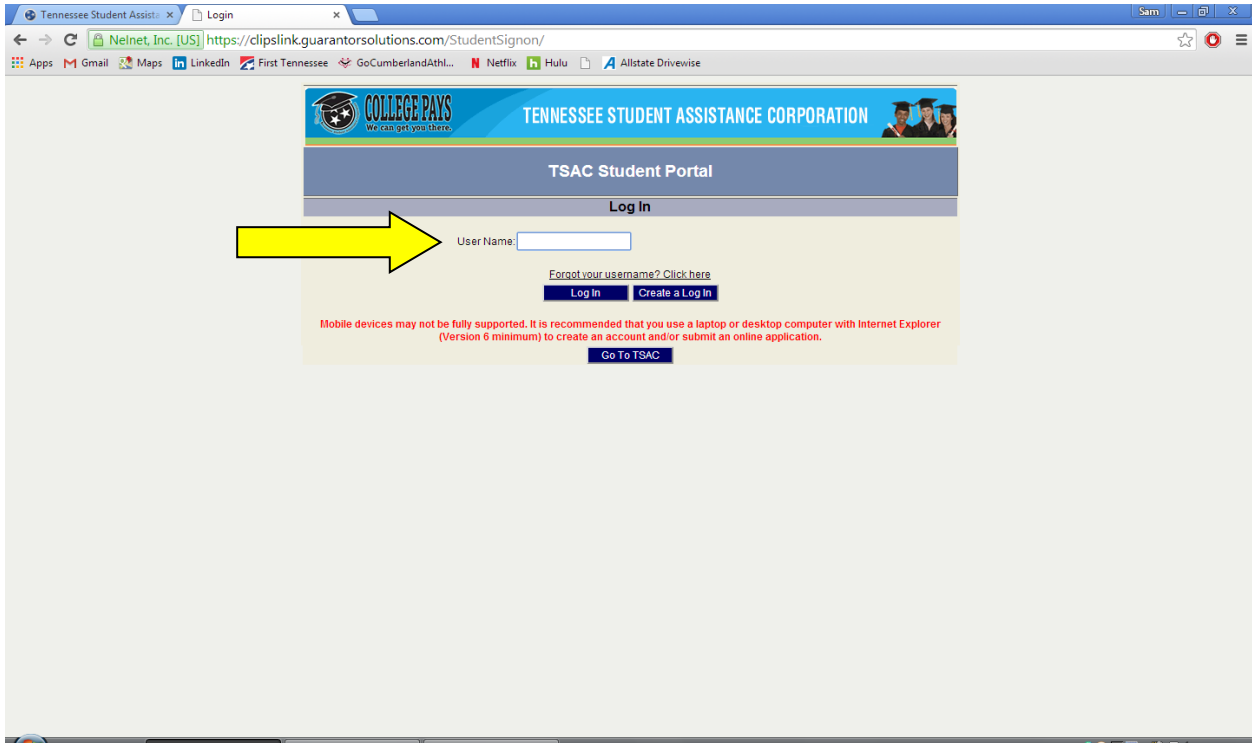


Dual Enrollment Grant Application Step-by-Step Instructions

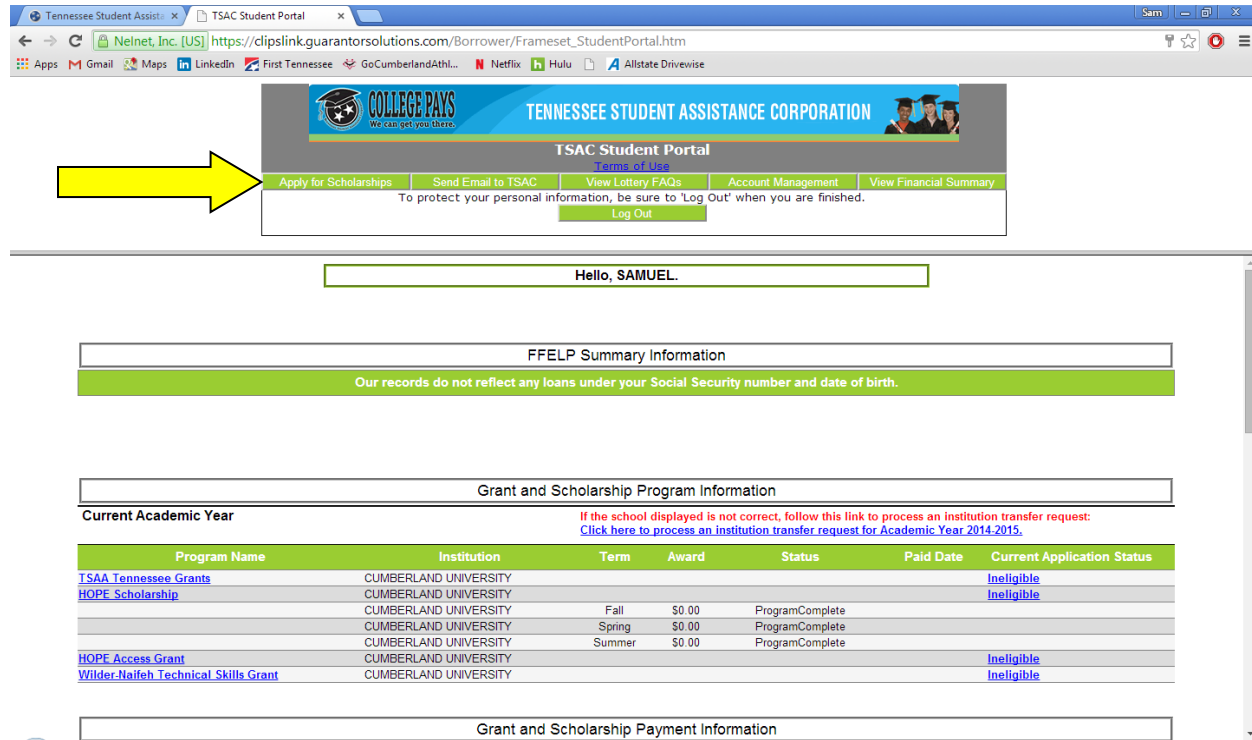
1. If you have not already created a log in, click on the *Create a Log In* button. You will need to choose your own User Name and Password. Log into the TSAC Student Portal. (see yellow arrow in fig. 1)

Fig. 1



2. Once you have successfully logged in, click on the green *Apply for Scholarships* button on the upper left hand side of the page. (see yellow arrow in fig. 2).

Fig. 2



- Choose the *Dual Enrollment Grant* button for the term you wish to enroll in Dual Enrollment courses (see yellow arrow in fig. 3).

Fig. 3

The screenshot shows the TSAC Student Portal interface. At the top, there is a navigation bar with links for 'Apply for Scholarships', 'Send Email to TSAC', 'View Lottery FAQs', 'Account Management', and 'View Financial Summary'. Below this is a table of scholarships with columns for 'Scholarship', 'Application Start Date', and 'Application Deadline Date'. A yellow arrow points to the 'Dual Enrollment Grant Fall 2015' link in the table.

Scholarship	Application Start Date	Application Deadline Date
Ned McWherter Scholars Program	1/2/2015	2/18/2015
Dependent Children Scholarship Program	1/2/2015	7/15/2015
Tennessee Teaching Scholars Program	1/2/2015	4/15/2015
Minority Teaching Fellows Program	1/2/2015	4/15/2015
Christa McAuliffe Scholarship Program	1/2/2015	4/1/2015
Tennessee Graduate Nursing Loan Forgiveness Program	1/2/2015	3/1/2015
Math & Science Teachers Loan Forgiveness Program 2014 - 2015	N/A	N/A
Math & Science Teachers Loan Forgiveness Program 2015 - 2016	N/A	N/A
GEAR UP TN Bridge Award 2014 - 2015	N/A	N/A
GEAR UP TN Scholarship Award 2014 - 2015	N/A	N/A
GEAR UP TN Scholarship Award 2015 - 2016	N/A	N/A
Helping Heroes Grant 2014 - 2015	N/A	N/A
Helping Heroes Grant 2015 - 2016	N/A	N/A
Dual Enrollment Grant Fall 2014		
Dual Enrollment Grant Spring 2015		
Dual Enrollment Grant Summer 2015		
Tennessee Promise Scholarship Award 2015 - 2016		12/10/2014
Dual Enrollment Grant Fall 2015		
Dual Enrollment Grant Spring 2016		

- The next page (not shown), read the general requirements and instructions and then click on the green *I Agree* button. On the following page you will need to fill in all blanks in the Student Information Section (see figure 4). After the student's personal information has been entered, scroll down and complete step 5.

Fig. 4

The screenshot shows the 'Student Information Section' form on the TSAC Student Portal. The form is titled 'Application Date 04/20/2015' and contains the following fields:

- Last Name:
- First Name: Samuel
- Middle Initial:
- Address:
- City: State: TN
- Zip Code: 37087 -4343
- County: Wilson
- Home Phone: (Use format 999.999.9999)
- Date of Birth: 12/16/1989
- Gender:
- Race:
- Citizenship Status:
- Resident of TN: Yes
- TN Residence Date: (Use format MM/DD/YYYY)
- Drivers License State: TN Drivers License Number: 106693803
- Student Email Address:
- Confirm Student Email Address:
- Parent/Guardian Email Address:
- Confirm Parent/Guardian Email Address:

- Use figure 5 below as a guide to complete the lower portion of the page. The answer for the federal drug compliance question is typically Yes.

Fig. 5

Additional Student Information Section

Default on a Federal Education Loan or TN Education Loan No

Owe a Refund on a Federal Education Loan or TN Education Loan No

Are You Currently Incarcerated No

Has complied with Federal Drug Free Rules and Laws Yes

High School Information Section

High School WILSON CENTRAL HIGH SCHOOL, 431179

High School Diploma or GED Received No

Have You Completed 10th Grade Yes

Anticipated Graduation Year 2016

College/University Information Section

Listed are the eligible institutions for this program. You must attend an eligible institution to be eligible for the Dual Enrollment Grant. Please select the institution for which you will enroll while in high school as a dual enrolled student. (This is not a valid application for the HOPE Scholarship.)

College/University CUMBERLAND UNIVERSITY, 003485-00

Certification Statement

I certify that the information reported above and on any other document or writing completed by me in connection with this Application is true, correct and complete to the best of my knowledge. I authorize the release and exchange of information between the Tennessee Student Assistance Corporation, the Tennessee Higher Education Commission, state and federal entities and educational institutions, their contractors, transferees and assignees, and agree that such information exchanged may include, but is not limited to eligibility, financial, enrollment, academic status, identification, residency and location information necessary to assure proper administration of the program(s) and any resulting research. I further certify that I have read and understand the applicable program rules and regulations. I understand that any willfully false statements made herein may result in prosecution for violation of Tennessee Code Annotated Section 39-16-702 punishable by a sentence of no more than 11 months, 29 days and/or a fine not to exceed \$2,500.

- You will then be prompted to check a box acknowledging the information on page is correct and accurate to the best of your knowledge (not shown). When you check the box and select next, you are essentially signing your name. The next page will be the confirmation page (figure 6), select OK and log out. If you are planning on applying for an additional term you can do so by repeating steps 3 thru 7. You must apply for each semester you wish to be considered for the Dual Enrollment Grant.

Fig. 6

Application Confirmation

Thank you for applying for the Dual Enrollment Grant Program. Your application has been received by the Tennessee Student Assistance Corporation (TSAC). You may print a copy of this application for your own records, please do not mail this application to TSAC or your college or university.