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.
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.

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.

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.
Student Information Section

Last Name
First Name
Middle Initial
Address
City
State
Zip Code
County
Home Phone
Date of Birth
Gender
Race
Citizenship Status
Resident of TN
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

College/University
JACKSON STATE COMM COLLEGE 004837-04

Certification Statement

Applicant acknowledges that any willfully false statements made herein may result in disqualification from the program and may result in prosecution for violation of Tennessee law and a fine not to exceed $5,000.
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

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.