



2017-2018 Financial Aid Award Checklist

This checklist is a tool to help you work through the financial aid process once you have received your award notice. It is not intended to replace the comprehensive financial aid information available from Student Financial Services at www.mnsu.edu/campusub.

_____ **Review and respond to award notification via the online response process.** Log in to Student e-Services at www.mnsu.edu/eservices with your StarID and Password. Click "Financial Aid" on the left-side navigation menu.

Admitted students can activate their StarID at the Self Service page <https://starid.minnstate.edu/>. Activation options are available and online assistance is provided through this page.

The response process is required and authorizes the University to continue processing your financial aid awards. Students can accept, decline, or reduce financial aid awards and **complete additional acceptance steps** for Federal Direct Subsidized and Unsubsidized Loans, Federal Perkins Loans, and/or Federal or State Work-Study. Refer to back page for information about other loan options, private scholarships, waivers, or third-party agency payments, financial aid disbursement and your student account.

GRANTS

Federal Pell and SEOG Grants, Alliss Scholarships and MN State Grants are automatically applied to student accounts. Amounts applied are determined by your enrollment as of the fifth day of the semester. Refer to your award notice for your eligibility at each level of credits enrolled.

WORK-STUDY

_____ **Accept, decline, or reduce your Work-Study award via the online response process.**

_____ **Complete the online Work-Study Assignment Questionnaire by no later than August 1, 2017, if accepting all or part of your Work-Study award.** Go to www.mnsu.edu/campusub/workstudy and click on "Work-Study Assignment Questionnaire." Log in with StarID and Password. You must fill out the questionnaire every year that you are awarded Work-Study.

You will be assigned to a Work-Study position and notified where to report to work. This information will be sent via email to your @mnsu.edu account beginning approximately three weeks prior to the start of fall semester. You will be paid an hourly wage for actual time worked and receive your payroll earnings via direct deposit every two weeks throughout the semester. Work-Study earnings are not applied to your student account; you are responsible to make payments to the University from your Work-Study earnings if you have a balance due.

FEDERAL PERKINS LOAN

_____ **Accept, decline, or reduce your Perkins Loan award via the online response process.**

_____ **Complete Perkins Loan Entrance Counseling and Master Promissory Note (MPN) requirements.** Watch for email instructions from webmaster@ecsi.net if you requested Federal Perkins Loan funds. You will be directed to a web site (<https://www.ecsi.net/promX7>) to validate your identity with your Social Security Number, Last Name, First Name, and Date of Birth. If validated, you will proceed to entrance counseling and electronic promissory note. If your identity is not successfully validated online, you will be directed to print, complete, and submit paper forms to the University. Mail original forms to Student Financial Services, 120 Wigley Administration Center, Mankato, MN 56001, or deliver in person to Campus Hub; retain a copy for your records.

FEDERAL DIRECT SUBSIDIZED/UNSUBSIDIZED LOANS

_____ **Accept or reduce your Federal Subsidized/Unsubsidized Loan award(s) via the online response process.**

_____ **Indicate the amount of your Federal Loan borrowing.** Enter the amount(s) of your subsidized/unsubsidized loan awards you wish to borrow on the Loans screens on Student e-Services within the Financial Aid menu. Accept only what you need to borrow to meet your needs to keep your student loan debt more manageable.

_____ **Complete Federal Direct Loan Entrance Counseling.** Go to <https://studentloans.gov> and log in. All Federal Direct Loan borrowers are required to complete loan entrance counseling.

_____ **Sign a Federal Direct Loan Master Promissory Note (MPN).** Go to <https://studentloans.gov> and log in. All Federal Direct Loan borrowers must sign a Master Promissory Note.

FEDERAL DIRECT PARENT PLUS/GRADUATE PLUS LOANS ("OTHER LOAN OPTIONS")

Parent PLUS Loans are available to parents of eligible dependent undergraduate students. Graduate PLUS Loans are available to eligible graduate and doctoral students.

_____ **Accept or reduce Federal Subsidized/Unsubsidized Loans first via the online response process.** This is required before Direct PLUS Loan Requests will be processed.

_____ **Request a Direct PLUS Loan.** Go to <https://studentloans.gov> and log in. Parent-borrower logs in for Parent PLUS Loan; graduate/doctoral student logs in for Graduate PLUS Loan.

_____ **Notify us if your Parent PLUS Loan request is denied.** Undergraduate students may be eligible for additional Federal Direct Unsubsidized Loan borrowing as a result of a Parent PLUS Loan denial. If you wish to accept additional Unsubsidized Loan funds, notify the Campus Hub by email at campushub@mnsu.edu or in person. Accept only what you need to borrow to meet your needs to keep your student loan debt more manageable.

PRIVATE EDUCATIONAL LOANS ("OTHER LOAN OPTIONS")

_____ **Accept or reduce Federal Subsidized/Unsubsidized Loans first via the online response process.** Students who do not accept any Federal Loans are also required to meet with a financial aid advisor before private educational loans will be processed. Contact the Campus Hub to schedule an appointment. If you accept your Federal Loans, those will be processed first to determine your remaining eligibility to borrow from private educational loan programs.

_____ **Select a private educational loan option and apply directly to your chosen lender.** Go to <http://www.mnsu.edu/campushub/loans/private/> to see a list of available private educational loans with links to lender websites or work directly with another financial institution that offers private educational loans. School certification and certain other required steps result in an application process that typically spans several weeks before loan funds are received by the University and available for disbursement.

SCHOLARSHIPS, WAIVERS, THIRD-PARTY AGENCY PAYMENTS

_____ **Notify Student Financial Services via the online response process.** Provide information regarding any private scholarships, waivers or third-party agency payments you will be receiving that were not reflected on your award notice. If you become aware of any of these types of additional resources after you have submitted your online response, notify the Campus Hub by email at campushub@mnsu.edu. Include your name, Tech ID or StarID, and scholarship information in your message.

_____ **Confirm private scholarship disbursement timelines.** Confirm with your scholarship donor/s when they are sending your funds to Minnesota State Mankato. If the scholarship donor sends a check directly to you, it must be endorsed and submitted to Student Financial Services by mail or in person to the Campus Hub for processing. Receipt of scholarship funds after the semester due date will not automatically prevent past due account penalties. Private scholarship awards are divided equally between fall and spring semester by the University unless we are notified otherwise by the donor.

_____ **Confirm scholarships or grants awarded by Minnesota State Mankato.** If you have been awarded a scholarship from Minnesota State Mankato and it does not appear on your financial aid award notice, please contact the office or department making the award to determine if disbursement has been scheduled and to notify Student Financial Services.

FINANCIAL AID DISBURSEMENT

Your financial aid eligibility depends on your enrollment, attendance and satisfactory academic progress. Financial aid is first processed after the tuition obligation date (fifth day) each semester. Students receiving financial aid funds that total more than the amount needed to pay the University will receive payments via direct deposit to their designated bank account. Direct deposit payments begin on the 10th class day and occur routinely throughout the semester as funds are received and applied to student accounts.

_____ **Set up direct deposit with the University.** If you wish to designate a bank account for direct deposit, log in to Student e-Services with your StarID and Password, select Financial Aid, then click on Direct Deposit Setup and follow the instructions provided. If you choose to link your MaxCARD with a Wells Fargo checking account, you can request to have that account set up by the University for your direct deposits.

- The first direct deposit of financial aid to students for Fall Semester 2017 is September 1, 2017.
- The first direct deposit of financial aid to students for Spring Semester 2018 is January 19, 2018.

Always confirm with your financial institution that scheduled payments have been deposited to your account before attempting to use them.

_____ **Verify/update your address.** Log in to [Student e-Services](#) with your StarID and Password, select Account Management, then click on Address Info to view and update your information online. If you are unable to update an address online, you may provide your information to the Campus Hub by email at campushub@mnsu.edu from your @mnsu.edu address (include your Tech ID or StarID) or in person.

_____ **Charge textbooks/supplies to your financial aid award if desired.** You may charge up to \$600 of your textbook/supplies cost each semester at the Barnes & Noble Bookstore on campus, through the fourth day of the semester. You will receive an e-mail notice of your eligibility each semester and it will be reflected on the <https://secure2.mnsu.edu/FinancialAid/> site as well. If an amount is charged it will be updated to your student account prior to the processing of financial aid for the semester.

_____ **Confirm your financial aid has been processed and your student account is paid in full.** Log in to [Student e-Services](#) with your StarID and Password. Select Bills and Payment to view your account information.

- The payment due date for Fall Semester 2017 is September 25, 2017.
- The payment due date for Spring Semester 2018 is February 12, 2018.

Contact the Campus Hub if you have any questions about meeting the payment due date so you can avoid past due account penalties such as registration holds and late fees.

_____ **Know the Important Dates for each semester.** Information about billing and financial aid timelines is available at www.mnsu.edu/campushub/campusinfo/dates/.