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401 North Main
Adams, WI 53910
608.339.3379

MARSHFIELD CAMPUS
2600 West 5th Street
Marshfield, WI 54449
715.387.2538

STEVENS POINT CAMPUS
933 Michigan Avenue
Stevens Point, WI 54481
715.344.3063

WISCONSIN RAPIDS CAMPUS
500 32nd Street North
Wisconsin Rapids, WI 54494
715.422.5300

Toll Free: 888.575.MSTC
Website: mstc.edu
Wisconsin Relay Service: 7.1.1.

Mid-State Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in its program or activity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
VP-Human Resources

500 32nd Street North, Wisconsin Rapids, WI 54494
Phone: 715-422-5351 Wisconsin Relay Service: 7.1.1.

May 2011



FINANCIAL AID

2011//2012 Student's Guide

FINANCIAL AID RECIPIENT

Based on the information you submitted, we are pleased to extend a financial aid offer for the 2011-12 academic year. The college's MyMSTC site has your award notification online.

MyMSTC is available 24 hours a day, seven days a week. We will continue to connect you with more information and services electronically through this site. You can now complete the FAFSA and Student Loan Master Promissory Note, complete Entrance and Exit Loan Counseling, as well as access your student award, student accounts and student records online.

A successful financial aid experience requires that you be actively involved in the process. It is important you read this guide to understand your financial aid rights and responsibilities. **Keep copies of book receipts, tuition bills and financial aid awards for tax purposes.** Consult your tax preparer regarding education credits and reporting aid as taxable income.

Financial Aid comes in the form of grants, scholarships, loans and work study from federal, state and private funding sources. Student eligibility is based on the premise that you and your family have the primary responsibility of covering the cost of education. Financial aid is designed to supplement students' resources to help them achieve educational and career goals.

We're confident your decision to attend Mid-State Technical College will prove to be a rewarding one. The Financial Aid Staff is available to help keep your financial concerns manageable while you work to achieve your educational goals. Please contact us at the Financial Aid Office if you have questions, need assistance with the process or your financial circumstances change significantly.

Financial aid will be offered to students only after they have been accepted for admission into an eligible program of study. Completing prerequisites for acceptance to the program are not fundable. Department of Education regulations require courses funded by Financial Aid be required toward graduation for that program of study.

ELIGIBILITY

Your eligibility for financial aid is based on the information you reported on your 2011-12 FAFSA. If there are changes in income which may affect your family's ability to pay for costs at MSTC, contact the Financial Aid Office. You may be eligible for increased amounts of financial aid due to special circumstances.

ACCESSING YOUR FINANCIAL AID AWARD

Access your financial aid information direct from any computer with Internet availability.

Public computers are available to students at MSTC locations.

1. Go to mstc.edu/mymstc.
2. Enter your MyMSTC User ID (your student ID found on your class schedule or registration).
3. Enter your current MyMSTC Password.
4. Click the Student Center link.
5. In the Finances section, click Accept/Decline Awards. Click on the Current Aid Year. Check to accept or decline each category of aid offered. Grants are accepted for you. Loans and workstudy cannot be processed until they are accepted. You must click the Submit button to save.
6. Click on Awards and select the most current year to view. By selecting, it will show your Financial Aid Award Summary for each term.
7. If you decide not to enroll, deny all aid so it can be cancelled.
8. Refer to the directions regarding student loans. There are additional steps to receive those funds.

FOR MORE INFORMATION
888.575.MSTC (EXTENSION 5501)

GRANTS

Federal and state grants are awarded to students with financial need and are paid once each semester. Grants do not have to be repaid unless you withdraw from school, never attend class or fail all courses. Most grants require a minimum of six credits to be eligible. Some students may be eligible for a partial Pell Grant with less than six credits. Pell Grants are prorated based on enrollment.

FEDERAL DIRECT STUDENT LOANS

You may also be awarded a Federal Direct Stafford Subsidized and/or Unsubsidized Loans. **To process your loans, you must accept, decline or reduce your loans through the "Accept/Decline Financial Aid" link on MyMSTC. Your loans will not be automatically processed unless you accept them.**

Important steps required to process a student loan:

1. Accept your loan on myMSTC.
2. Complete and sign a Direct Loan Master Promissory Note (MPN). Go to mstc.edu, Current Students, Financial Aid, Helpful Links (flashing icon), myDirectLoan. You must log on to the website using your PIN number from the Department of Education. Select the Subsidized/Unsubsidized Loan Option. This DL Master Note will be your legal agreement for the designated loan period. MSTC has electronic transfer of funds and loan processes are run weekly. It is very important to follow these procedures as outlined. **Every new student must complete a MPN.**
3. Complete Direct Loan Entrance Loan Counseling. All first-time borrowers are required by federal regulations to complete Entrance Loan Counseling before loan funds can be disbursed. This step can be accomplished at the site myDirectLoan as listed above.

Continuing students who processed prior student loans in 2010-11, may not need to complete a new MPN. Direct Loans will use your active MPN.

IMPORTANT INFORMATION TO KNOW

All Student Loans must be paid in two disbursements, one each semester. Federal Subsidized and Unsubsidized Stafford Loans are low-interest loans in the student's name that must be paid back. Repayment of these loans begins six months after you graduate, drop below half-time or stop attending classes. If awarded an Unsubsidized Loan, you will be charged interest but may choose to pay the interest or capitalize it while attending school. No payments are required until after the six-month grace period.

Take loans wisely. You are under no obligation to take out a loan if you can meet your educational expenses through other resources. You can request less than offered or request a loan at a later time, if needed. If you need more, you may be eligible for an Unsubsidized Loan. Contact the Financial Aid Office for more information. Students can notify the Financial Aid Office to cancel loan funds prior to disbursement. Be cautious to avoid large loan repayments later.

Students are responsible for purchasing necessary books and supplies. We encourage you to plan ahead. Financial aid funds are applied to student accounts for tuition and then any credit balance will be sent to the student to assist with book costs. Funds will be processed within the first week of the term for those students who have completed the process or weekly as student funds become available.

COLLEGE WORK STUDY

If you have been awarded College Work Study (CWS) at the Wisconsin Rapids campus, check the work study board outside the Financial Aid Office for possible job openings. At the other campuses, report to the Student Affairs/Campus Office where you are attending for information on work study positions. Before you start work, you must complete required payroll paperwork. Work study checks will be sent to your home address. Direct deposit advices are available on MyMSTC in the Employee Center. We encourage students to set up direct deposit of funds to their bank or credit union accounts. Contact the work study representative on your campus to set up this agreement. Being awarded college work study does not assure you that a job will be available.

**FOR MORE INFORMATION
888.575.MSTC (EXTENSION 5501)**

SATISFACTORY ACADEMIC PROGRESS

All students must maintain Satisfactory Academic Progress in order to receive financial aid. Effective Fall 2011, the federal government has implemented changes to the standards. Students are required to maintain a cumulative grade point average (GPA) of 2.0 and complete all classes attempted with a completion rate of at least 67%. Grades such as an F, W, IP, or IC are not considered completed and will count against your calculation. Because of the cumulative nature of this policy, it is very important to carefully consider dropping and adding courses.

The maximum timeframe for completion of a program of study is 150% of the published length of the program for a full-time student. Once you meet the maximum timeframe, you are no longer eligible for Financial Aid. If you have extenuating circumstances, you may appeal to the Financial Aid Office for a brief extension of your aid. Students may be required to set up a career plan with their program counselor in order to be considered for aid.

For more details on the Satisfactory Academic Progress policy, visit mstc.edu/finaid/index.htm

WITHDRAWALS OR ALL F GRADES

Federal law states that if a student receives federal financial aid and withdraws, quits attending or drops out of all of their classes before completing at least 60% of the semester, the student will have to return a portion of the federal aid that was received.

The student will be billed for the amount to be repaid according to this policy. A student must be reported to the Department of Education for repayment and, until the balance is paid, the student's records will be placed on hold prohibiting a student from receiving any further financial aid funds nationally. If a student has tuition, fees or other outstanding institutional charges, registration, grades and/or transcripts will be placed on hold at MSTC.

Students must drop classes online or through the Student Records Office. You will not be automatically dropped from classes by simply not attending. You will be liable for charges for classes not started unless they are dropped prior to the first day of the term.

If you receive all F grades for a term, you will be considered an "unofficial withdrawal" and will be required to repay calculated institutional costs.

ENROLLMENT CHANGES

Eligibility must be determined based on the student's enrollment level; therefore, changes in enrollment after the term starts may affect how much money you receive. The Financial Aid Office must recalculate an award if a change of enrollment occurs before the 14th calendar day or your initial disbursement date. If a class is taken off your schedule and is refunded at 80% or 100%, the financial aid must be recalculated and a repayment may be required.

It is important to notify the Financial Aid Office any time you decide to change enrollment to determine what impact that may have on financial aid eligibility. Consult with the Financial Aid Staff prior to withdrawal to discuss your individual situation.

FINANCIAL AID ENROLLMENT

Students are paid Financial Aid according to their enrollment in credit courses each term based on the following:

Full-time = 12 or more credits
Three-quarter time = 9 to 11 credits
Half-time = 6 to 8 credits
Less-than Half-time = 5 or fewer credits

- Students should make all scheduled enrollment adjustments 10 days prior to the start of the term to ensure their aid is calculated and disbursed correctly for the term to avoid overpayment.
- Enrollment is locked in for financial aid on the 14th calendar date of the semester.
- Any adjustments in student registration may require repayment of financial aid if it changes the enrollment status for which financial aid was calculated.
- Students who withdraw from the college or receive all F grades for the semester will be on financial aid warning or suspension for the following semester and must be calculated for **Return of Title IV Aid** which may result in a repayment of financial aid and/or tuition.
- Students should carefully consider adding and dropping courses due to the cumulative nature of the new Satisfactory Academic Progress policy.