

Applying for the Tennessee Dual Enrollment Grant

Step 1: Visit <http://www.tn.gov/collegepays> and select “TSAC Student Portal” option.



Step 2: For existing account holders, select the “Sign In” option on the next page located a little down the page. Enter your user name here, select Login and proceed to Step 3. First time users will need to create an account. Select “Register” and proceed to Step 4.

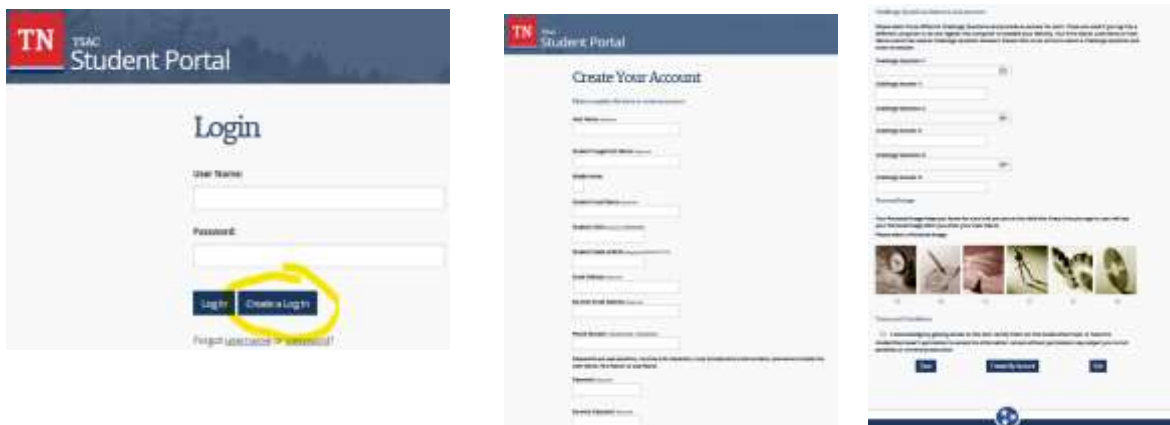


Step 3: Returning Users with existing accounts: Security questions you selected during the account creation process may be asked. Answer them correctly to proceed to the next screen. Enter your password to log in and proceed to step 5.



Special Note: If at any point during the login process you encounter error messages, carefully read the error message. TSAC has included instructions with each error message. Follow the instructions before becoming agitated and abandon the process. Remember, that the grant is free to those who qualify and will benefit you. Use the “Forgot username or password?” option below the login and password blocks if you’ve forgotten them. JSCC Dual Enrollment office staff are willing to help with questions related to login problems, but do not know how to reset your account. Contact TSAC (800) 342-1663 for account resets. If the reset is required, you’ll need to go through the account creation process again (Step 4).

Step 4: New Users who are creating their account: After selecting the “Create a Log in” option, carefully enter the required information. As you follow the instructions, pay close attention to format information shown in a



lighter gray next to each field header. Select “Challenge Questions” that best suite you. Write down the answer you enter as well as how you type it. Choose a “Personal Image”, acknowledge the “Terms & Conditions” and select “Create My Account”. If any error exists it will be indicated in red near the top. You must correct the issue before being allowed to proceed. Once your account is created, go back to Step 3 before proceeding to step 5.

Step 5: Once logged into your account, choose the “Apply” option located in the top, left hand corner of the screen. On the next screen scroll down until you see the “Dual Enrollment Grant” options and select the appropriate year (e.g. Dual Enrollment Grant for 2020 - 2021) for which you’re applying to use the grant.



Dual Enrollment Grant (including GIVE) for 2020 - 2021

Step 6: On the next page, carefully read the information before choosing the “I understand” near the bottom of the page. This information is very beneficial and includes important information. Then select “Dual Enrollment Grant” to apply for the grant.

Unless you are a current student with Jackson Central Merry Early College High School (JCM ECH) DO NOT select the “Middle College Scholarship” option.



Step 7: Carefully verify your student information and enter any missing/needed information. Those with “Required” next to the field are required. As you verify the information, pay close attention to the format required in a lighter gray next to each field header. If any error exists it will be indicated in red near the top. You must correct the issue before being allowed to proceed. Pay attention to the “Additional Student Information” and “High School Information” sections. If the existing answers are correct, DO NOT change them. Answer questions truthfully since they directly affect your grant eligibility. Select “Jackson State Comm College” in the “College/University Information Section”. This is who will receive the grant and not where you’ll be attending after high school.

Proceed to the next acknowledgement page reading carefully before checking the “I understand” box and proceeding to the next page for confirmation. Allow the system time to process your application. You’ll receive a confirmation. After selecting ok, you’re directed to a printable document which you can print and keep for your records. This part is not required but just a nice feature for students who may want to keep it.

Tennessee Dual Enrollment Grant Program
Additional Courses Acknowledgement

This statement serves as acknowledgement that I am receiving an award offered under the Tennessee Dual Enrollment Grant Program, funded from the Tennessee Education Lottery Scholarship Program. This award does not guarantee acceptance into any institution of higher education or receipt of a HOPE Scholarship.

Pursuant to Tennessee Code Annotated 549-4-930, I understand that if I enroll in more than four (4) Dual Enrollment Grant courses then funds used for the additional courses will be deducted on a dollar for dollar basis from my HOPE Scholarship award. I further understand that this deduction shall be applied in full against the amount of my HOPE Scholarship award in my first semester. If my HOPE Scholarship award in the first semester is less than the amount of the total deduction, the remaining deduction amount will be applied against my second semester HOPE Scholarship award, and subsequent semesters if necessary, until the deduction is eliminated.

I also acknowledge that college courses taken under the Dual Enrollment Grant Program do not count towards the attempted hours and continuation requirements of the Tennessee HOPE Scholarship once I am enrolled in an eligible postsecondary institution.

I understand the information provided above and submit this electronically signed acknowledgement.

Next **Cancel**