



# financial aid

## 2017-2018 STUDENT GUIDE

### ADAMS COUNTY CENTER

401 North Main  
Adams, WI 53910

### MARSHFIELD CAMPUS

2600 West 5th Street  
Marshfield, WI 54449

### STEVENS POINT CAMPUS

1001 Centerpoint Drive  
Stevens Point, WI 54481

### WISCONSIN RAPIDS CAMPUS

500 32nd Street North  
Wisconsin Rapids, WI 54494

Wisconsin Relay Service 711

[mstc.edu](http://mstc.edu) • 888.575.6782



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### 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. 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 allows financial aid to be used only for courses required for graduation.

### 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.

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

1. Go to [mstc.edu/mymstc](http://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.

**FOR MORE INFORMATION**  
**888.575.MSTC**

## 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, drop a course during the 80 percent or 100 percent refund period, 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. The Department of Education has established a 12-semester lifetime limit (or its equivalent) for a student to receive Pell Grants.

## FEDERAL DIRECT STUDENT LOANS

You may also be awarded a Federal Direct Stafford Subsidized and/or Unsubsidized Loan if you are enrolled for a minimum of six credits. **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. In the Finances section, click **Accept/Decline Awards**.
2. After accepting your loan, click on the **MPN** link to complete and sign a Direct Loan (DL) Master Promissory Note (MPN). You must log on to the website (studentloans.gov) using your FSA User ID from the Department of Education. This DL Master Promissory Note will be your legal agreement for the designated loan period. Mid-State 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 an MPN.**
3. Complete Direct Loan Entrance 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 **studentloans.gov**.

First-time loan borrowers have a maximum eligibility period to receive Direct Subsidized (interest-free while in college) Loans. The limit is measured in academic years. Students may not receive Direct Subsidized Loans for more than 150 percent of the published length of their academic program. This is called the “maximum eligibility period.” For example, if a student is enrolled in a two-year associate degree program, the maximum period for which he/she can receive Direct Subsidized Loans is three years. If the student is enrolled in a one-year technical diploma program, the maximum period to receive a Direct Subsidized Loan is 1.5 years. If the student receives a Direct Subsidized Loan for one program of study and then changes to another program, the Direct Subsidized Loans received for the

earlier program will generally count against the new maximum limit. Once 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 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.

## 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 funds are refunded to the students 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](https://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 \$1.00, maximum of \$1,000).

- Have granted Mid-State permission to take the required book/supply charges out of 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](https://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 their 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](https://mstc.edu/workstudy). Hiring paperwork must be completed before a student can begin employment.

## SATISFACTORY ACADEMIC PROGRESS

All students must maintain Satisfactory Academic Progress in order to receive financial aid. 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 percent. 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 time frame for completion of a program of study is 150 percent of the published length of the program for a full-time student. Once you meet the maximum time frame, 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 academic advisor to be considered for aid.

**For more details on the Satisfactory Academic Progress policy, visit [mstc.edu/paying-for-college/eligibility](https://mstc.edu/paying-for-college/eligibility)**

## 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 percent 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. A hold will be placed on Mid-State registration, grades, and/or transcripts if a student has outstanding tuition, fees, or other institutional charges.

**Students must drop classes online or through the Student Services & information Center. Students will not be automatically dropped from classes by simply not attending. Students are 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.

## 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-quarter time = 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 the semester must 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.