



## financial aid and registration information:

[www.metrostate.edu/aid](http://www.metrostate.edu/aid)

### Gateway Student Services

Saint Paul Campus

Founders Hall

Monday–Thursday, 8 a.m.–6 p.m.

Tuesday, 3–4:30 p.m. closed

Friday, 8 a.m.–5 p.m.

651-793-1300, select option 8

Other Gateway locations:

Brooklyn Park—9110 Brooklyn Boulevard

Midway—1450 Energy Park Drive

Minneapolis—1300 Harmon Place (13th and  
Harmon Place)

Please visit the website for more information.

[www.metrostate.edu/gateway](http://www.metrostate.edu/gateway)

## payment information:

### Financial Management

Saint Paul Campus

Founders Hall, Suite 329

Monday–Friday, 8:30 a.m.–5 p.m.

[financial.management@metrostate.edu](mailto:financial.management@metrostate.edu)

[www.metrostate.edu/payment-options](http://www.metrostate.edu/payment-options)

## admission information:

### Undergraduate Admissions Office

Office Hours: Monday–Thursday, 8 a.m.–5 p.m.

Friday, 8 a.m.–4:30 p.m.

Phone Hours: Monday–Thursday, 8:30 a.m.–4:30 p.m.

Friday, 8:30 a.m.–4 p.m.

To schedule an appointment, e-mail

[admissions@metrostate.edu](mailto:admissions@metrostate.edu) or call 651-793-1302

This information is available in alternative formats upon request by contacting the Center for Accessibility Resources, [accessibility.resources@metrostate.edu](mailto:accessibility.resources@metrostate.edu) or 651-793-1549.

A member of Minnesota State

An equal opportunity employer and educator.

8/18 5000

# A Guide to Financial Aid



## getting started

- **FAFSA on the Web:** Students who wish to apply for financial aid at Metropolitan State University must first complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA will ask you to release your information to the schools by their federal code. Metropolitan State's federal code is 010374.  
**FAFSA Hotline: 1-800-433-3243**
- **FSA ID:** If you have not previously completed a FAFSA, you will need to create an FSA ID. The FSA ID will be used each year to sign your FAFSA and for loan applications later.  
<https://fsaid.ed.gov/npas/index.htm>
- **IRS Data Retrieval:** As you complete the income sections of the FAFSA, the process will ask you if you wish to use the IRS Data Retrieval to transfer your income to the form. It is highly suggested that you agree to transfer financial data to your FAFSA and do not make changes. By transferring data, you decrease your chances of being selected for verification of the application and thereby, decrease the time you need to wait to hear about your awards. However, not everyone is eligible for the IRS Data Retrieval. For example, if you are married and filed separate returns, or were divorced after you jointly filed your taxes, you will likely not be able to use the Data Retrieval Method. Other examples of inability to utilize the retrieval tool could include owing taxes and not yet having paid them or being a victim of identity theft.

## when to apply

- While FAFSAs are processed on a rolling basis, applying early will ensure you receive adequate notice regarding your award and allow time for processing loans should you choose to accept them. The following dates are suggestions for priority processing. Students should apply by these dates for enrollment beginning: fall—apply by May 1; spring—apply by Nov. 1; summer—apply by April 1.

- Academic terms covered by a single FAFSA are fall, spring and summer.
- Students who wish to begin enrollment with the summer term, will need to complete the FAFSA for the remainder of the current academic year and another for the upcoming academic year at about the same time.
- Only fully admitted, degree-seeking students are eligible for financial aid. While the FAFSA may be completed prior to admission, no awards will be calculated until the student is admitted.

## what to expect and when

- **Student Aid Report:** Within five business days of completing a FAFSA, the FAFSA processor will notify you that the results of your FAFSA application were sent to Metropolitan State University. If there are any additional application materials required, you will be sent a letter requesting the information from Metropolitan State University. Responding promptly to requests will speed up your application process.
- **Verification:** Each year, the FAFSA processor selects applications for a process called verification. If you are selected for verification, you will be notified by the FAFSA processor and sent a letter by Metropolitan State Financial Aid Office with instructions on what you will need to provide to fulfill the requirements. Again, responding quickly will reduce the time it takes to process your application.

## financial aid award

Once you have been fully admitted to the university, your award will be calculated based on the information provided and you will be sent an e-mail to your Metropolitan State University e-mail account indicating how to log on to Minnesota State eServices to view your award.

# what else should I know?

## paying for books

**Bookstore Credit Program:**\* Bookstore credit allows a student to purchase textbooks and necessary supplies by charging these purchases to the student's account.

Bookstore Credits are available each semester during the dates published on the Web site. By using the Bookstore Credit program, you agree to pay the charge on your account if your aid is insufficient to cover your costs plus your book charges.

\*only available for use at Metropolitan State Bookstore.

## disbursement

Disbursement of financial aid begins approximately the 17th day of each semester based on enrolled credits on that date as a credit to the student account created for you by the university's Financial Management Office. Students are required to begin attendance in all courses before financial aid will disburse. Financial aid over and above the student's tuition, fees and book charges on their account for the semester is disbursed by the Financial Management Office utilizing the BankMobile disbursement system. More information can be found on the Financial Management Website at [www.metrostate.edu/finances/aid/what-to-expect/disbursement](http://www.metrostate.edu/finances/aid/what-to-expect/disbursement).

## scholarships

Scholarships are awarded on various criteria and differ in amounts. If you want more information on scholarships, visit [www.metrostate.edu](http://www.metrostate.edu) and search for "Scholarship Opportunities."



## changes in enrollment

If you change your enrollment, your financial aid may also change. The source of aid and the date of your drop or withdrawal impacts the amount of aid you are eligible for.

## dropping courses

If you drop a course before it begins and you have been paid financial aid for your enrollment in the class (including late start classes), the Financial Aid Office may have to recalculate your aid and you may be required to repay all or part of your aid for the semester. See the Pell Grant Census below. Contact Gateway Student Services if you are considering dropping courses for which you have been paid aid to discuss the potential implications of your decision.

## pell grant census

Your class schedule must be firm at the beginning of each term. Your Pell Grant cannot be increased if you decide to add a course after the 10th day of the term. If you drop a late start course, your Pell Grant may be adjusted to reflect the reduction in credits even if you add another course of the same or greater value at the same time.

*Continued on back side*

Gateway Student Services

651-793-1300 • [www.metrostate.edu/gateway](http://www.metrostate.edu/gateway)

## withdrawal from all courses (return of title IV refund policy)

If a student completely withdraws from all credits before the 60 percent point of the semester, his/her financial aid is subject to the “Federal Return to Title IV” refund policy.

Under this policy, students earn financial aid in proportion to the time they are enrolled up to the 60 percent point. The unearned share of federal financial aid must be returned to the program from which it was paid as prescribed by federal regulations in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- PLUS Loan
- Additional Pell Grant
- Federal Pell Grant
- Federal SEOG

For students receiving financial funding from the State of Minnesota, the Minnesota Office of Higher Education refund policies apply.

Students are required to repay any unearned financial aid (federal, state or institution aid) to the university.

## satisfactory academic progress policy summary

Metropolitan State students are required to maintain satisfactory progress toward their degrees. The minimum satisfactory academic progress requirements include:

- Cumulative GPA of 2.0 (undergraduate students) or 3.0 (graduate students),
- Completion of 67 percent of credits attempted, and,
- Not reaching or exceeding 150 percent of the maximum number of credits needed to complete the degree or certificate, including transfer credits.

Academic progress is monitored at the end of each academic term. The full policy and details is found at [www.metrostate.edu/finances/aid/policies/sap](http://www.metrostate.edu/finances/aid/policies/sap).

## financial aid for summer

Summer financial aid consists of unused financial aid eligibility from the prior fall and spring terms. If a student is offered and accepts the annual maximum limit of the amount of loans for the academic year, financial aid eligibility for the summer term will be limited to Minnesota State Grants (provided student meets eligibility criteria and funding exists), additional Pell, or private educational loans.

Summer term is considered the last term of the academic year for financial aid purposes. The Financial Aid Office will process a summer term Award Notification approximately one week after the student has registered for summer courses provided a FAFSA is on file and all requested documents have been received.

## courses taken at another college/ university (consortium agreement):

Occasionally, students may need to take a course for their degree or certificate program through another college or university. The Consortium Agreement is a process where a student can add approved credits from another institution (host school) to the credits or enrollment at Metropolitan State University (home school) in an effort to increase their credit load and possibly the amount of financial aid.

Metropolitan State agrees to accept the credits taken at the host school on the same basis as courses it offers. The course or courses taken at the host school will appear on the student’s Metropolitan State transcript and the course credits will be counted toward the student’s enrollment level for the purpose of calculating financial aid eligibility. **The student is responsible for paying the host school for any tuition and fees owed to that school by the published tuition deadline date for the semester.** More information can be found online at [www.metrostate.edu/fin-aid-consortium-credits](http://www.metrostate.edu/fin-aid-consortium-credits).