

Submitting and Adjusting Financial Data for the Student Teacher Grants

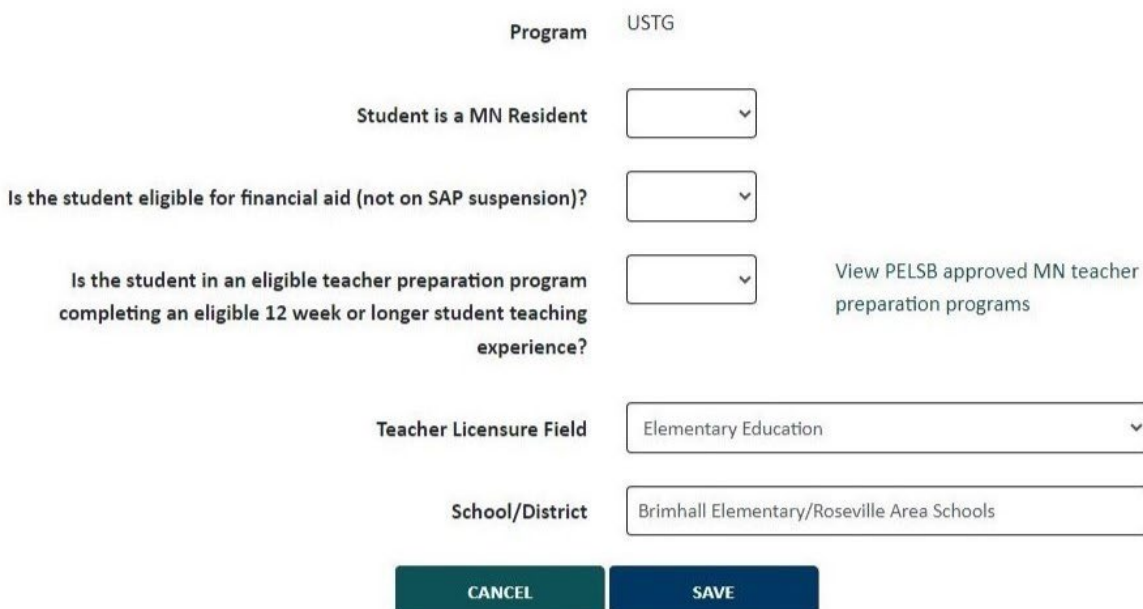
Submit Financial Data

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



SSN	Name	Date Of Birth	Institution
XXX-XX-XXXX	Test #1, Tenzin		UNIVERSITY OF MINNESOTA - TWIN CITIES
XXX-XX-XXXX	Test #3, Cassidy		UNIVERSITY OF MINNESOTA - TWIN CITIES

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 USTG

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

School/District

CANCEL **SAVE**

- a. 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.
- b. “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.
- c. **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?

Hit **SAVE** to update applicant’s eligibility status accordingly.

Student Teacher Grants Record Academic Year 2024-2025	
SSN: XXX-XX-XXXX	
Current STG Status	Ineligible
Reason(s)	Not Meeting Satisfactory Academic Progress Ineligible Teacher Preparation Program

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 and the student still meets the eligibility requirements, 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. Do not include Federal or State Work Study, Federal VA Benefits, or student loans.

	Fall 9/5/2024
Degree Seeking	<input type="text" value="v"/>
Cost Of Attendance (COA)	<input type="text" value="0"/>
Student Aid Index (SAI) - if negative, enter zero	<input type="text" value="0"/>
PELL Grant	<input type="text" value="0"/>
Minnesota State Grant	<input type="text" value="0"/>
Federal SEOG	<input type="text" value="0"/>
Tribal Scholarships/Grants	<input type="text" value="0"/>
Other State/Federal Aid	<input type="text" value="0"/>
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	<input type="text" value="0"/>
Institutional Grants, Scholarships, and Waivers	<input type="text" value="0"/>

CANCEL SAVE

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 record.

The screenshot shows a 'Quick View' section with two input fields: 'SSN' and 'MNAID ID', each with a 'GO' button. Below these is a student profile for 'Tenzin Test #1' with SSN: XXX-XX-XXXX. A large blue arrow points from the left towards the 'Existing Grants/Scholarships' link. Below this link are several menu items: 'STG 2024 - 2025', 'Transaction History', 'Payment History', and 'FAFSA Data'.

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

The screenshot displays the 'Financial Data' section with a table of financial information. The table has a header row with a purple background for 'Fall'. The rows include '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), and 'Remaining Need (calculated)' (7762). Below the table is a blue button labeled '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

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

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

Payment Information				
Term	Institution	Status	Amount	Disb Date
Fall	AUGSBURG UNIVERSITY	ReadyToCertify	\$5,262.00	n/a
Program Totals				
Total Cumulative Award			\$5,262.00	

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".

Quick View

SSN

MNAID ID

 **Tenzin Test #1**
SSN: XXX-XX-XXXX

- Existing Grants/Scholarships

STG 2024 - 2025

[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.

Academic Year 2024 - 2025						
Date	Batch Number	Program	Institution	Term	Type	Units Paid
 2024/04/29	SW1202400001	Student Teacher Grants	UNIVERSITY OF MINNESOTA - TWIN CITIES	Fall	Payment	
Amount: \$7500.00						



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:	
<div> <div>CALCULATE ADJUSTMENT</div> <div>CANCEL</div> </div>	

- If there are more than one reason, you can just choose one of those reasons from the drop-down list.
 - 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.
- 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 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

- If the adjustment results in a refund, it must be returned within 30 days. Fill out the MN Refund Return Form at <https://ohe.mn.gov/refund-form>.
- If the adjustments result in an increase of funds, OHE will review and notify the Financial Aid Office if approved.