Important reminders

- A new FAFSA must be completed each school year. A school year begins with Fall Semester and ends with Summer Term.
- Avoid delays by completing the financial aid process early. You are encouraged to complete financial aid steps 1 and 2 by the published Financial Aid Priority Date.
- Your student bill is online in eServices. View your account detail and meet the payment policy by the published Tuition Due Date.
- MCTC communicates important information to your StarID email account. (Message forwarding to your personal email is available.)
- Keep your contact information current under Account Management in eServices.
- The college bookstore offers a book charging service. Review your financial aid award notification or Nelnet payment plan to see if you have money available. This service allows you to add required bookstore purchases to your tuition and fees account—delaying the payment until after the semester starts.
- Book charging is not grant money or additional financial aid. It is like a charge account that allows you to spend part of your financial aid monies in the bookstore.

Contact information

MCTC Bookstore  www.mctcbookstore.com
612–659–6850

Education Opportunity Center  612–659–6543

Student Services Center  612–659–6282

Other student financial accounts related services

Bankmobile  www.bankmobilevibe.com
877–405–8695

FACTS Tuition Management Co.  800–863–2287

Federal Student Aid  800–433–3243

Financial aid application  www.fafsa.gov

Internal Revenue Service  800–829–1040

MN Dept of Revenue Collections  651–556–3003

National Student Loan Data System  www.nslds.ed.gov

Stay on top of your Financial Aid & College Costs
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. A Free Application for Federal Student Aid (FAFSA), payment plan or 15% partial payment meets the payment policy. Additional payment options are listed on the College website.
(MnSCU Policy 5.12)

By meeting the minimum criteria of the payment policy, you secure your registration and should attend your courses. However, additional payment plan and late fees may apply. Pay your record in full by the published dates to avoid these fees.
(MnSCU Policy 5.12.5)

Payment in full is required before you may register for subsequent courses.
(MCTC Policy 5.10)

Courses are non-refundable after the fifth business day of the semester. You are responsible to drop any courses 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 following business days:

Fall and Spring Semester

<table>
<thead>
<tr>
<th>Refund %</th>
<th>1st through 5th day of semester</th>
<th>6th through 10th day of semester</th>
<th>11th through 15th day of semester</th>
<th>16th through 20th day of semester</th>
<th>after 20th day of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
<td>75%</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Summer Term

<table>
<thead>
<tr>
<th>Refund %</th>
<th>1st through 5th day of term</th>
<th>6th through 10th day of term</th>
<th>after the 10th day of term</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
<td>50%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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 earn 100% of your financial aid award. Your record is reviewed to ensure compliance with 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)

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

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

Financial aid recipients may not use their aid to pay unpaid balances from previous academic years.
(Federal Student Aid Handbook, Vol. 4)

(MCTC Policy 5.09)

Seven steps to receiving financial aid

Step 1 Complete the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov. MCTC’s school code is 002362.

Step 2 Track your financial aid eligibility in eServices. Select “Financial Aid” to view information necessary to process your award notification. Promptly submit any needed information to the Student Services Center (T.2200).

Step 3 Check your StarID email. You will be emailed when your award notification is available in eServices.

Step 4 If you choose to apply for a loan, you must be registered for 6 or more credits and follow the steps in eServices.

Step 5 If your grants and accepted loans cover your tuition and fees, you can charge required books, supplies and costs in the bookstore. This book charging service allows you to add the costs to your tuition and fees account.

Step 6 Notify Bankmobile of how you wish to be paid any financial aid refund payments.

Step 7 Go to class! If you do not attend, you will be required to pay back a portion or your entire financial aid award.

Stay on top of your financial aid and college costs