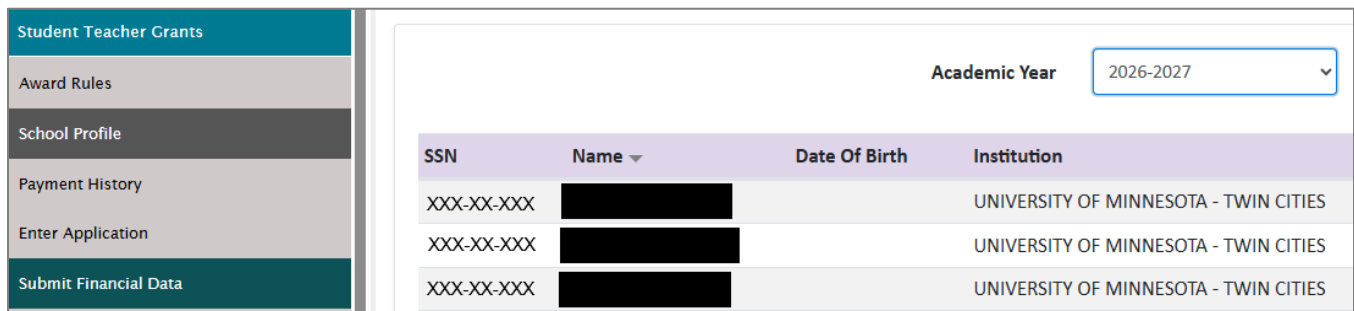


Submitting and Adjusting Financial Data for the Student Teacher Grants

Submitting Financial Data

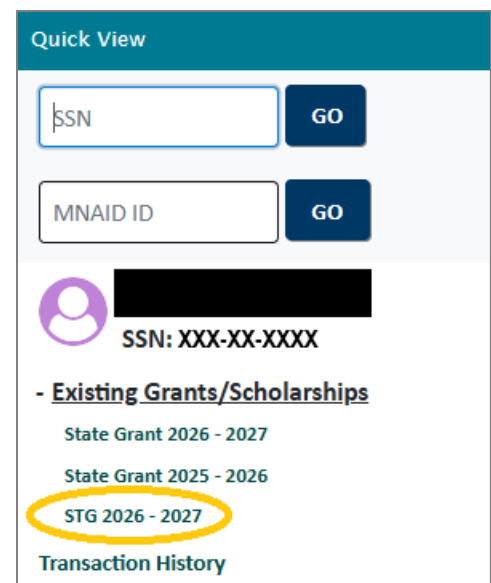
1. Click on 'Submit Financial Data' in the STG menu to view the roster.



The screenshot shows the 'Student Teacher Grants' menu on the left with options: Award Rules, School Profile, Payment History, Enter Application, and Submit Financial Data. The main area displays a table for the 2026-2027 Academic Year.

SSN	Name	Date Of Birth	Institution
XXX-XX-XXX	[REDACTED]	[REDACTED]	UNIVERSITY OF MINNESOTA - TWIN CITIES
XXX-XX-XXX	[REDACTED]	[REDACTED]	UNIVERSITY OF MINNESOTA - TWIN CITIES
XXX-XX-XXX	[REDACTED]	[REDACTED]	UNIVERSITY OF MINNESOTA - TWIN CITIES

2. If the student entered the incorrect teaching term, the application can be updated to the correct teaching term in the student's STG record.
 - a. To access the STG record, look up the student in 'Quickview' then select the STG record.
 - b. Navigate to the 'Application Information' section and click on UPDATE APPLICATION.
 - c. Correct the student teaching term and hit SAVE then return to the financial data roster.



The screenshot shows the 'Quick View' student profile. It includes fields for SSN and MNAID ID, each with a 'GO' button. Below is a student profile icon and SSN: XXX-XX-XXXX. The section '- Existing Grants/Scholarships' lists: State Grant 2026 - 2027, State Grant 2025 - 2026, and STG 2026 - 2027 (highlighted with a yellow circle). At the bottom is a link for Transaction History.

Update Application Information

Academic Year 2026-2027

MN Residency

Meets SAP Requirements

Eligible for Teacher Prep Program

NSLDS Default Override

Student Teaching Term

Spring

Hispanic or Latino

Race

Teacher Licensure Field

Mathematics

School District or School Name

TBD

CANCEL

SAVE

3. Select the SSN of each student listed to access the financial data form.
4. In the first portion of the Financial Data form, review and verify the following:

Program

STSA

Is the student meeting the SAP requirement to receive financial aid?

Is the student enrolled in an eligible teacher preparation program and completing at least 12 weeks of student teaching?

[View PELSB approved MN teacher preparation programs](#)

Teacher Licensure Field

Special Education: Academic and Behavioral Strategist

School District or School Name

TBD

If unknown, enter 'TBD'. If student is awarded, student teaching placement is required for payment.

CANCEL

SAVE

- a. Teacher licensure field must be an approved program at the institution. If the student entered the incorrect licensure field, it should be corrected. 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 or School Name 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 meeting the SAP requirement to receive financial aid?
 - ii. Is the student enrolled in an eligible teacher preparation program and completing at least 12 weeks of student teaching?
- d. **Hit SAVE** to update applicant's eligibility status accordingly.

This is an example of the ineligible status and reasons that will appear on the student portal and MNAid if you select "no" the questions listed above.

Current STG Status	Ineligible
Reason(s)	<i>No Unmet Need</i> <i>Not Meeting Satisfactory Academic Progress</i> <i>Ineligible Teacher Program/Not Student Teaching</i>

- 5. 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 the term listed is incorrect, it can be updated in the '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 indicated 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, student loans, or North Star Promise.

	Spring 1/16/2026
Degree Seeking	v
Cost Of Attendance (COA)	0
Student Aid Index (SAI) - if negative, enter zero	0
PELL Grant	0
Minnesota State Grant	0
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	0

CANCEL
SAVE

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

Student Teacher Grants

Quick View

- Existing Grants/Scholarships

STG 2025 - 2026

Transaction History

Payment History

FAFSA Data

No Questionnaire Data

Document Management

Financial Data

Spring

Degree Seeking	Bachelors
Cost Of Attendance (COA)	13562
Student Aid Index (SAI)	0
PELL Grant	3697
Minnesota State Grant	1984
Federal SEOG	0
Tribal Scholarships/Grants	0
ATC/Manual Adjustment	0
Other State/Federal Aid	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	0
Institutional Grants, Scholarships, and Waivers	0
Remaining Need (calculated)	7881

Spring
1/13/2026

Degree Seeking	Bachelors
Cost Of Attendance (COA)	13562
Student Aid Index (SAI) - if negative, enter zero	0
PELL Grant	3697
Minnesota State Grant	1984
Federal SEOG	0
Tribal Scholarships/Grants	0
Other State/Federal Aid	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	500
Institutional Grants, Scholarships, and Waivers	1000

3. Make the necessary changes and hit 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
Spring	MINNESOTA STATE UNIVERSITY, MANKATO	ReadyToCertify	\$6,381.00	n/a
Program Totals				
Total Cumulative Award		\$6,381.00		

In this example, the remaining need decreased which reduced the Student Teacher Grants amount from \$7,500 to \$6,381.

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".

IMPORTANT: If there was a manual adjustment made by the OHE Program Administrator, please contact the OHE Program Administrator for future adjustments to the recipient's financial data.

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




- Existing Grants/Scholarships

STG 2025 - 2026

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 2025 - 2026							
Date	Batch Number	Program	Institution	Term	Type	Units Paid	Amount
2025/09/23	SW2662500001	Student Teacher Grants	MINNESOTA STATE UNIVERSITY, MANKATO	Fall	Payment		\$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):	13562
Student Aid Index (SAI) - if negative, enter zero:	0
PELL Grant:	3698
Minnesota State Grant:	1984
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:	Changes in Aid Received
CALCULATE ADJUSTMENT	CANCEL

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

4. 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.

The new payment is \$5380 resulting in a \$-2120 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.

School MINNESOTA STATE UNIVERSITY, MANKATO

- a. 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>.
- b. If the adjustments result in an increase of the award amount, contact the STG Program Administrator. Additional payments will need to be reviewed and approved.