

# Instructions for the Correction Form

**One** copy of this form should be sent to the A+ Schools Program, Missouri Department of Elementary & Secondary Education. P.O. Box 480, Jefferson City, MO 65102.

Only use the correction form when refunding money to DESE.

- Summer refunds can be corrected during the Fall semester.
- Fall refunds can be corrected during the Spring semester.
- Spring refunds cannot be corrected during Summer semester. State funds cannot be carried over to another fiscal year. Please send a check to made payable to **Treasurer, State of Missouri.**

## **Part A. Project Information --- Please complete.**

**College Code or County District Code:** Enter the college code or co/district code used by the Missouri Department of Elementary and Secondary Education for payment purposes (Please refer to the Missouri School Directory )

**Contact Person and Telephone Number:** Enter a contact person that can best answer questions about the budget or final payment.

**Semester** – Please check only one of the following:

Summer, Fall, Spring or Full Year Program.

If you are reporting more than one semester, please put them on separate forms.

## **Part B. Project Financial Data**

Provide the following information the same way it appeared on the original budget/payment.

**Student Name:**

**SSN:**

### **Cr/Clock Hrs & Tuition**

The credit hour field should show the number of hours the student had on the budget/payment as well as the number of hours A+ should have paid. Tuition field should show the amount of tuition that is being returned to the A+ office.

See sample correction form for an example.

**Fee/Last Semester:**

If you are correcting a fee amount – please show the fee amount that is being returned to the A+ office. Provide a comment of what fee you are returning to A+ office in the comment field. If the fee is a graduation fee and it requires the Last Semester field to be unchecked please put UNCHECK in the Last Semester field and provide an explanation.

See sample correction form for an example.

**PELL/SEOG/Fin. Aid Funded:**

If a student has received late PELL – please show the amount of Pell that would have been used for the student’s tuition or fees. Please show Recv’d Late Pell in the comment field. If you are returning to the state the whole amount of the student’s tuition and fees, please make sure that Fin. Aid Funded is X’d, so the semester can be removed from the student’s record.

**Amt Received for Student**

Please provide the total amount A+ paid on the original payment for the student.

**Amount of Overpayment (To be refunded to DESE)**

Please provide the amount that is to be refunded to DESE for the student. Make sure to total the whole column and put this amount in the Grand Total field.

“The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.”