

Steps for Success with Financial Aid

You must be a degree seeking student to qualify for financial aid; special, transient, or non-degree seeking students do not qualify.

Step 1 – Student and Parent (if applicable) apply for a federal PIN at www.pin.ed.gov.

Step 2 – Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. **Motlow's school code is 006836.** For questions on how to complete the FAFSA, please call 1-800-4-FED-AID. Notification is sent by Motlow student e-mail with further instructions when the FAFSA is at Motlow.

Step 3 – Check your student email and “MyMotlow”/Banner for required documents at www.msc.edu. Instructions are below for checking your status:

- Log on to the Motlow website at: www.msc.edu
- Click on “MyMotlow”/Banner located in the lower/right corner of the page and log in to your account
- Click on the “Financial Aid” link
- Click on “Financial Aid Status”
- Select the appropriate year and then click “Submit”
- Then click on “Student Requirements”
- The Authorization Agreement is interactive. You will wait for timer to complete and press “continue.” Then complete form and submit. **Requirement will clear the next business day, not right away.**
- Verification and other required forms must be printed, completed and brought into the Financial Aid Office.

Step 4 – When the Financial Aid Office receives all documents or information needed, the file will be reviewed in the order of receipt. This can take from 2 to 6 weeks, depending on the number of files awaiting review. The review may result in additional requirements. **Please continue to check for required documents and submit them right away so file review can be completed.**

Step 5 – When the file review is complete, an e-mail will be sent to your Motlow student e-mail to notify that an award is in place. (Awards can happen in stages as info is received from federal/state and private sources).

Step 6 – **Continue with registering for classes and “actively confirm” your registration to keep classes from being purged. You cannot confirm until your account has been satisfied in full. This makes it important to continue to check your financial aid award status on a regular basis.**

Step 7 – Aid for which you are eligible will be posted to your account once the disbursement date for the semester has arrived provided you remain eligible for funding. (i.e.: required credit hours, Satisfactory Academic Progress requirements met, and all requirements associated with a specific award satisfied).

If the amount of your refundable aid is greater than your bill for the semester, you will be eligible for a refund. The Business Office issues refunds on a weekly basis beginning the first week of classes. **Note: Any balance remaining on your account is your responsibility.** Should you withdraw from any or all of your classes your financial aid eligibility will be reviewed and you may be required to return all or part of refunds previously released to you.

Step 8 – If necessary, apply for student loans with a separate application since they are NOT automatically awarded. Apply for what is needed to cover the entire academic year and no more. The loan application is located at www.msc.edu on the financial aid page. Also, complete the loan entrance counseling at the same time. **(Remember loans MUST be repaid).** Continue to monitor your MyMotlow/Banner account to satisfy the Master Promissory Note (MPN) requirement within 14 days of the loan award posting to your account.

Financial Aid Priority Processing Deadlines:

Fall: July 15	Spring: December 2	Summer: April 15
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Remember that failure to provide needed documents will delay or prevent funds being posted to your account.