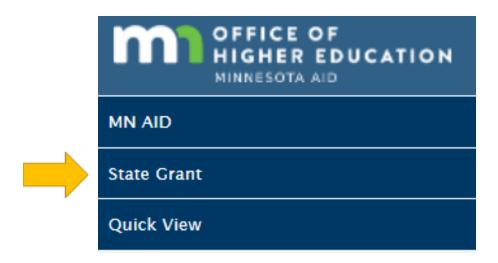
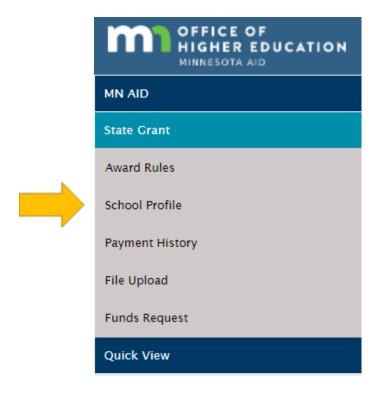


Entering a Budget for a Clock Hour Institution

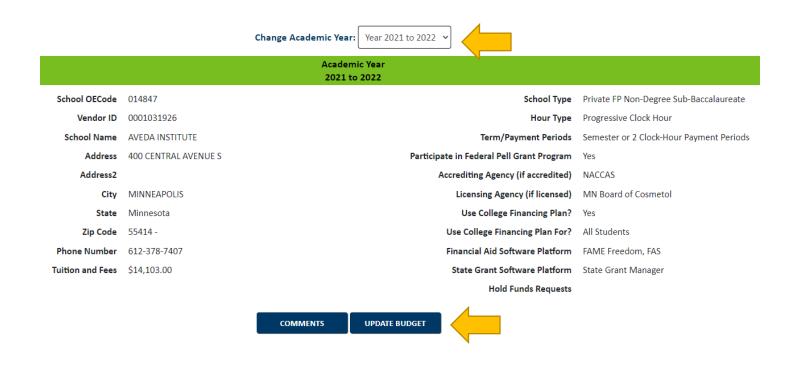
- 1. Log into MN Aid at Login (guarantorsolutions.com).
- 2. Click on State Grant.



3. Click on School Profile.



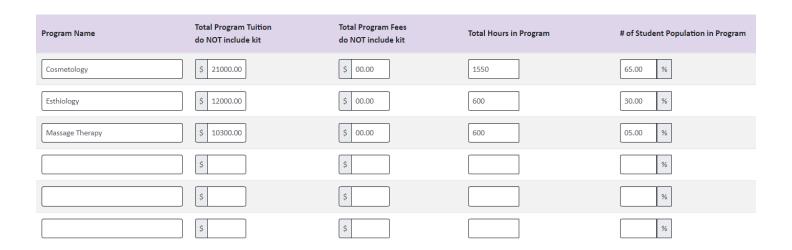
4. Select the correct academic year and click on Update Budget.



5. The following message is displayed.

This chart should only be completed by progressive clock-hour institutions. Fees should only include mandatory fees that are charged to ALL full-time students. Tuition and fees should NOT include charges for the purchase of kits, uniforms, equipment, computer, tools or books where the student retains ownership. Fees may include institutional fees for the rental of required equipment and supplies, if the institution retains ownership. Schools cannot include fees that can be waived by students even if required for other students. Fees cannot include refundable deposits or fees.

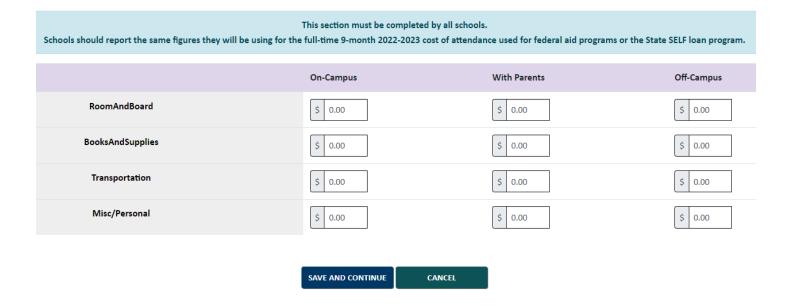
6. Enter each Program, total tuition and program fees, total hours and percentage of student population in each program.



7. Enter the number of hours in the academic year. Marking the budget as Estimated will save the information in MN Aid, but until it is marked as Final, institutions are unable to upload State Grant Files or submit Funds Requests.



8. Enter the values for each category for students living on-campus, with parents or off-campus.



9. Review the information to ensure its accuracy. If any changes need to be made, the process can be repeated (information entered previously is saved).

Program Name	Total Program Tuition	Total Program Fees	Total Hours in Program	Hourly Program Rate	# of Student Population in Program	Weighted Hourly Program Rate
Cosmetology	\$21000.00	\$0.00	1550	\$13.55	65.00	\$8.81
Esthiology	\$12000.00	\$0.00	600	\$20.00	30.00	\$6.00
Massage Therapy	\$10300.00	\$0.00	600	\$17.17	05.00	\$0.86
Total					100.00%	\$15.67

Number of Hours in Academic Year: 900

Annual Full-Time Tuition and Fees: \$14,103.00