ELIGIBILITY
Your eligibility for financial aid is based on the information you reported on your 2017-18 FAFSA. Contact the Financial Aid Office if there are changes in income that may affect your family’s ability to pay for costs at Mid-State. You may be eligible for increased amounts of financial aid due to special circumstances or a substantial change of income.

ACCESSING YOUR FINANCIAL AID AWARD
Access your financial aid information directly from any computer with Internet availability.

1. Go to mstc.edu/mymstc.
2. Enter your MyMSTC User ID. Your student ID can be 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 work study 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.

FINANCIAL AID RECIPIENT
Based on the information you submitted, we are pleased to extend a financial aid offer for the 2017-18 academic year. Your notification award is online on the college’s MyMSTC site.

MyMSTC is available 24 hours a day, seven days a week. 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 complete the Student Loan Master Promissory Note; complete the Entrance and Exit Loan Counseling process; and 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.

Financial aid will be offered to students only after they have enrolled in a financial aid eligible program. Department of Education regulations allow financial aid to be used only for courses required for graduation.

Public computers are available to students at all Mid-State locations.

mstc.edu • 888.575.6782

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422.5325; 711 Wisconsin Relay Service.
earlier program will generally count against the new maximum limit. Once the student has reached the new maximum limit, the student is no longer eligible for Subsidized Loans. He/she may continue to receive Direct Unsubsidized Loans, which accrue interest while attending college.

**IMPORTANT INFORMATION TO KNOW**

All student loans must be paid in two disbursements, one each semester. If a student is only enrolled for one semester, loans must be double disbursed—half on the standard disbursement date and half at the mid-point of the semester. If a student is a first-time borrower, Mid-State cannot disburse the first payment until 30 days after the first day of the semester. This practice ensures that students won’t have a loan to repay if they don’t begin classes or if they withdraw during the first 30 days of classes. If tuition is still owed, it will be deferred until your loan funds are disbursed as long as you complete the Master Promissory Note and Loan Counseling and are enrolled and attending classes.

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, when you drop below half-time, or if you 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 six months 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 apply for an Unsubsidized Loan. Contact the Financial Aid Office for more information.

Federal Stafford Loans are available. You must file a Free Application for Federal Student Aid (FAFSA) to cancel loan funds prior to disbursement. Be cautious to avoid large loan repayments later.

**DISBURSEMENT OF AID**

Financial aid will be applied to student accounts after the census date of each semester (14th day of Fall/ Spring, 7th day for Summer). Tuition can be deferred until financial aid is released. Financial aid is applied to outstanding tuition, fees, and book charges. Any remaining balance is paid by check or direct deposit. E-refunds can be set up on the Student Center under e-account management. For information on book charges, go to mstc.edu/financial-aid.

**BOOK CHARGING**

You may be eligible to charge textbooks at the Mid-State Bookstore if you meet the following criteria:

- Have been awarded financial aid for the current term.
- Have remaining funds available after your account balance is deducted from the financial aid (minimum of $100, maximum of $1,000).

- Have granted Mid-State permission to take the required book(s) for your financial aid.
- Go to your Student Center, click on View Student Permissions, then Grant Permissions for the Financial Aid Book Charge Process.
- Have no overdue balance on your account. You can check your account balance in MyMSTC.
- Enrolled in at least one credit.

For more information on book charges, go to mstc.edu/financial-aid.

**WORK-STUDY**

The Federal Work-Study Program provides jobs for students with financial need allowing them to earn money to help pay for educational expenses. Pay is $9.00 per hour. On campus positions as well as community service positions are available. Students are eligible to earn up to the amount listed on your award letter and are paid biweekly. This money is earned and paid directly to the student through payroll payments. Funds are not applied to student accounts. Pay stubs are available on MyMSTC in the Employee Center. Being awarded college work-study means you are eligible but does not assure you that a job is available. You must be enrolled in a minimum of six credits to earn work-study funds.

View job postings and apply at mstc.edu/workstudy. Hiring paperwork must be completed before a student can begin employment.

**FINANCIAL AID ENROLLMENT**

Students are paid financial aid according to their enrollment in credit courses on the census date of each term based on the following:

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

Students should make all enrollment adjustments 10 days prior to the start of the term to ensure their aid is calculated correctly for the term to avoid overpayment.

- Enrollment is locked in for financial aid on the 14th calendar date of the semester for Fall/ Spring, 7th day for Summer.

- Students who withdraw from the college or receive all "F" grades for their courses may be calculated for Return of Title IV Aid, which may result in a repayment of financial aid and/or tuition and could place the student on warning or suspension status.

- Students should carefully consider adding and dropping courses due to the cumulative nature of the Satisfactory Academic Progress policy.