

Motlow State Community College

Remember your Student ID #.

Financial Aid STEPS TO SUCCESS

1. Apply for Admission

- Whether you are a new student, transfer student or are applying for readmission, please complete an online application at www.mscc.edu. If you have questions about the admissions process, you may contact the **Admissions and Records Office** at admissions@mscc.edu.
- To be eligible to receive financial aid at Motlow College, **students must be seeking an Associate's Degree from Motlow**, and the courses taken must count toward that degree.

2. Complete the Free Application for Federal Student Aid (FAFSA)

- The Free Application for Federal Student Aid (FAFSA) is available to complete online at www.fafsa.ed.gov. Be sure to list *Motlow* as a school choice. (*School Code: 006836 - Use this number, no matter which Motlow campus you plan to attend.*)
 - **For TN Promise, Lottery and TSAC awards, Motlow must be listed first on FAFSA.**
- To sign and submit the FAFSA electronically, students and parents (if a dependent student) will need their own FSA ID (User Name and Password). Create your FSA ID online at fsaid.ed.gov and keep it in a safe place. You will need it each year.
- **When Motlow receives your FAFSA, the Financial Aid Office will send an email to your Student Email Account to inform you of the next steps.**

3. Monitor your *Student Email Account* Daily

- **The financial aid process is not complete until you receive an email in your *Student Email Account* that informs you of your eligibility status.**
- Always use your *Student Email Account* when corresponding with the Financial Aid Office. Be sure to include your name and Student ID# on all correspondence.
- **You will miss deadlines and important information if you are not checking your *Student Email Account* regularly and keeping your inbox clean.**

4. Monitor your *MyMotlow Account* Daily

- Motlow College utilizes **MyMotlow**, a self service account, so that you can have access to your financial aid information 24-7.
- You must check your status regularly by logging in to your **MyMotlow Account**, **click the Financial Aid tab, then click Financial Aid Status.** READ THE INFORMATION THERE, and follow the instructions and links for specific details.
- **You will miss deadlines and Student Requirements if you are not checking your Financial Aid Status in your *MyMotlow Account* regularly.**

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5. Complete Student Requirements on **MyMotlow**

- It is the responsibility of the college to verify your final FAFSA eligibility. To do this, the Financial Aid Office may need additional information from you that we call **Student Requirements**.
- **To view YOUR Student Requirements**, log in to your **MyMotlow Account**, click the **Financial Aid tab**, then click **Financial Aid Status**. READ THE INFORMATION THERE, and follow the instructions and links for specific details.
- **If Student Requirements are not completed, submitted and processed by the appropriate Financial Aid Deadline* you must be prepared to pay for your classes in full or set up a payment plan, prior to the tuition due date.**

**Monitor Financial Aid Deadlines at: www.msc.edu/financialaid/PriorityDates.pdf.*

**In addition to Motlow Financial Aid Deadlines, TN Promise Students must also monitor and follow TN Promise program dates and deadlines at: www.tnpromise.gov/students.shtml.*

6. Confirm Enrollment on **MyMotlow**

- You cannot confirm enrollment (save your schedule) until your balance is **zero**; either because you have paid the balance out of pocket **or** your financial aid award was enough to cover the balance **or** because you have set up the payment plan.
- If your financial aid award is NOT enough to cover the balance due, you will need to pay the remaining balance or set up a payment plan prior to the tuition due date.
- *Check your balance due by logging in to your **MyMotlow Account**, click the **Student tab**, then click **Student Account link**, then click **Account Detail/Confirm Enrollment**.*
- If you have questions about the payment process, you may contact the **Business Office** at businessoffice@mscc.edu.

***TN Promise Students may receive additional information, via the Student Email Account, in regard to Confirming Enrollment.*

7. Meet Satisfactory Academic Progress (SAP)

- **Satisfactory Academic Progress simply means that a student must be making adequate progress toward the specific degree that they are seeking.** Poor grades, poor attendance and dropping classes can cause a student to lose financial aid.
- **The Financial Aid Office will check your progress at the end of each semester to determine continued eligibility.** All financial aid funds are subject to change or termination based on your enrollment status, your GPA, the number of classes you've attempted versus the number you've completed and maximum timeframe. For specific details, view the complete Satisfactory Academic Progress standards at: www.msc.edu/financialaid/SAP.pdf

Student loans are not available at Motlow College.

Motlow College does not certify private student loans.

Motlow College does not participate in the Federal Student Loan program.

Motlow College does not participate in the Federal Work Study program.

Scholarship Opportunities are available on the mscc.edu website:

www.msc.edu/scholarships/index.aspx