

Important Reminders

- ❖ To receive financial aid grants and student loans, you must complete the correct applications each *school year* (“school year” = Fall Semester, Spring Semester and Summer Term).
- ❖ Plan ahead by completing the financial aid process early in order to avoid long lines or unforeseen delays. You are encouraged to complete Steps 1–6 no later than June for optimum service in August.
- ❖ Tuition and fee billing and payments are online. Log in to e-Services and click on “Bills and Payment” to view your financial account details and make payment arrangements by the tuition due date.
- ❖ Eligible students may charge books, class supplies and a *Go-To-College* discounted bus pass against financial aid approximately one month before the start of each term. Online ordering is available. Keep your receipts and note bookstore return policy dates.
- ❖ *Go-To-College* discounted bus passes are available during Fall and Spring Semester and can be charged against financial aid. You may purchase prepaid bus passes during the Summer Term by cash and credit card.
- ❖ MCTC communicates important information to you by e-mail or U.S. Mail. Keep your contact information current by updating your address online.
- ❖ Use Direct Deposit services to receive payments from MCTC. Paper checks are available but require more time to process and lost checks can take up to 15 business days to replace.

Contact Information

MCTC websites and phone numbers

MCTC homepage www.minneapolis.edu
 MCTC Bookstore www.mctcbookstore.com
 MCTC Campus Card www.mctccampuscard.com

Bookstore 612-659-6850
 Business Services 612-659-6880
 Education Opportunity Center 612-659-6543
 Financial Aid office 612-659-6240

Other student financial accounts related services

Federal Student Aid (800) 433-3243
 Financial aid application www.fafsa.gov
 National Student Loan Data System www.nslds.ed.gov
 Internal Revenue Service (800) 829-1040
 Selective Service www.sss.gov (847) 688-6888
 Social Security Administration (800) 772-1213
 U.S. Citizen and Immigration Services (800) 375-5283
 FACTS Tuition Management Co. 800-863-2287
 MN Dept of Revenue Collections 651-556-3003

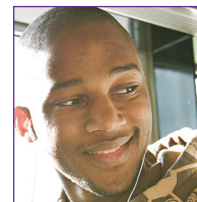
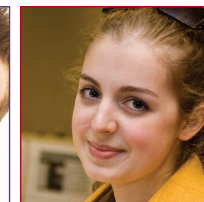
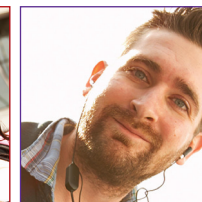
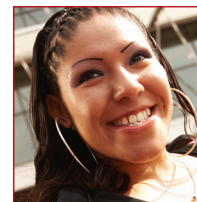
It is a best practice to keep track of College employees who assist you with your record. This improves communication and helps you stay on top of your records.

Employee Name	Date
_____	_____
_____	_____
_____	_____
_____	_____



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MCTC is an equal opportunity educator and employer
 Member of the Minnesota State Colleges and Universities system



Stay on top of your
**Financial Aid
 and
 College Costs**



Financial Policies and Procedures Every Student Needs to Know

Tuition is due by the Tuition Due Date to avoid registration cancellation for non-payment. A financial aid application, FACTS payment plan or 15% partial payment holds your registration. Additional payment options are listed on the College website. **(MnSCU Policy 5.12)**

Classes are non-refundable after the fifth day of the semester. You are responsible to drop any classes you do not plan to attend by the published deadline. **(MCTC Policy 5.09)**

You may be eligible for a partial refund if you withdraw from all courses by the published dates.

Fall and Spring Semester	Refund %
1st through 5th day of semester	100%
6th through 10th day of semester	75%
11th through 15th day of semester	50%
16th through 20th day of semester	25%
after 20th day of semester	0%
Summer Term	Refund %
1st through 5th day of term	100%
6th through 10th day of term	50%
after the 10th day of term	0%

(MCTC Policy 5.09)

MCTC has an attendance policy and you may be administratively withdrawn for non-attendance. However, only courses dropped by you, the student, are eligible for a refund. **(MCTC Policy 4.16)**

Attendance is required to receive and keep financial aid grants and loans. Your record is reviewed to ensure compliance with Federal and State financial aid rules. If you do not complete your courses, you may be required to pay back a portion or your entire financial aid award. **(MCTC Policy 4.08)**

You may secure your registration and start attending courses by meeting the minimum criteria of the payment policy. However, additional payment plan and late fees may apply. Additionally payment-in-full is required before you may register for subsequent terms. **(MCTC Policy 5.10)**

Payment Plan and Late Fees: A \$30 Payment Plan Fee is assessed to balances not paid by the published due date. An additional \$30 Late Fee is assessed to balances not paid by the mid-point of the term. **(MnSCU Policy 5.12.5)**

Holds: An Unpaid Balance Hold prevents you from registering from additional courses. Payment in full is required before this hold is removed. **(MCTC Policy 5.10.01)**

Collections: Unpaid balances are referred to MN Department of Revenue for collections. Additional collection fees and interest apply. **(MN State Statute 16D)**

You may be eligible for financial aid grants and loans to meet college costs. However, you may not use your award to pay unpaid balances from prior terms. **(Federal Student Aid Handbook, Vol. 4)**



e-Services is more than an online registration system.

1. Go to www.minneapolis.edu and click on "Current Students"
2. Locate e-Services and click on the link
3. Type your MCTC ID or User Name
4. Type your PIN or Password
5. Click on "Financial Aid" link
6. Click on "Bills and Payment" link

Visit with a College employee for additional information.

Last update 7-20-10

Nine Steps to Receiving Financial Aid

- Step 1** Apply for a PIN number
www.pin.ed.gov
- Step 2** Complete the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov
MCTC School Code = 002362
- Step 3** Verify that the information on your Student Aid Report (SAR) is correct. Submit changes (if necessary).
- Step 4** Log in to e-Services to track your financial aid process. Click on "Financial Aid Status" to view any tracking letters. Promptly submit any additional documents requested by the MCTC Financial Aid Office.
- Step 5** Check your MCTC e-mail for your award letter notice and log in to e-services to view your *Award Letter*.
- Step 6** If you choose to apply for a loan, you must be registered for 6 or more credits and follow the steps online at: www.minneapolis.edu/loans.
- Step 7** You may charge books, class supplies, parking and a *Go-To-College* discounted bus pass against your financial aid award if there is a balance available after tuition and fees are paid.
- Step 8** Sign up for Direct Deposit. Forms are available online or at Business Services.
- Step 9** Attend class. If you do not attend, you will be required to pay back a portion or your entire financial aid award.