



**AUTHORIZATION TO CORRECT STUDENT RECORDS**

\_\_\_\_\_ Correction to Student Record                      \_\_\_\_\_ 100% Refund

This form is to be used by an eligible institution’s financial aid office to document updates to a Governor Guinn Millennium Scholarship (GGMS) student record **after the last day data** are sent for a semester. *If an exception occurs during the semester in which the student is currently enrolled or while data are still being sent for the prior semester, this form is NOT needed and the financial aid office at the institution can make the adjustment to the student’s account through normal procedures.*

**Procedures for Exceptions:**

1. The financial aid office completes this form when the institution determines that an update to student’s GGMS record is warranted due to changes in: GPA, credits completed or disbursements.
2. Indicate by checking the box above whether this update is related to a “100 Percent Refund” appeal that has been approved by the institution.
3. NSHE institutions are encouraged to submit the corrections/refund form securely through ownCloud.

**Financial Aid Office:**

Eligible institution: \_\_\_\_\_ Disbursement Amount: \_\_\_\_\_

Student name: \_\_\_\_\_ MSID#: \_\_\_\_\_

Semester in which correction needs to be made (List Fall/Spring/Summer and Year): \_\_\_\_\_

Explain correction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature College Financial Aid Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Phone Number*

**Treasurer’s Office:**

Treasurer’s Office approval:     Yes     No    If no, state reason: \_\_\_\_\_

\_\_\_\_\_  
*Signature Gov. Guinn Millennium Scholarship*

\_\_\_\_\_  
*Date*

Please attach any supporting documentation and submit to the Treasurer’s office via email, fax or OwnCloud (NSHE):

Email: [millenniumscolars@nevadatreasurer.gov](mailto:millenniumscolars@nevadatreasurer.gov)

Fax: (702) 486-3246