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Military Duty Application for Extension**

**Millennium Scholarship: Policy and Procedures**

Board of Regents' Handbook

Title 4, Chapter 18, Section 19

19.6 Millennium Scholarship lifetime limits

- 19.6.1 The maximum total Millennium Scholarship award is \$10,000.
- 19.6.2 All qualified students, who graduated from high school on or before May 1, 2003, may receive a Millennium Scholarship during the eight academic years following (a) their high school graduation date<sup>[3]</sup> or (b) the date when they satisfied the requirements of section 19.2.
- 19.6.3 All qualified students, who graduated from high school after May 1, 2003, may receive a Millennium Scholarship during the six academic years following (a) their high school graduation date<sup>[4]</sup> or (b) the date when they satisfied the requirements of section 19.2.

(B/R 8/03)

An exception to the limitations of 19.6.2 and 19.6.3 is made for qualified students who serve on active duty in the United States Armed Forces. Time served on active duty, not to exceed six years, will not apply to the limitations in 19.6.2 and 19.6.3.

(B/R 8/03)

<sup>3</sup> In the case of a student graduating from a program for adult learners (see section 18.1.1), on or before May 1, 2003, the eight-year period is the period following the regularly scheduled graduation date of the student's original high school class. (B/R 8/03)

<sup>4</sup> In the case of a student graduating from a program for adult learners (see section 18.1.1), on or before May 1, 2003, the six-year period is the period following the regularly scheduled graduation date of the student's original high school class. (B/R 8/03)





# GOVERNOR GUINN MILLENNIUM SCHOLARSHIP PROGRAM

A Partnership between the Office of the State Treasurer, the Nevada System of Higher Education, and Sierra Nevada College

## DUAL ENROLLMENT FORM

This form is used by Governor Guinn Millennium Scholarship students enrolled in a degree or certificate program at an eligible institution to request to enroll with Millennium Scholarship support at another eligible institution for required coursework. As stated in the NSHE Governor Guinn Millennium Scholarship Policy and Procedures of the Board of Regents:

*19.9 ... An exception to the requirements of 19.5 is made for a student who is a Governor Guinn Millennium Scholar at an institution where a course not taught by that institution is a requirement of the student's program. In that case, the required course, with the approval of the student's institution, may be taken with Millennium Scholarship support at a different eligible institution."*

The "home institution" is the eligible university/college from which you intend to receive your degree. That institution requires course(s) for the degree you are pursuing that are **never offered at that institution**.

The "host institution" is the eligible college/university that offers that required course(s). You will complete the course(s) and transfer the credit(s) to the "home institution".

### **STUDENT SECTION:**

#### **Instructions**

**Step 1:** Register for the courses at both institutions.

**Step 2:** Complete the following information and submit this form to the Financial Aid Office of your **HOME** institution. Attach a copy of the "requirements for graduation" sheet or verification from your academic advisor that the course is required but never offered on your campus.

**Step 3:** The Financial Aid Office of the **Home** institution will notify you, the **Host** institution and the Governor Guinn Millennium Scholarship Program at the Office of the State Treasurer of the decision. If your request is approved, the Financial Aid Office of the **HOST** institution will remit your scholarship for the coursework at that institution.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

SSN#: \_\_\_\_\_ Millennium Scholarship ID #: \_\_\_\_\_

Semester/Year of Request: \_\_\_\_\_

#### HOME Institution

Name of University/College: \_\_\_\_\_ Major and degree: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Number of Credits for which you have registered this semester: \_\_\_\_\_

#### HOST Institution

Name of University/College: \_\_\_\_\_

Title and Number of the Required Course(s): \_\_\_\_\_

Number of Required Credits: \_\_\_\_\_

If approved, I understand that I will be paid my Governor Guinn Millennium Scholarship by each institution for the credits taken at their campus at the appropriate per credit amount.

- I must satisfactorily complete any course work funded and approved on the "Dual Enrollment" form.
- I must earn a minimum total of 12 credits between the two institutions.
- I must maintain a cumulative 2.0 gpa if eligible on or before May 1, 2003; maintain a 2.60 semester grade point average each semester during my first year of enrollment (first year is defined as less than 30 credit hours earned) or a 2.75 semester grade point average for each semester thereafter at the Home and Host Institutions.
- Failure to meet the requirements of this agreement will result in my ineligibility for the scholarship. I must then follow the procedure for reinstatement.

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

Date \_\_\_\_\_

#### **For Financial Aid Office Use ONLY:**

##### **HOME Institution:**

Approved: \_\_\_ Yes \_\_\_ No If not, state reason: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

Date Student Notified: \_\_\_\_\_ Date Copy sent to Treasurer's Office: \_\_\_\_\_ Date Copy sent to Host Institution: \_\_\_\_\_

##### **HOST Institution:**

Date Received from Home Institution: \_\_\_\_\_

# GOVERNOR GUINN MILLENNIUM SCHOLARSHIP PROGRAM

A Partnership between the Office of the State Treasurer, NSHE, and Sierra Nevada College

## AUTHORIZATION TO CORRECT STUDENT RECORD

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. This form is to be used by eligible institutions to document funds disbursed to students who have obtained approval to receive Governor Guinn Millennium Scholarship funds after the time period mentioned above. (100% REFUNDS and INCOMPLETE GRADES need to be submitted on FORM 1B.)

### Procedures for Exceptions:

**Step 1:** Institution determines that a student is eligible for reimbursement of Governor Guinn Millennium Scholarship funds.

**Step 2:** The financial aid office completes this form and faxes it to the Governor Guinn Millennium Scholarship Program in the Office of the State Treasurer, fax number 702-486-3246.

**Step 3:** The Treasurer's staff reviews the request and documents their determination in INSTEP.

**Step 4:** The Treasurer's staff indicate approval or denial on the form, sign and return the form via fax to the eligible institution.

**Step 5:** Upon receipt of Treasurer's Office approval, the eligible institution provides the student with a reimbursement.

**Step 6:** NSHE institutions fax the form to NSHE System Administration financial representative Gordon Hill, fax number 775-784-1127. Sierra Nevada College provides a copy to financial representative Julie Beckman.

**Step 8:** Reconciliations for past terms are provided at the regularly scheduled "Term and Annual Reconciliations."

### College Financial Aid Office:

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

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

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

Social Security Number: \_\_\_\_\_

Disbursement Amount: \_\_\_\_\_

Semester Requested for Reimbursement (list Fall and/or Spring and Year): \_\_\_\_\_

Please explain extenuating circumstances: \_\_\_\_\_

College Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Officer

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Treasurer's Office:

Treasurer's Office Approval: Yes No If no, reason: \_\_\_\_\_

Treasurer's Office Official Signature: \_\_\_\_\_

Governor Guinn Millennium Scholarship Program  
Executive Director

Date

*Please attach at copy of the student's "took" screen for the appropriate term and fax to (702) 486-3246, attention Christy Thurston.*









