



2018-2019 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/campushub.

_____ **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, and/or Federal or State Work-Study. Refer to additional information provided 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.**

_____ **Find Work-Study job opportunities and apply for positions through the Career Development Center's Handshake site, if accepting all or part of your Work-Study award.** Log in with your StarID and Password at <https://link.mnsu.edu/handshake>.

Your campus employer will notify Student Financial Services when you are hired and you may begin working on or after the first day of the semester. You will receive payroll earnings through direct deposit every two weeks for actual time worked. These funds are not applied to your University bill. If you need to use your Work-Study award to pay your University bill you are responsible for making payments by the due date. If you need an extended payment deadline to avoid late fees, you may request a Work-Study payment plan from Student Financial Services.

FEDERAL DIRECT SUBSIDIZED/UNSUBSIDIZED LOANS

_____ **Review the information within the online response process and only check the box if not accepting your Federal Subsidized/Unsubsidized Loan award(s).** Do not click on the Request Loan link.

_____ **Request your Federal Loan amount.** 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. Indicate your loan amount on the Loan Application tab and submit your request on the Application Summary tab. 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.

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

PRIVATE EDUCATIONAL LOANS ("OTHER LOAN OPTIONS")

_____ **Accept or reduce Federal Subsidized/Unsubsidized Loans before requesting a private educational loan.** 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.** You may work with any lender who offers private educational loans. A list of lenders who represent the majority of loans processed for Minnesota State Mankato students is available at <http://www.mnsu.edu/campushub/loans/private>. An online comparison tool called FASTChoice is also provided.

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 before requesting a Federal Direct PLUS Loan.** 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.

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. The University is required to track these additional resources to ensure your overall funding does not exceed allowable limits; adjustments to originally awarded financial aid amounts may result. 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 additional funds 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.

- The first direct deposit of financial aid to students for Fall Semester 2018 is September 7, 2018.
- The first direct deposit of financial aid to students for Spring Semester 2019 is January 25, 2019.

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 at <https://www.mnsu.edu/eservices/> 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 email 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 at <https://www.mnsu.edu/eservices/> with your StarID and Password. Select Bills and Payment to view your account information.

- The payment due date for Fall Semester 2018 is October 1, 2018.
- The payment due date for Spring Semester 2019 is February 18, 2019.

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/.



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A member of Minnesota State