



2022-2023 Financial Aid Package Guide

In this guide you will find a description of financial aid packages, a summary of general financial aid guidelines and other important information. We hope this guide will be useful as you make your plans for your Middlesex Community College education. You are responsible for reading and understanding all materials sent to you. A financial aid advisor is assigned to you. Feel free to contact him/her. Office phone numbers for each campus are on the last page of this guide. **Students may not be enrolled in two or more schools at the same time and receive financial aid.**

How your Financial Aid Package is Determined

Your eligibility depends on your Expected Family Contribution, your year in school, your enrollment status, and the cost of attendance at the college. The financial aid staff starts by deciding upon your cost of attendance (COA) at that school.

The formula as dictated by the Department of Education is as follows

$$\text{COA} - \text{EFC} - \text{Outside Resources} = \text{Need}$$

COA is the cost to attend college

EFC is expected Family Contribution (determined from your FAFSA)

Outside resources are other scholarships, grants, loans and funds that are contributed on your behalf toward your student bill

*It is your responsibility to inform the college of any outside resources that you receive and it may impact your financial aid package

Financial Aid Package Letters

Financial Aid Package Letters are emailed to accepted and enrolled students upon receipt of the Free Application for Federal Student Aid (FAFSA). Your financial aid package will be an estimate based on a full-time enrollment status of 12 credits per semester for the 2022-2023 academic year and may be reduced if you are enrolled in fewer credits. You do not need to be enrolled full-time to be eligible for most financial aid. If you are selected for federal verification, you may also need to submit complete copies of your and your parents' (if a dependent student) 2020 Federal Tax Return Transcripts (Requested from the IRS) and other verification documentation as requested. Your financial aid file must be completed before your period of enrollment ends.

Revised Financial Aid Package Letters will be sent to students if changes occur. The amount of your financial aid may change from the initial Financial Aid Package Letter due to changes in eligibility, enrollment, availability of funding, correction of errors and omissions, conflicting information, or completion of the verification process.

How to Accept or Decline Your Financial Aid Package

Before you review your financial aid package you will need to read and accept the Terms and Conditions of the package. Terms and Conditions are located on MyMCC under your financial aid tab.

If your package letter includes any type of grant, there are no additional steps to accept the grant. If your package letter includes a Federal Direct Loan, see the Student Loan section of this guide on page 2 for instructions for how to accept or decline the loan on MyMCC. Loan offers will be cancelled after 30 days if not accepted or declined.

Types of Financial Aid

Eligibility for financial aid varies based on the criteria of the specific fund. Detailed information on these funds may be found on our website at www.middlesex.mass.edu/financialaid. Students can receive packages at only one institution at a time.

Federal Grants

The following are funds from the federal government to undergraduate students only. Recipients cannot have a prior bachelor's or professional degree or equivalent. These funds are available for full time or part time enrollment.

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (SEOG)

State Grants and Scholarships

The following are funds from the Commonwealth of Massachusetts to undergraduate students who are residents of Massachusetts. Recipients cannot have a prior bachelor's or professional degree or equivalent.

**Massachusetts State Grant
Access Grant**

**Massachusetts Tuition Waiver Massachusetts
Mass Grant PLUS**

Additional information about the following grants may be found on the Massachusetts Office of Student Financial Assistance website at www.osfa.mass.edu:

Massachusetts Foster Child Grant/Adopted Child Grant

Massachusetts Early Childhood Educators Grant

Massachusetts Paraprofessional Teacher Preparation Grant

Massachusetts Gear-Up Grant

John and Abigail Adams Scholarship Student

Employment

Federal Work Study (FWS): Work study jobs are need-based part-time jobs, funded by the federal government, and packaged to full- or part-time students as long as funds remain. If you are interested in FWS, please complete and submit to our office the FWS Student Job Request Form, available from our website or in our campus offices. Students receive a paycheck every two weeks for hours worked. FWS cannot be directly deducted from your bill. Funds are limited.

Student Loans

Federal Direct Loans: Federal Direct Stafford Loans are fixed interest rate student loans from the federal government to students enrolled at least half-time (6 credits) each semester.

Subsidized Stafford Loan: Loan packaged to students who demonstrate financial need. The federal government pays the 4.99% interest while the student borrower is enrolled in school at least half-time. You begin repayment of interest and principal six months after you graduate, leave school, or drop below half-time enrollment.

Unsubsidized Stafford Loan: Loan packaged to students regardless of financial need. The student borrower is responsible for the 4.99% interest while enrolled in school. You may choose to defer the interest payments while in school and during the six-month grace period but the interest will be capitalized. You begin repayment of interest and principal six months after you graduate, leave school, or drop below half-time enrollment. Federal

Parent (PLUS) Loans: Loans to parents taken out on students' behalf. The parent borrower must be credit worthy for this 7.54% loan. Applications are available in the Financial Aid Office. Student must file a FAFSA.

Federal Direct Loan limits

Detailed information about annual maximum amounts, lifetime limits, and fees may be found on the Financial Aid website at <https://www.middlesex.mass.edu/financialaid/aboutloans.aspx>

Federal Direct Student Loan Acceptance Process from MyMCC

To **Accept** Federal Direct Student Loan(s)

1. Log into myMCC at www.middlesex.mass.edu
2. Under My Student Records, select My Financial Aid
3. Select My Award Information
4. Select Accept Award Offer By Aid Year
5. Select Aid Year 2022-2023
6. Click on Submit
7. Select tab Resources and Additional Information
8. Use the drop-down menu on the right of the screen and choose: YES or NO to accept or decline fee use and select Submit (white button on lower-left)
9. Select tab Terms and Conditions, review and agree
10. Select tab Accept Award Offer and choose the option at the bottom "Accept full loan amount"
11. Select Submit Decision

To **Decline** Federal Direct Student Loan(s)

1. Go to <https://mymcc.middlesex.mass.edu> and sign on with your MCC User ID and password.
2. Under Student Records, Select TAB: My Financial Aid
3. Select TAB: My Award Information
4. Select TAB: aid year 2022-2023 and select submit
5. Use the drop down menu on the right of the screen and choose: YES OR NO to accept or decline fee use and select submit (white button on lower left)
6. Select: Decline Award Offer
7. Select: Submit Decision Entrance Counseling
8. Complete Direct Loan Entrance Counseling at <https://studentaid.gov/entrance-counseling/> **for first time MCC loan borrowers only**. The same FSA ID used to complete your online FAFSA is used to complete Loan Entrance Counseling.

Promissory Note

1. Complete your Electronic Master Promissory Note (MPN) at <https://studentaid.gov/mpn/> **for first time MCC loan borrowers only**. The same FSA-ID used to sign & complete your online FAFSA is used to sign your MPN.

Your 2022-2023 Financial Aid package letter indicates the recommended amount of federal student loan funds we estimate you need to cover your direct costs of tuition, fees, and books. If you are offered a subsidized student loan and an unsubsidized student loan, you do not have to accept both loans. You may accept one or both, or decline both. If your award letter has no loan offered, we estimate you can pay for these costs with the offered grants.

However, additional funds are available upon request to cover indirect educational expenses, such as living expenses. Information concerning maximum loan amounts you can request is located at <https://www.middlesex.mass.edu/financialaid/aboutloans.aspx> . If you wish to request student loan funds not offered, or a greater amount, you must complete a Direct Loan Additional Request Form and submit it to the Financial Aid Office. This form is available in our offices or can be downloaded from our web site at <https://www.middlesex.mass.edu/financialaid/forms.aspx> Since a Federal Direct Loan is money you must repay, we recommend that the amount you borrow be only what you need to satisfy your student account and books and supplies. Our office must have all completed documents on file before any proceeds of your loan may be disbursed to your student account. Student Loans must be requested and all documents submitted to the Financial Aid Office before your period of enrollment ends.

MCC Institutional Funds

Middlesex Community College is committed to assisting students with high need pay their tuition, fees, books and supplies. Every year the college puts aside MSSG grant funds to meet this need. Pell eligible students are given first priority in packaging this fund.

Important Additional Financial Aid Information

Eligibility Requirements

You must apply for financial aid for each academic year. For the 2023-2024 academic year, you should apply as soon after October 1, 2022 as possible. We encourage students to file by MCC's **priority filing date of May 1st** to ensure that students receive all funds for which they are eligible. The Commonwealth of Massachusetts has an application deadline date of May 1st for the Massachusetts State Grant.

To receive federal and state funded financial aid, a student must be accepted to and enrolled in an eligible program of study at MCC, You must be a citizen, national or permanent resident of the United States or its trust territories, maintain at least half-time (six credits) enrollment status (except for Federal Pell Grant awards), maintain Satisfactory Academic Progress (see below), be free from default status on any previous student loan or aid refund obligation. In addition, for most forms of financial aid, students must demonstrate financial need. Students can receive financial aid at only one college at a time.

CONSUMER INFORMATION AND DISCLOSURES <https://www.middlesex.mass.edu/disclosurestatements/>

Restricted Funds

Restricted funds, including but not limited to Tuition Waivers and MSSG that are stipulated to cover tuition, fees books and supplies can only be used to pay toward those COA items. Should these items be covered by other grants or scholarships, any Tuition Waivers or MSSG packaged may be reduced.

Verification

In some instances the Office of Financial Aid is required by the federal government to verify information reported on your FAFSA. If selected for verification, you will receive a Missing Information email and instructions to follow a link with directions for next steps in the process. **Please do not send documents to our office unless requested to do so.** Check online to see outstanding documents in your MyMCC. Your financial aid will not be finalized and paid to your account until all requested documentation is submitted. The **deadline for submission of verification documents is 120 days past your last day of enrollment.** However, if you fail to respond to missing information letters, your financial aid will be cancelled and your file closed.

Determining Financial Need

A student's financial need is determined by subtracting the Expected Family Contribution (EFC) from the cost of attendance (COA). The EFC is determined from the information provided on the FAFSA. The COA is determined by program of study, enrollment and residency. The COA includes charges that are billed to you directly by the College, called direct costs (such as tuition and fees) and indirect costs (such as books, supplies, transportation, and personal living expenses). Please note that financial assistance will be credited first toward direct costs. MCC attempts to meet a student's direct costs for the academic year when packaging financial assistance.

A change in your enrollment status may result in an adjustment to your financial need. Unless stated otherwise, full time enrollment is based upon 12 or more credits per semester, three quarter time enrollment is based on 9-11 credits per semester, and half-time enrollment is based on 6-8 credits per semester. Less than half-time enrollment is based on less than 6 credits per semester. **Please note:** Classes previously passed **can only be repeated once for financial aid coverage.** Passed classes that are repeated more than once will be subject to loss of financial aid.

Under no circumstances can your need-based aid be greater than your demonstrated financial need, nor can your total financial aid package, including loans, scholarships and other outside aid be greater than your cost of attendance. If at any time you cease to be eligible, your financial aid will be canceled.

Standards of Satisfactory Academic Progress to Receive Financial Aid – SAP

To continue receiving financial assistance, financial aid recipients are required to maintain satisfactory academic progress (SAP) toward a degree or certificate. Students must complete at least 67% (2/3) of their attempted classes and achieve a minimum grade point average (GPA). The complete SAP standards can be found on our website at <https://www.middlesex.mass.edu/financialaid/policy.aspx>.

Student Responsibilities

Students are responsible for notifying the Enrollment Processing Center of any change in address or telephone number (call 800.818.3434). The Financial Aid Office must receive notification of students' receipt of any outside awards/scholarships. Students must report any change in their enrollment, including withdrawal from school, to the Financial Aid Office as this may affect their financial aid package. Students must complete their financial aid file by submitting all requested documents and information. Federal student loan funds can be disbursed only after submission of all required loan documents before students' last date of attendance. Please call the campus Financial Aid Office if you have questions.

Special Conditions

If you have extenuating circumstances that will cause a significant reduction in your income (divorce, separation, unplanned unemployment, loss of benefits, unplanned medical expenses, etc), you may qualify for an adjustment in reported income and, possibly, additional financial aid. Contact the Financial Aid Office for the re-evaluation process.

College Billing Procedures

You may use most financial aid funds as a credit toward your bill. Student loans of all types can be used as credits only if you have accepted your loan, your loan has been approved by the College and accepted by the U.S. Department of Education. It is your responsibility to pay any balance remaining after financial aid. Federal Work Study wages are not credited toward the student bill. Work study wages are paid directly to the student on a bi-weekly basis.

If your financial aid package exceeds your billed semester expenses, including any book advance amounts, you will be issued a refund once the College has received all funds and after your enrollment has been verified. This process will not begin to take place until the mid-point of the semester. Therefore, you must be prepared to pay for your transportation, living and personal expenses from your own resources.

Book Advances

Textbooks and supplies can be expensive; students should plan ahead for these expenses. Middlesex Community College financial aid recipients have the opportunity to participate in a book advance program, available for use only at the MCC Bookstore. **This program is available only to students whose financial aid is greater than their semester bill.** The Financial Aid Office begins notifying eligible students two weeks before the start of the semester by sending an email to the students' MCC email account. Book advances expire on Friday of the third week of classes. Programs that begin on dates not corresponding with the start of each standard semester will have a shorter period to use a book advance.

The cost of books purchased with a book advance is added to the tuition and fee bill. If financial aid is revised, the student may be required to pay for their books. The book advance program is available in the fall and spring semesters and only for Pell grant eligible students in the summer semester. To determine a student's eligibility to participate in the book advance program, our office **must have a completed and approved 2022-2023 FAFSA on file.**

Financial Aid Withdrawal Policy

College Withdrawal

When a student withdraws from all semester courses, the calculation of how much financial aid a student is eligible to receive is determined by the date of withdrawal from Middlesex Community College. Students earn financial aid each semester based upon the length of time they attend Middlesex Community College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester.

- A student who officially withdraws from the college will have a withdrawal date of either the date the official withdrawal process began or the date the Student Information Center was officially notified of the intent to withdraw.
- A student who does not officially withdraw from MCC will have a withdrawal date that is either the midpoint of the semester or the last date of any documented academically related activity (for example, attending class or submitting work). Financial aid will be reduced by 50% or more and may leave a balance due that a student must pay.
- A student who does not attend any classes, as determined by deficiency notices and other sources, is considered not to be enrolled for the semester. In this case your financial aid is cancelled for the semester.

Partial Withdrawal

If a student withdraws from one or more courses, but remains enrolled in others, the student is considered to have completed a partial withdrawal. The student will receive aid based upon the number of credits enrolled in at the end of the Add/Drop period (See the college Refund Policy). If the student withdraws from one or more classes after this period but remains enrolled in at least one course, most of the financial aid will not change for the semester. A student must maintain at least half-time enrollment to maintain federal student loan and federal work-study eligibility.

More detailed information on the financial aid withdrawal policy may be found on our website at:

<https://www.middlesex.mass.edu/financialaid/withdrawal.aspx>

Withdrawals will affect a student’s Satisfactory Academic Progress and financial aid eligibility for future semesters. Students must complete at least 67% of classes attempted. Please visit our website <https://www.middlesex.mass.edu/financialaid/policy.aspx> to view the entire federal Satisfactory Academic Progress Policy. Questions about how a partial withdrawal may affect your financial aid eligibility should be directed to the Financial Aid Office.

**Financial Aid Office
Middlesex Community College
591 Springs Road, Bedford, MA
01730 (781) 280-3650**

or

**Financial Aid Office
Middlesex Community College
33 Kearney Square, Lowell, MA
01852 (978) 656-3242**

financialaid@middlesex.mass.edu

Office hours M-F, 8:30am - 4:30pm