

[Date]

College reported on your application:
[College Name]

MTI-300

[First Name] [Last Name]
[Permanent Address (line 1)]
[Permanent Address (line 2)]
[City][State][ZIP Code]

2022-23 MINORITY TEACHERS OF ILLINOIS SCHOLARSHIP PROGRAM
NOTICE OF INCOMPLETE APPLICATION

This letter is to notify you that the Illinois Student Assistance Commission (ISAC) has determined that your 2022-23 Minority Teachers of Illinois (MTI) Scholarship Program Application/Promissory Note is not complete. Your application/promissory note will be considered complete as of the date you supply all required information.

Refer to the reverse side of this page for a detailed explanation of the missing information. If you did not provide your signature, your application/promissory note is also enclosed. Please use the reverse side of this page to provide all missing information, sign and date the document(s) in ink and return the required documentation to:

Illinois Student Assistance Commission
Applicant Services Department-D
1755 Lake Cook Road
Deerfield, IL 60015-5209

All ISAC scholarships are limited based on the number of eligible applicants and funding levels appropriated by the Illinois General Assembly. Therefore, you are encouraged to continue seeking additional financial aid resources to fund your educational expenses.

ISAC administers other scholarship and grant programs that can provide financial assistance to help you pay for college. To learn more about the financial aid process and available programs, visit our website at isac.org. You may also communicate directly with an ISAC Call Center Representative via telephone at 800.899.ISAC (4722) or e-mail at isac.studentservices@illinois.gov.

Applicant Services Department
Program Services and Compliance Division

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[FirstName] [LastName]

[Date]

Incomplete application for: 2022-23 Minority Teachers of Illinois Scholarship Program
The following information is incomplete, missing or invalid:

[INCOMPLETE REASON WILL BE LISTED HERE]

Signature

Date

SAMPLE