

2017-2018 Tuition Incentive Program (TIP) Checklist



To begin this process, please read below carefully and detach and keep for your records. Complete Tuition Incentive Program Request Form and submit with the required documentation to the Office of Student Financial Services, Lower Level Prah! College Center.

TUITION INCENTIVE PROGRAM (TIP) BASIC INFORMATION

1. You must fill out the **Free Application for Federal Student Aid (FAFSA)** for the 2017-2018 Academic Year.
2. You must register with the State of Michigan as an MCC student. Please visit the MiSSG Student Portal with any changes to your address or college choice at <https://missg.guarantorsolutions.com/StudentPortal>. Failure to register will result in not being awarded TIP at MCC.
3. You must be enrolled at least part time. You must register for a minimum of **6 credits**.
4. You are responsible to verify that your TIP benefits are being applied. Below are the charges that are covered:

TIP will cover	TIP will NOT cover
<ul style="list-style-type: none"> • Credit hours (max. 24 per year) • Enrollment Fee • Technology Fees for Credit hours • Administrative Fee 	<ul style="list-style-type: none"> • Contact/Billable Hours that <u>exceed</u> credit hours • Course/Class Fees • Fees that exceed \$250 a semester • Books

Once the 80 credit hour maximum has been reached for TIP you are no longer eligible for the TIP program at Mott Community College.

5. Respect the deadline: To prevent delay in TIP payments from the State of Michigan, all FAFSA's and TIP applications must be submitted by the following dates:
 - FALL 2017 TERM DEADLINE: 09/16/17
 - WINTER 2018 TERM DEADLINE: 01/25/18
 - SPRING 2018 TERM DEADLINE: 05/23/18
 - SUMMER 2018 TERM DEADLINE: 07/14/18
6. Applications received after these dates will result in delayed payments (possibly in the next academic term).
7. TIP eligibility requires that you maintain Satisfactory Academic Progress (SAP). A student's entire academic record is included in this calculation. **For more information about SAP, visit the MCC website at: www.mcc.edu/financial_aid/fa_academic.shtml**
8. **Refunds**: Students receiving TIP funding may experience a delay in receiving their full financial aid refunds. Mott will process refunds only once the State of Michigan completes their payment processing and sends TIP funds to the college. Students may notice a credit balance on their MCC4ME/My Backpack account until their refund is processed.

2017-2018
Tuition Incentive Program Request Form

✂ Please complete this form in ink pen only. ✂

Name: _____ MCC ID: _____
Last First MI

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ - _____ County of Residence: _____

1. You must be admitted to Mott Community College before your TIP paper work can be processed. Have you been admitted to Mott Community College?
☐ Yes ☐ No: If no, you can apply for admissions on line at: www.mcc.edu, select "Apply Now". Once the application is complete, submit government issued ID to the MCC Admissions Office.
2. Which Semester will be your FIRST semester using TIP funding? (maximum of 24 credits per academic year)
☐ Fall 2017 ☐ Winter 2018 ☐ Spring 2018 ☐ Summer 2018
3. Have you applied to use your TIP benefits at any other school? ☐ Yes ☐ No
4. Have you filled out the 2017-2018 FAFSA? ☐ Yes ☐ No
5. Did you register with the State of Michigan using the MiSSG Student Portal (<https://missg.guarantorsolutions.com/StudentPortal>)? ☐ Yes ☐ No
6. Submit ALL the following documents to complete your TIP Application
☐ **Verification High School Completion**
➤ Copy of high school diploma, high school transcript with graduation date, certificate of completion, or dated GED certificate.
☐ **Verification of your date of birth**
➤ For example: birth certificate, State ID, driver's license

Certification and Signature Required: Signing below certifies that all of the information reported is complete and correct.

Student Signature

Date

OFFICE USE ONLY		
_____ credits remaining per _____ @ TIP	<input type="checkbox"/> FAFSA Completed	<u>Attachments:</u>
Resident TIP (Genesee, Holly, Birch Run)	<input type="checkbox"/> Checked SAP	Grad Year: _____
Non-Resident TIP (O.k.-Lapeer County, NOT O.k.-Holly, Birch Run)	<input type="checkbox"/> Entered on AIDE	Birth Date: ____/____/____
	Staff Initials: _____	6 year checked? _____
	Date: ____/____/____	