



## 2018-2019 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 Prahll College Center to indicate you want to use your TIP funds at MCC. You must certify with the State of Michigan no later than August 31<sup>st</sup> of your senior year in high school in order to be eligible.

### TUITION INCENTIVE PROGRAM (TIP) BASIC INFORMATION

1. Complete the **Free Application for Federal Student Aid (FAFSA)** for the 2018-2019 Academic Year.
2. Register at **MiSSG Student Portal**. A few days after you complete the FAFSA log into the Student Portal at [www.michigan.gov/missg](http://www.michigan.gov/missg) to register and select Mott Community College. Failure to register will result in not being awarded TIP at MCC.
3. You must be enrolled at least a minimum of **6 credits** (part time) to be eligible.
4. Mott Community College is a phase one school and below are the charges that are covered:

TIP will cover	TIP will NOT cover
<ul style="list-style-type: none"><li>• Credit hours (max. 24 per year)</li><li>• Enrollment Fee, Technology Fees for credit hours, and Administrative Fee up to \$250.</li></ul>	<ul style="list-style-type: none"><li>• Contact hours that <b>exceed</b> credit hours.</li><li>• Course/Class Fees</li><li>• Books</li></ul>

**Once the 80 credit hour maximum for phase one 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 2018 TERM DEADLINE: 09/14/18
  - WINTER 2019 TERM DEADLINE: 01/04/19
  - SPRING 2019 TERM DEADLINE: 05/31/19
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: [https://www.mcc.edu/financial\\_aid/fa\\_academic.shtml](https://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.

**2018-2019**  
**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](http://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 2018 ☐ Winter 2019 ☐ Spring 2019
3. Have you filled out the 2018-2019 FAFSA? ☐ Yes ☐ No
4. Did you register with the State of Michigan using the MiSSG Student Portal? ☐ Yes ☐ No  
(<https://missg.guarantorsolutions.com/StudentPortal>)
5. 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**

INTAKE REPRESENTATIVE OFFICE USE ONLY	
<b><u>Datatel:</u></b> <input type="checkbox"/> FAFSA Completed <input type="checkbox"/> SAP STATUS: _____ <input type="checkbox"/> Entered in IRQ: FR18TIP	<b><u>Attachments:</u></b> Grad Year: _____ Birth Date: ____/____/____ Staff Initials: _____