



Mount Saint Mary College

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

Student Financial Services Checklist

FINANCIAL AID

STUDENT ACCOUNTS

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

Sign your Finance Contract
 My.msmc.edu, Student Accounts tab
 "Click here to view my student bill"
 Include any authorized users to discuss your bill (i.e. parent, guardian, spouse)

Pay Your Deposit
 You can pay your deposit online through your portal
go.msmc.edu/apply/payment

Set up your MSMC Email
my.msmc.edu/secure/MsiteAccountManagement

View your bill
 My.msmc.edu Student Accounts tab
 "Click here to view my student bill"
 (Finance Contract must be signed electronically before you can view your bill)

Accept your Financial Aid Overview
<https://portal.msmc.edu/ics>
 Financial Aid tab, 26-27 Financial Aid link
 →Menu
 →Accept Awards

Make an online payment
Payment is due one week prior to start of classes
 Pay online, Student Accounts tab, "Make a Payment" button

Selected for Verification?
<https://portal.msmc.edu/ics>
 Financial Aid tab → Financial Aid Link → Missing Documents

Monthly Payment Plan
 Optional: Learn more at msmc.edu/mpp
 The last day to enroll for the fall term is September 19th
 The last day to enroll for the spring term is February 19th

Complete Loan Documents
 Direct Loan Documents: <https://studentaid.gov/>
 Phone: 1-800-433-3243
 Entrance Counseling- **Student** Completes
 Master Promissory Note- **Student** Completes
 PLUS Loan Application- **Parent** Completes
 PLUS Loan MPN- **Parent** Completes

Purchase Mount Money

 Optional: Add \$ to your Mount ID card for use on and off campus. Visit the student portal to purchase Mount Money

New York State Resident?
 Complete NYS TAP Application
<https://www.hesc.ny.gov/>
 Phone: 1-888-697-4372

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/>

Federal Work Study*
 Select FWS on FAFSA application
 * If eligible, speak with SFS regarding job placement

Optional: Opt-In to Electronic 1098T statements

 Visit the student Accounts Tab, scroll down to "Financial Documents Center" and click "Opt in to electronic statements"

Note: Missing financial aid documents and/or failure to submit payment by the due date will result in a late fee



Student Financial Services

2nd floor Guzman Hall | M, W, Th 8:00am- 5:00pm T 10:00am -5:00pm F 8:00am- 4:30pm

p: (845)569-3700 | F: (845)569-3302 | E-mail: SFS@msmc.edu



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