



Higher Education Invoicing/Reimbursement Instruction Sheet

County graduates can apply for the Genesee Opportunity stipend. Once the application is received, all necessary information is verified. Only those students who have applied, designated your institution on the application, and provided a student id number will be reflected on your roster sheet. As applications continue to be processed, you may receive updated rosters monthly.

1. Locate the enclosed roster, which will include student name, student id and the stipend amount for each individual student. The amounts may vary due to the number of semesters a student attended a Genesee County high school. We will also email your list of new students each month as needed.
2. Verify that the student is currently enrolled at your institution.
3. Please do not include in your invoice any student that cannot be verified as enrolled.
4. Create an itemized invoice and include the Genesee Opportunity Stipend Enrollment Verification Roster along with your itemized invoice.
5. Itemized invoice should include the following information: student name, courses enrolled, and cost per credit hour for the semester. Similar to a student billing statement that also reflects the amount of Genesee Go stipend awarded to the student.
6. All invoices will be processed and payments will be made to the university for distribution to the students verified on the roster.
7. Send invoice to:

Genesee Opportunity
Genesee Intermediate School District
2413 West Maple Avenue
Flint, Michigan 48507-3943
Or email to gcco@geneseeisd.org

If you have any questions, please contact Fabiola Sanson at (810) 591-4246.

Genesee Opportunity Award Guidelines for 2018 Graduates

Intent of Genesee Opportunity

The Genesee Opportunity (GO) program is designed to invest in the future of Genesee County by investing in its students. In order to enter a competitive workforce, students will need to complete job training, certifications/licensure or a postsecondary degree. Pursuing such endeavors immediately after high school graduation has proven to significantly improve the probability of completion. Accordingly, the GO program will provide recent Genesee County high school graduates with a stipend to get a jump-start on the job training or postsecondary education.

Eligibility for Stipend

In order to be eligible for a GO stipend, an applicant shall satisfy all of the following criteria:

1. Graduate from a Genesee County high school or registered home school program in Genesee County or obtained a GED.
2. Reside in Genesee County or on property that is taxed by a Genesee County School District;
3. Enroll in an eligible training program or post-secondary educational institution; and
4. Submit an application post-marked or received by the District by the due date.
5. Stipend amounts will be prorated based on the number of semesters attended in a Genesee County School (8 semesters = 100% award). See proration percentages on the next page.
6. Attendance is dependent upon state certified pupil count records in MSDS and residency status.

Use of Stipend

GO stipend funds shall be used to pay for tuition and eligible fees, certification, testing, or other mandatory education or training costs at an eligible training program or postsecondary educational institution. Such a training program or postsecondary educational institution may be in-state or out-of-state. In order to

be eligible, a training program or postsecondary educational institution shall satisfy all of the following criteria:

1. Be licensed, as required by law
2. Be accredited, as appropriate (see website for accreditation link)

GO stipend funds shall *not* be used for any of the following:

1. Application fees
2. Housing or meal plans
3. Books or course materials
4. Courses in any of the following:
 - a. Hobbies or recreation
 - b. Physical education
 - c. Theology or religion

The District shall retain the exclusive authority over the use of GO stipend funds, including whether funds may be used for a particular course or purpose and whether a training program or postsecondary education institution is eligible for the distribution of funds.

Distribution of the Stipend

GO stipend funds shall be disbursed directly to the eligible training program or postsecondary educational institution attended by the student. Funds shall be disbursed after the drop/add deadline to ensure the student is enrolled in the course, program, or test for which the funds are intended. Under no circumstances shall funds be disbursed directly to a student after July 2017.

If a graduate receives scholarship funds from a program or district which is located in a Promise Zone area, Genesee Opportunity funds are to be utilized as last dollar scholarships to be paid to the institution.

Students who do not benefit from a Promise Zone, stipends will be used as first dollar.

If a students drop a course prior to the drop/add date, refunds will be made back to the Genesee Intermediate School District.

Stipend dollars in General Fund including carry-over percentages is to remain sufficient and within limits to ensure student stipends are never less than the previous year stipend.

Process for Reimbursement

1. Student completes application
2. Application information is scanned, verified and put into the database
3. Awards are calculated, letters are mailed to students
4. Students receive letter/card with award amounts and present award letter to institution's financial aid office
5. GISD compiles roster of students registered, ID number and award for each institution
6. GISD sends roster, guidelines, and instructions to each institution
7. Institution verified information from roster (enrolled and invoiced)
8. Institution sends back: verified roster and itemized invoice
9. GISD checks the roster, inputs data into the database
10. GISD sends check to institution for eligible stipend amount

Important! New Rosters may be sent to institutions monthly, as needed.

Frequently Asked Questions

1. **When are they eligible?** Funds can be used immediately following graduation. Students are eligible to receive funding for one year post high school graduation
2. **How long are they eligible?** Graduates are eligible to apply during their senior year for use of the stipend during their first year out of high school. All money needs to be used by the May 30 of the year following graduation.
3. **What are they eligible for?** Funds can be used to pay for tuition or mandatory program training costs/certification testing only. Funds cannot be used for "activity" or religious courses.

4. **What are mandatory fees?** The definition of mandatory fees used by the Michigan Educational Trust (MET) will be used. “Mandatory fees are those required to be paid by all students attending a particular university/college. Application fees, contact hour fees and fees which are course specific (such as lab fees for science and computer classes, etc.), or fees assessed based on the number of credit hours enrolled are not covered.” (Each college/university determines, in conjunction with MET, which of their fees qualify as mandatory under this definition.)
5. **Can it pay for books?** Funds cannot be used to pay for books.
6. **Can it pay for room and board?** The stipend can only be applied to tuition and mandatory program training costs/certification testing.
7. **What training programs and/or postsecondary educational institutions qualify?** Both in-state and out-of-state training programs and/or postsecondary educational institutions qualify. Training programs could include business/industry certification trainings, apprenticeships, career center certification classes, etc. Funds can be used for training or courses that are not ordinarily taken as an activity course that is not a hobby craft or recreational course, and is in a subject area other than physical education, theology, divinity, or religious education.
8. **Does Study Abroad qualify?** Study abroad is covered only if the program is administered by the college or university the student is attending. The only costs that are covered are the normal tuition costs for the credits taken abroad. No extraordinary tuition or expenses are covered.
9. **When would I get my money?** A student does not get the money. The funding goes directly to the training entity or postsecondary educational institution. Funds are dispersed beginning with the fall semester for qualified graduates.
10. **Distribution of Stipend Funds?** All funds will be paid directly to the institution or program. Payments will be made after the drop/add period, or as directed by the program.
11. **Can I get a refund if I change my mind?** There are no refunds. Once the money has been distributed, the money cannot be reapplied elsewhere.
12. **Who does it go to?** The funds go directly to the training program and/or postsecondary institution to pay for tuition and fees.

Sample Invoice

UNIVERSITY NAME

Date: January 25, 2017

Genesee Intermediate School District
Attn: Genesee Opportunity
2413 W. Maple Avenue
Flint, MI 48507

Student Name:
UFID No.

RE: SPRING TERM 2017
Term Dates: 01/09/2017-04/30/2017

COST PER CREDIT HOUR: \$325

TOTAL TUITION & FEES: \$11,084.00

COURSE	COURSE NAME:	CREDIT HOURS:
ENGL272.05	Intra to Technical Communication	3
BIOL310.02	Human Genetics	3
BIOL310.06	Human Genetics Lab	1
CHEM131.05	General Chemistry II Lecture	3
CHEM131.03	General Chemistry 11 Lab	1
PHAR151.02	Oiler Pharmacy II	3
PHIL221.01	Health Care Ethics	3
CSC/150.12	Introduction to Computers	3
ENGL490.52	Advanced Studies in English	3

TOTAL BALANCE FROM GENESEE OPPORTUNITY: \$750

Important! As long as the invoice includes this information, it can be in a different format. This is only a suggestion.