISP application menu by selecting the 'Update Financial Data' button. These terms are identified with a white background.

In this example, changes to the Fall, Spring, and Summer terms would be made here.

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" value=""/>	<input type="text" value="Full-tir"/>	<input type="text" value=""/>	<input type="text" value="Full-tir"/>	<input type="text" value="Not En"/>
Degree Seeking	<input type="text" value=""/>	<input type="text" value="Bachel"/>	<input type="text" value=""/>	<input type="text" value="Bachel"/>	<input type="text" value=""/>
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

Processing - Updates

For terms that have had an MISP award paid, schools can no longer edit the financial data for that term within the students MISP application menu by selecting the 'Update Financial Data' button. These terms are identified with a gray background.

In this example, changes to the Spring and Summer terms would be made here, but a Fall term award was already paid and therefore the Fall term changes couldn't be made here.

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


Processing - Updates

For terms that have had an MISP award already paid, schools must go to the student Payment History menu, then select that terms MISP payment amount (linked in blue) to update the financial data for that term.

Quick View

SSN

MNAID ID


SSN:

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

[Transaction History](#)

[Payment History](#)

[FAFSA Data](#)

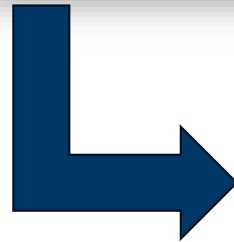
[State Grant Questionnaire Data](#)

[Document Management](#)



Academic Year 2024 - 2025

Date	Batch Number	Program	Institution	Term	Type	Units Paid	Amount
2024/03/22	<input type="text"/>	Indian Scholarship	<input type="text"/>	Fall	Payment		\$2000.00



Enter Adjustment
Fall 2024 - 2025

School

Program Indian Scholarship

Enrollment Status:

Degree Seeking:

Cost Of Attendance (COA):

Student Aid Index (SAI):

PELL Grant:

Processing - Updates

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

Make the appropriate adjustment(s), select the reason for the adjustment(s) in the Reason drop down field, and select Calculate Adjustment.

A resulting message will appear in the top blue banner regarding if a return is required, if a new award is created, or if there is no award adjustment. Review all data to confirm accuracy.

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.

- If additional changes are needed, select Cancel. Then repeat the process to make sure all necessary updates are made within the same calculation.
- If you have questions regarding the results of the calculation, select Cancel. Reach out to the MISP administrator with the student information and financial data needing to be updated for clarification.
- Once you verify everything is correct, select Save. This will record the change(s) in the student application.
- MISP administrator is monitoring if changes entered would impact awards from other terms and will be reaching out to the campus MISP administrator if necessary.

Processing - Updates

For students who have an entry to the Manual Adjustment Amount or Manual Assistance Used lines in their financial data:

- If no MISP award had been paid yet, schools are able to continue to update the financial data in the MISP application.
- If a MISP award had been paid, schools will be prohibited from making financial data changes. Messaging will appear on the adjustment screen alerting the school user. Please email the MISP administrator with the necessary financial data changes and we will make the changes.

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	12671	0	12671	0	25342
Student Aid Index (SAI)	0	0	0	0	0	0
PELL Grant	0	3697	0	3698	0	7395
Minnesota State Grant	0	1288	0	2534	0	3822
Federal SEOG	0	52	0	600	0	652
Tribal Scholarships/Grants	0	0	0	0	0	0
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	5080	0	5119	0	10199
Remaining Need (calculated)	0	2554	0	720	0	3274
Manual Adjustment Amount	0	0	0	554	0	554
Manual Assistance Used	0	0	0	0	0	0

Enter Adjustment
Fall 2024 - 2025

This applicant has received a manual adjustment by OHE which prohibits school users from making subsequent changes to financial data entries. Please notify the MISP administrator with financial data updates and OHE will conduct a manual review of eligibility.

Processing - Refunds

- Communicate changes to students as timely as possible.
- Refunds must be returned within 30 days.
- When issuing a refund, please return funds with the fillable OHE Refund Return Form PDF.
- Form located here: [Campus Financial Aid Administrator Resources \(state.mn.us\)](https://state.mn.us/campus-financial-aid-administrator-resources)
- 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



Other Items/Reminders:

Verify all student financial data for 2024-2025 is complete and accurate.

- Even for students who didn't receive an award.
- Utilize Student Data Report, if helpful.

Check your school profile information for accuracy.

Check your MNAid users access, reach out to have users added or removed.

July 1 2025, priority deadline for 2025-2026 applicants.

Return refunds within 30 days.

Questions?

Nicole Strowbridge

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(651) 355-0608

Lara Gerhardson

Lara.Gerhardson@state.mn.us

(651) 259-3939

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