

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

**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 corrects student record in MiSL and grants students an appeal.

Student Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Term: \_\_\_\_\_ MSID#: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_ Date Credited: \_\_\_\_\_

Justification: \_\_\_\_\_

Institution Approval: \_\_\_\_\_ Treasurer's Office Approval: \_\_\_\_\_

\*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.

**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 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 corrects student record in MiSL and grants students an appeal.

Student Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Term: \_\_\_\_\_ MSID#: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_ Date Credited: \_\_\_\_\_

Justification: \_\_\_\_\_

Institution Approval: \_\_\_\_\_ Treasurer's Office Approval: \_\_\_\_\_

\*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.