



## SUMMER REIMBURSEMENT REQUEST FORM

The Governor Guinn Millennium Scholarship (GGMS) is available as a reimbursement for summer courses if a GGMS eligible student passes the summer courses and the courses apply to the student's program of study. If you received the GGMS in the prior spring semester and you enroll in courses in a summer term **at your home institution**, you do not need to fill out this form. Your home institution will process your reimbursement for eligible summer courses. "Home institution" means the eligible institution at which a GGMS recipient is degree seeking.

**Who Needs to Fill Out This Form?** If you are a GGMS student but you are not degree seeking at the eligible institution in which you are enrolling in summer courses, you need to fill out and submit this form. For example:

1. **New Students Starting in a Summer Term:** Eligible GGMS students who activate their GGMS for the first time in a summer term (including newly eligible Millennium scholars who recently graduated from high school) may not yet be degree seeking at an eligible institution in this summer term(s). Enrolling in a program of study leading to a recognized degree or certificate is an eligibility requirement that you may complete in the first summer term(s) or the following fall semester, thus qualifying you for receipt of the GGMS in the fall semester, but you need to fill out this form to request to receive summer reimbursement.
2. **GGMS Recipients Enrolling in Summer Courses at a Host Institution:** If you received the GGMS in a prior semester, you have met the degree seeking requirement at your home institution. However, if you enroll in summer courses at an eligible institution **other than** your home institution (a "host institution"), you must fill out this form to request reimbursement unless you also declare yourself degree seeking at the host institution when enrolling in the summer courses. GGMS recipients are not required to be degree seeking at a host institution to receive reimbursement, but you need to fill out this form to request to receive summer reimbursement.

**Student Instructions:**

**Step 1:** Register, pay for, and attend the summer courses at an eligible institution.

**Step 2:** As soon as possible after the completion of the summer term(s), complete the following information and submit this form to the Financial Aid Office at the institution at which you enrolled in summer courses, along with your academic advisement or degree audit report from your home institution and any additional information requested by the Financial Aid Office.

**Step 3:** Provided the courses you took during summer apply to your program of study at your home institution, the institution at which you enrolled in summer courses will process your request for reimbursement for the eligible summer coursework and forward this form to the Treasurer's GGMS Office.

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

NSHE ID: \_\_\_\_\_ MSID#: \_\_\_\_\_

Institution where you enrolled in summer courses: \_\_\_\_\_ Home Institution: \_\_\_\_\_

Summer Term(s)/Year: \_\_\_\_\_ Total credit hours completed in all summer term(s): \_\_\_\_\_

*This form must be submitted to the Financial Aid Office where you enrolled in summer courses as soon as possible following the summer term(s) for which you are seeking reimbursement.  
If you are uncertain of whether you need to fill out this form, ask the Financial Aid Office.*

- I understand that I must pre-pay for summer courses and that reimbursements are not processed/received until the following fall semester (between September-November).
- I understand I may receive summer reimbursement for a minimum of .5 credits and a maximum of 15 credits.
- I understand I am only eligible for reimbursement for summer courses at an eligible institution that I pass with a grade of "D minus" or better, regardless of semester or overall GPA, and that apply to my program of study.
- If I am an eligible GGMS student activating my Millennium Scholarship for the first time in a summer term, I understand that:
  - \* I am not eligible to receive reimbursement for any courses taken in a summer term that starts prior to my graduation from high school; and
  - \* If I am not yet degree seeking in the summer term at an eligible institution, I must be degree seeking in the following fall semester to be eligible for reimbursement, and my summer coursework will need to apply to my program of study to be eligible for reimbursement.

\_\_\_\_\_ Student Signature
\_\_\_\_\_ Date

FOR FINANCIAL AID OFFICE USE ONLY:	
Eligible Institution where student enrolled in summer courses: _____	If not approved, state reason:
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Disbursed \$ _____
Approved by: _____	Title: _____
Date student notified: _____	Date sent to Treasurer's Office: _____