



2025-2026

Checklist and Steps to Financial Aid

Step 1: Complete your Free Application for Federal Student Aid (FAFSA) Online

The FAFSA can be completed at <https://studentaid.gov> using the federal school code for MTC, 010736. It is advised to complete the FAFSA at least 30 days prior to the upcoming semester's fee payment deadline. FAFSA worksheets are available online or in the Financial Aid Office to assist you in preparing the information needed to complete the application. If you, or your parents, have not already applied for a FSA ID, you may do so while completing the FAFSA application.

I completed my FAFSA on: ___/___/_____

My FSA ID: _____

My Parent's FSA ID: _____

Step 2: Request a tax return transcript by calling the IRS at (800)908-9946 or online at <http://www.irs.gov/Individuals/Get-Transcript>

Requested Tax transcript on: ___/___/_____

Step 3: If you feel that you still need additional financial aid, you may apply for a Direct Loan. To be eligible for a loan you must be **enrolled for at least 6 credit hours**. You must first complete a Loan Request Form on the Financial Aid page of MTC's website. Once you have turned in your Loan Request Form you will need to complete an Entrance Counseling Exam, Master Promissory Note (MPN) and Annual Student Loan Acknowledgement (ASLA); All found at www.studentaid.gov under Complete Aid Process tab, before your loan will be processed. Eligibility information can be found on those documents. We also recommend completing the Financial Awareness Counseling at <https://studentaid.gov/help-center/answers/article/financial-awareness-counseling>.

We must have the **results of your FAFSA** and **you must be enrolled before** we will process your loan application. Applications are due 30 days prior to the fee payment deadline.

- 1) **Loan Request Form – REQUIRED.** Print and complete a Loan Request Form and turn it in to the Financial Aid Office. This form will let the Financial Aid Office know how much you would like to borrow and for which terms you are requesting the loan.
I turned in my Loan Request Form to the financial aid office on ___/___/_____
- 2) **Entrance Counseling Exam- REQUIRED.** Once you have completed the Loan Request Form you will need to log into the direct loan website to complete the **UNDERGRADUATE** Entrance Counseling Exam. **ALL APPLICANTS MUST COMPLETE ENTRANCE COUNSELING EXAM.**
I completed my Entrance counseling on ___/___/_____
- 3) **Master Promissory Note (MPN) – REQUIRED.** Once you have completed your Entrance Counseling Exam, you will need to complete and electronically sign your Master Promissory Note (subsidized/unsubsidized loans). You must fill out an MPN before the school can certify a loan.
I completed my MPN on ___/___/_____

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If you need assistance or would like to use one of the department's laptops to complete any of these steps, please contact the Financial Aid Office at 740.389.4113 or email financial-aid@mtc.edu



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Your student loan will not be processed until you have:

1. Completed **FAFSA** and **you must be enrolled**
2. Printed, completed and turned in a Loan Request Form,
3. Completed an Entrance Counseling Exam
4. Completed and signed your MPN, and

Step 4: Once we receive your FAFSA and/or Loan Request Form, you will receive a letter from the Office of Financial Aid regarding your eligibility. This letter will notify you that you are either eligible, ineligible, or that we require more information from you. If you receive the letter requesting verification of the information on your FAFSA, you will need to return that information to our office within 14 days.

I received a(n):

- Award Letter – Congratulations! This letter shows you the amounts of aid you are eligible for per semester.
- Ineligible Letter (Pell Grant) – You were determined to be ineligible for a grant, but may still apply for a Direct Student Loan.
- Ineligible Letter (Loan) – You were determined to be ineligible for a loan for the specific reason(s) stated in the letter.
- Verification Letter – You have been selected for verification by the Department of Education. Please return the documents requested within 14 days. Once your verification is complete you will be sent one of the other letters mentioned above.
- Satisfactory Academic Progress (SAP) Letter – Contact a financial aid counselor immediately to see how your aid is affected. Information is also available online.

Remember to reapply for all financial aid (grants, scholarships, loans) each academic year.

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