



Mount Saint Mary College

330 Powell Avenue, Newburgh, New York 12550 • www.msmc.edu

Student Financial Services Checklist

FINANCIAL AID

STUDENT ACCOUNTS

<input type="checkbox"/> File your FAFSA FAFSA Application https://studentaid.gov/h/apply-for-aid/fafsa Phone: 1-800-433-3243 Not filing? Notify us by email sfs@msmc.edu	<input type="checkbox"/> Sign your Finance Contract Include any authorized users to discuss your bill (i.e. parent, guardian, spouse)
<input type="checkbox"/> Sign your Award Letter https://portal.msmc.edu/ics Financial Aid tab Financial Aid link → Menu → Accept/Decline Awards	<input type="checkbox"/> View your bill My.msmc.edu Student Accounts tab Go to Full View link (finance contract must be signed electronically before you can view your bill)
<input type="checkbox"/> Selected for Verification? https://portal.msmc.edu/ics Financial Aid tab → Financial Aid Link → Missing Documents	<input type="checkbox"/> Make an online payment Payment is due one week prior to start of classes Pay online, Student Accounts tab, Make a Payment button
<input type="checkbox"/> Complete Loan Documents Direct Loan Documents: https://studentaid.gov/ Phone: 1-800-433-3243 Entrance Counseling Master Promissory Note (Plus & Direct) PLUS Loan Application	<input type="checkbox"/> Monthly Payment Plan Optional: Learn more at msmc.edu/mpp The last day to enroll for the fall term is September 19 th The last day to enroll for the spring term is February 19 th
<input type="checkbox"/> New York State Resident? Complete NYS TAP Application https://www.hesc.ny.gov/ Phone: 1-888-697-4372	<input type="checkbox"/> Purchase Mount Money Optional: Add \$ to your Mount ID card for use on and off campus. Visit the student portal to purchase Mount Money
<input type="checkbox"/> Federal Work Study* Select FWS on FAFSA application If eligible, complete department selection on student portal Review required documents under Financial Aid tab	<input type="checkbox"/> Purchase Commuter Meal Plans Optional: Visit or call the SFS office to purchase a meal plan. Find commuter meal options here: https://www.msmc.edu/life-at-the-mount/living-dining/dining-services/meal-plans/
	
	<p>Note: Missing financial aid documents and/or failure to submit payment by the due date will result in a late fee up to \$265 per term.</p>

Student Financial Services

2nd floor Guzman Hall | M-Th 8:00am- 5:00pm F 8:00am- 4:30pm
 p: (845) 569-3700 | F: (845)569-3302 | E-mail: SFS@msmc.edu