

Offer Checklist



This checklist is provided to help you walk through the process to review and respond to your offer notification via your SMSU e-services and ensure you have completed all steps for Financial Aid disbursement. Please note this checklist is not intended to replace the comprehensive financial aid information available from the Financial Aid Office at www.SMSU.edu/go/financialaid

To begin, log in to your SMSU [eServices](#) account with your StarID and password. From the left-side navigation menu, click on “Financial Aid.” Complete the following steps for each type of aid offered to you.

GRANTS

- View the grant amount(s) you qualify for by selecting the number of credits you expect to be enrolled in for Fall Semester. Federal Pell, MN State, and SEOG grants are automatically applied to student accounts based on your enrollment on the fifth day of the semester.

Do you have out-of-pocket childcare expenses? If you are MN resident with a child(ren) 12 years or younger (14 or younger for those with a disability), you may qualify for assistance. To qualify you cannot be receiving MFIP benefits and you must be using a licensed or legal childcare provider. For further information and eligibility guidelines, see the Child Care Grant Application and Instructions on our website www.SMSU.edu/go/financialaid under “Financial Aid Forms.”

WORK-STUDY

If you were offered and accepted work-study funding, you are eligible to work on-campus (or at an approved off-campus site) to earn the funds offered to you.

- Accept, reduce, or decline your work-study offer. If you accepted a work-study offer, visit www.SMSU.edu/go/studentemployment for job opportunities.

After finding employment and completing the required paperwork, you can begin working. You will receive payroll earnings through direct deposit every two weeks based on hours worked. SMSU will not automatically apply these earnings to your bill. If you need to use your work-study to pay your SMSU bill, you are responsible for making payments by the due date.

FEDERAL DIRECT SUBSIDIZED/UNSUBSIDIZED LOANS

- Accept or decline the Federal Student Loan offered to you.
- Complete Federal Direct Loan Entrance Counseling
(Required for students who have never borrowed student loans)
- Complete a Federal Direct Master Promissory Note (MPN)
(Required for students who have never borrowed student loans or borrowed more than 10 years ago)

For more detailed instructions on how to accept the federal direct loan funding, please refer to the ‘How to Accept your Federal Direct Loans’ document on the SMSU Financial Aid website: www.SMSU.edu/go/financialaid

SCHOLARSHIPS, WAIVERS, THIRD-PARTY AGENCY PAYMENTS

- Notify Financial Aid of any additional resources you will be receiving (scholarships, third-party agency payments, or waivers), which are not listed on your financial aid offer.**
 - You are required to report this information to ensure your overall funding does not exceed allowable limits; adjustments to originally awarded financial aid amounts may result.
- Confirm private scholarship disbursement timelines.**
 - Confirm with your scholarship donor/s when they are sending your funds to SMSU. If the scholarship donor sends the check directly to you, it must be endorsed and submitted to the Financial Aid Office. These awards are divided equally between Fall and Spring Semester by the University unless we are notified otherwise by the donor.
- Confirm scholarships awarded by SMSU**
 - If you were awarded a scholarship by SMSU but it is not listed on your financial aid offer, please contact either the Admission Office or Financial Aid Office to see what additional steps, if any, need to be completed

PREPARE FOR FINANCIAL AID DISBURSEMENT/FIRST DAY OF CLASSES

Your Financial Aid eligibility depends on your enrollment, attendance, and satisfactory academic progress. Financial Aid is applied to your bill after the tuition obligation date fifth class day each semester. If your financial aid funds are more than your University bill, you will receive an overage payment via direct deposit or by check.

- Set up direct deposit with the University**
 - If you wish to set up direct deposit, log into your e-Services account. On the left hand-side, select Financial Aid, then select Direct Deposit Setup and follow the instructions provided.
- Charge textbooks/supplies to your SMSU account**
 - If you are registered for at least one SMSU credit and are a degree seeking student, you are eligible to charge up to \$1,000 of your books/supplies at the Barnes and Noble on-campus bookstore located on the lower level of the Student Center
 - Fall Semester 2023 Book Charging Dates: July 24, 2023 to August 25, 2023
 - Spring Semester 2024 Book Charging Dates: December 4, 2023 to January 12, 2024
- Manage and monitor your SMSU e-services account.** You should confirm your aid has been applied and your bill has been paid in full. Accounts not paid by the due date will be assessed fees. To monitor your account, log into eServices after Financial Aid has applied and click on “Bills and Payments.”

Fall Semester 2023 disbursement begins on August 30, 2023

Accounts must be paid in full by September 25, 2023 to avoid fees and holds

Spring Semester 2024 disbursement begins on January 17, 2024

Accounts must be paid in full by February 12, 2024 to avoid fees and holds

We are here to help! FinancialAid@SMSU.edu 507-537-6281 or stop in IL 145

Southwest Minnesota State University, 1501 State Street, Marshall MN 56258