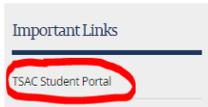


Step by Step Help for Applying for the Dual Enrollment Grant

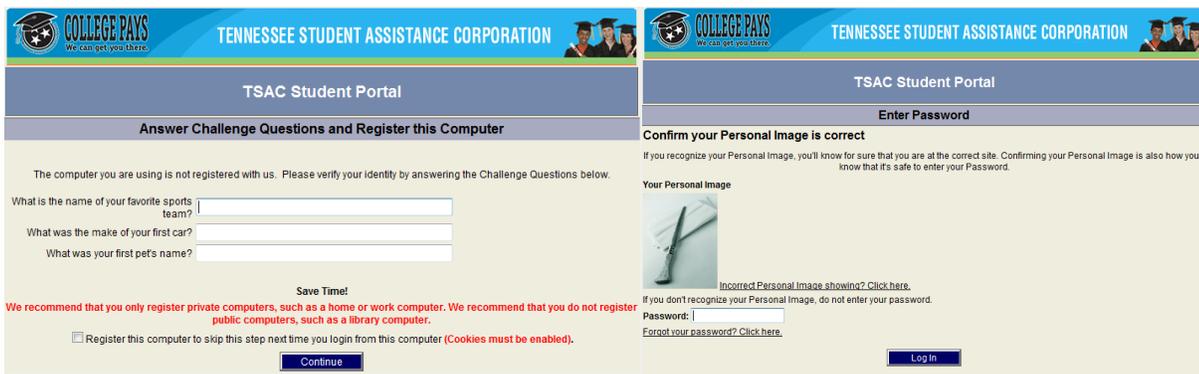
Step 1: Go to <http://www.tn.gov/collegepays> and select the “TSAC Student Portal” option located under the “Important Links” near the bottom of the web page.



Step 2: If you have already created an account, select the “Already have an account? [Sign In](#)” option on the next page near the bottom. Enter the user name here, select Login and proceed to Step 3. If you’re a first time user and need to create an account, select the “Click to Register” option and proceed to Step 4.



Step 3: (for Returning Users who have created their account) You may be asked security questions that you chose during the account creation process. Answer them correctly to proceed to the next screen There you’ll enter your password and log in. If the login is correct, 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 abandoning the process. Remember that the grant is free to those who qualify and will benefit you. The JSCC Dual Enrollment office staff are willing to help with your questions related to login problems but do not know how to reset your account (user name, challenge questions or password). An option to use if you have forgotten your username is to select the “[Forgot your username? Click here](#)” or “[Forgot your password? Click here](#)” below the login and password blocks before contacting TSAC to reset your account. You do have to contact the TSAC office at (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: (for New Users who are creating their account) Here you’ll create your user name and password. Carefully enter the required information. As you follow the instructions, pay close attention to information shown in red. Select “Challenge Questions” that best suite you and remember or write down the answer you

enter as well as how you type it. Choose a "Personal Image" and then 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.

TSAC Student Portal

Create Your Account

Please complete this form to create an account. Required fields are in bold:

User Name:
Your User Name must be 8 to 25 alpha numeric characters with no blank spaces.

First Name:

Middle Initial:

Last Name:

SSN:
(99999999)

Date of Birth:
(MM/DD/YYYY)

Email Address:

Re-enter Email Address:

Phone Number:
(99999999)

Password:
Passwords are case sensitive, must be 8-25 characters, must include letters and numbers, and cannot contain the User Name, First Name, or Last Name.

Re-enter Password:

Challenge Questions Selection and Answers

Please select six different Challenge Questions and provide an answer for each. These are used if you log into a different computer or do not register this computer to validate your identity. *Your First Name, Last Name or User Name cannot be used as Challenge Question Answers.*

Please click on an arrow to select a Challenge Question and enter an answer:

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

Personal Image Selection

Your Personal Image helps you know for sure that you are at the valid site. Every time you sign in, you will see your Personal Image after you enter your User Name.

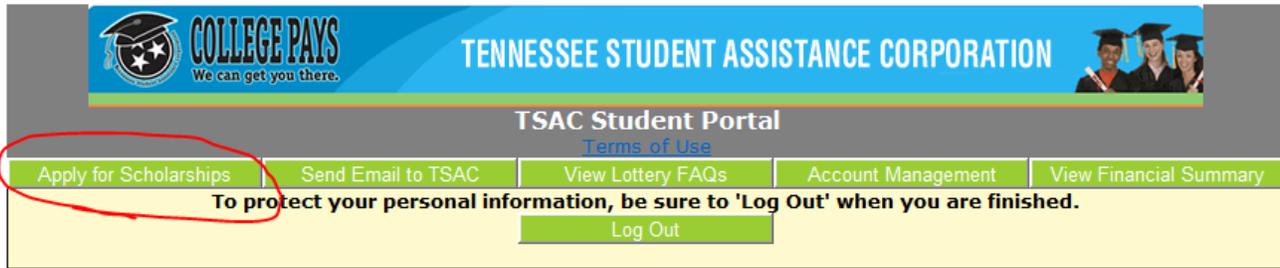
Please select a Personal Image:

					
e	e	e	e	e	e

Terms and Conditions

I acknowledge by gaining access to this site I certify that I am the student/borrower or have the student/borrower's permission to access the information. Access without permission may subject you to civil penalties or criminal prosecution.

Step 5: Once logged in to your account, choose the “Apply for Scholarships” 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 term (e.g. Dual Enrollment Grant Fall 2014) for which you’re applying to use the grant.



Dual Enrollment Grant Fall 2013
Dual Enrollment Grant Spring 2014
Dual Enrollment Grant Summer 2014
Dual Enrollment Grant Fall 2014
Dual Enrollment Grant Spring 2015
Dual Enrollment Grant Summer 2015

Step 6: Carefully read the information before choosing “I Agree”. This information is very beneficial and includes important information like the required college gpa for continued receipt of the grant and grant application deadline.

**Dual Enrollment Grant Program
General Requirements and Instructions**

The Tennessee Dual Enrollment Grant program is defined as a grant for study at an [eligible postsecondary institution](#) that is funded from net proceeds of the state lottery and awarded to students who are attending high school and who are also concurrently enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

GENERAL REQUIREMENTS AND INSTRUCTIONS:

The Tennessee Dual Enrollment Grant provides financial assistance to qualified high school students in pursuit of postsecondary study at an eligible Tennessee public or private institution while receiving college credit.

The application must be received by the deadline date each semester in order for a student to participate and receive funding from this grant. The application deadline dates for college enrollment are: September 15 for fall, February 1 for spring and May 1 for summer. The application deadline dates for Tennessee Technology Centers are: November 1 for fall enrollment, March 1 for spring and May 1 for summer enrollment.

To participate in the Tennessee Dual Enrollment Grant program, a Tennessee high school Junior or Senior must be a Tennessee citizen and resident of the state for one (1) year prior to enrollment and enrolled in postsecondary courses leading towards a degree. For continued participation, a student must maintain a 2.75 cumulative college grade point average for each semester of enrollment. College courses taken under the restrictions of this grant do not count towards the Tennessee HOPE Scholarship and the Tennessee HOPE Access Grant college GPA and the attempted credit hours limitation.

Step 7: Carefully verify your student information and enter any missing/needed information. As you verify the information, pay close attention to that shown in red. If any information is missing or needs to be corrected,

please enter the correct information. 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. Answer the questions truthfully since they directly affect your grant qualification.

Proceed to the next acknowledgement page reading carefully before accepting until you finish on the "application confirmation" page.

Application Date 06/09/2017

Student Information Section

Last Name *

First Name

Middle Initial

Address *

City * State *

Zip Code *-

County *

Home Phone * (Use format 999-999-9999)

Date of Birth

Gender

Race

Citizenship Status *

Resident of TN *

(Use format MM/DD/YYYY)

Drivers License State Drivers License Number

Student Email Address

Confirm Student Email Address

Parent/Guardian Email Address

Confirm Parent/Guardian Email Address

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 *

High School Diploma or GED Received No

Have You Completed 10th Grade Yes

Anticipated Graduation Year *

College/University Information Section

is 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

College/University JACKSON STATE COMM COLLEGE, 004937-0(

Certification Statement

ported above and on any other document or writing completed by me in connection with this Application is true, correct and con
tance Corporation, the Tennessee Higher Education Commission, state and federal entities and educational institutions, their
financial, enrollment, academic status, identification, residency and location information necessary to assure proper administra
and regulations. I understand that any willfully false statements made herein may result in prosecution for violation of Tennes
days and/or a fine not to exceed \$2,500.

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 § 49-4-930, 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

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.

OK