Spring 2015 Online Dual Enrollment Grant Instructions

DEADLINE: February 1, 2015

*Eligibility—Student eligibility will be determined after class registration and each student’s file has been evaluated in accordance with TSAC funding guidelines. All Dual Enrollment coursework at current and previous institutions will be reviewed to determine the exact amount of grant money for which each student is eligible.

Please follow all steps in yellow in order to successfully apply online.

1. Go to website: http://www.tn.gov/collegepays/

2. Choose the Students and Parents link in the box at the bottom of the screen

3. Choose the Dual Enrollment Grant link in the box on the right of the screen

4. Choose the On-line Application link at the top of the screen

5. If you are a returning Dual Enrollment student use the username** setup previously from the original account creation. If successful, enter your password and then skip to step # 10. (** Note: If you cannot remember the username and password that you created, call: 1-800-342-1663 and choose option #1 and they will clear your account so that you can begin by setting up a new account and complete steps 6-11).

6. If you are a new Dual Enrollment student, choose: Create a Log in

7. Fill out the Create Your Account form in its entirety in order to create your TSAC Student Portal account

8. After completing the form click on “Create My Account”.

9. Below is the message that should appear. Click on the blue link: Click here to log in. and use the username and password you just setup

You have successfully created your account. To apply for a TSAC grant or scholarship or view your financial aid summary, select the link below.

Click here to log in.
10. After successfully logging in, you will then need to click Accept on the TSAC Student Portal User Agreement Screen.

11. Choose the: “Apply for Scholarships” in green at the top of the screen and then choose the “Dual Enrollment Grant Spring 2015” link located at the bottom of the list. On the next screen choose “I agree.”

12. The Dual Enrollment Grant Application then needs to be completed. Be sure and choose Northeast State Community College in the College/University Section Information so that the money will be appropriated correctly. (This has no bearing on where they attend college after high school). After completing the application, click on “Continue.” If documents are created on the screen for you to print, they are for your records only. You do not need to submit anything to us. We will be able to see what you have completed within the TSAC Portal.

13. This should complete the online dual enrollment grant process for Spring 2015.

Thanks,

If you have any problems/concerns regarding the dual enrollment grant application and are taking Jump Start, University Parallel courses, please contact the dual enrollment office at 354-2586 or 354-5186.