

MONTGOMERY COMMUNITY COLLEGE
FINANCIAL AID STUDENT TO-DO LIST

SPRING 2024

#1- Set up Self Service account at [Montgomery.edu/self-service](https://www.montgomery.edu/self-service)

#2- Register for classes: REGISTER NOW!

#3- Pay for your classes:

- Verify your financial aid file is complete with MCC and able to cover the costs of your tuition/fees/books/supplies. View this information on Self Service.

- **Log In at <https://ss-prod.cloud.montgomery.edu/Student/>**

Under Financial Aid Tab at the Right:

To view official financial offer award letter: At the top, under Financial Aid (underlined) choose Award Letter. (Select a year) You can also view My Awards. This amount could vary during the semester depending on enrollment, major, if class has begun, etc.

- The Financial Aid office will post your financial offer directly to your account. This allows you to charge your tuition, fees and books (up to the amount of your semester grant) to that account upon registering for each semester. **Don't forget:** Your financial offer is pro-rated on the amount of hours you are registered for, date class begins, and if you are in a clock hour program (BLET, LPN, Dental Asst, Taxidermy, Health Sciences). **Monitor aid on the STUDENT FINANCE portion of self service.**

#4- Buy Books using our MCC Online Virtual Bookstore:

- Go to www.montgomery.edu, under MCC TECH Trail choose bookstore. Use your Student ID and Voucher ID (located in your MCC email from BNC Services) to access your financial aid offer for payment.

- **December 30, 2023** is the first date you are able to purchase books using your financial aid. The last date you are able to purchase books using aid is **Friday, January 26, 2024.**

****You are responsible for any charges that exceed the amount of aid awarded by financial aid. ****

#5- Avoid overpayments!

- For never-attend and/or canceled class(es) follow the college's official withdrawal policy. Failure to do so may result in over paid financial awards & tuition/fee charges.
- Failure to actively attend/participate in a course will result in aid being adjusted to possibly non-payment for those courses. Details below.
- Failure to complete the term may result in a financial aid overpayment. Contact the financial aid office to discuss any withdrawal or failure to attend class issues.

#6- Check disbursements:

- Any remaining credit balance after subtraction for tuition, fees, and books will be paid directly to the student **Friday, February 16 -CHECKS WILL BE MAILED**
- ENSURE YOUR ADDRESS IS CORRECT ON YOUR SELF SERVICE PORTAL PROFILE.
- Monitor the FINANCE portion (Choose semester/bubbles) of self service for updates to your aid.

NOTICE TO ALL STUDENTS

It is the student's responsibility to register only for classes needed in their primary program of study. FINANCIAL AID DOES NOT PAY FOR COURSES OUTSIDE THE PRIMARY MAJOR. Visit <https://www.montgomery.edu/financial-aid> for complete financial aid details. After the drop/add period all course schedules will be verified. The tuition for non-eligible repeated classes, or classes not needed for graduation, will become the responsibility of the student. **For a course to be eligible for financial aid, students must register for the course prior to the start of the regular semester, regardless of the start date of the course. No additional awards will be made for the term if a class is added after the first applicable census date (Jan 18th). Student accounts will be frozen 15 days after the first applicable census date for the amount of hours they are enrolled in, are attending, and are actively participating in. The student's aid will be adjusted to the amount of current enrollment at this point. (February 1, 2024) Failure to complete the term may result in an overpayment.** If a student has registered for a mini-mester late start course they will be paid for it after attendance has been verified the following month, if applicable.

****Monitor your school email and Self Service Portal daily for important updates and information.****

By accepting the MCC Award Letter, I hereby certify that I have read and understand the following statements:

Conditions of Financial Aid Award

1. I am responsible for reading and understanding the MCC Financial Aid Handbook/Procedures, including the *Satisfactory Academic Progress Policy* available online at <http://www.montgomery.edu/financial-aid#fa-handbook> or in our office.
2. I understand my award is conditional upon my enrollment in an eligible degree, diploma or certificate program at Montgomery Community College. I must inform the Financial Aid Office of any changes in my enrollment status.
3. I understand I must submit all required transcripts (High School, GED, College, etc) to Admissions and have them evaluated in order to be eligible for financial assistance. At any point I attend another school, I will submit an updated official transcript. A new admissions application is needed if a student has missed two consecutive semesters of attendance (other than summer). If this occurs, please update your application on our website at <https://www.montgomery.edu/apply>
4. I understand my award is contingent on adequate funds being made available to MCC from supporting agencies, including Federal, State, Institutional, VA, 3rd Party, etc. A reduction in the College's financial aid resources may result in an adjustment to your award. ****In the event charges are not paid by the original funding source it is the students sole responsibility to insure those charges are paid immediately. ***If for any reason you cannot be certified through VA you are responsible for paying all charges at that time, or be purged from the system. I am expected to notify the Financial Aid Office of any additional resources which become available to me from other sources, including loans, scholarships, grants, and educational benefits.**
5. Students cannot receive funding from more than one college for the same period of time.
6. I am expected to notify the Financial Aid Office of any change in my family's financial status or of any change in my place of residence (including change in phone number or email address).
7. **To remain eligible to receive aid, I must maintain satisfactory academic progress in my course work as outlined in the MCC Financial Assistance Handbook. I understand that excessive withdrawals may adversely affect my satisfactory academic policy and my ability to receive financial aid funding.**
8. I understand if I register for classes and decide not to attend MCC, it is my responsibility to inform the Office of Financial Aid and Veterans Affairs and to officially drop or withdraw within published timeframes. If I fail to do so, the classes and respective charges may remain on my student record and be billed to my account.
9. I am responsible for payment of any developmental course hours in excess of 30 credit hours. Please note: Even if one module of a remedial shell is passed but the complete shell is failed the student will be charged for a total shell once you register for it again.
10. I am responsible for paying my tuition, fees, bookstore, and other outstanding charges if I am placed on Financial Aid Suspension or if charges exceed the amount of aid awarded by financial aid or I do not continue enrollment through the fa census date on all courses.
11. If my award includes a scholarship, loan or grant I hereby authorize MCC to release information that the sponsoring agency may request.
12. I understand students may not receive Pell Grant to repeat courses with the grade of incomplete, independent study, for auditing a course or credit by exam.
13. I understand the funds awarded to me are to be used solely for expenses related to attendance at MCC.
14. I understand all awards, except Federal Work-Study, are disbursed on a semester basis. Federal Work-Study salaries are paid on the 15th day of every month for the previous month's work.
15. I understand all students receiving Title IV Federal Financial Aid will be subject to the Federal Return of Funds Policy. This policy affects financial aid students who completely withdraw, or who are unofficially dropped from all courses on or before the sixty percent point of the term. If aid is disbursed on your behalf and you completely withdraw or are unofficially dropped from all courses at MCC, **You may be required to return certain financial aid funds.** For further clarification, please consult the *Return of Funds Policy* stated in the Montgomery Community College Financial Assistance Handbook on the website.
16. I understand there is a federal regulation requiring different payment procedures for students enrolled in the following clock-hour programs: Taxidermy, Dental Assisting, Practical Nursing, BLET, Health Science: Phlebotomy. Payments will be made on the cumulative total clock hour conversion for the semester, rounded down. **Please note: This conversion reduces the amount of aid you receive.**
17. I understand I can receive Title IV for a previously passed course only once. Aid will be paid repeatedly when the student fails to earn a passing grade. However, repeating a course counts as another attempt, which could negatively affect a student's SAP.
18. I understand certain drug convictions may affect your eligibility for Title IV Federal Financial Aid. Call 1-202-377-3889 for information.
19. I understand a student is only allowed to receive financial aid for 12 full time semesters. (600% Lifetime Eligibility Usage.)
20. **For a course to be eligible for financial aid, students must register for the course prior to the start of the regular semester, regardless of the start date of the course. No additional awards will be made for the term if a class is added after the first applicable census date. Student accounts will be frozen 10 days(summer)15 days(fall/spring) after the first applicable census date for the amount of hours they are enrolled in, attending, and actively participating in. The student's aid will be adjusted to the amount of current enrollment at this point. If a student has registered for a 2nd session mini-mester course they will be paid for it after attendance has been verified the following month. Students who fail to complete the term may be subject to an overpayment.**

I hereby voluntarily authorize Montgomery Community College to credit my Pell award, other Federal Aid, State or Institutional Financial Aid funds to my student account to pay for current educational expenses such as tuition, fees, books, & supplies. I also authorize Montgomery Community College to hold any credit balance on my account until the College has verified my attendance, in order to make any adjustments necessary to obtain a correct and true credit balance owed to me. I understand this authorization allows me to charge to my student account, the purchase of textbooks, school supplies, and other miscellaneous items, at the MCC bookstore. I understand I am not required to make these or any other purchases at the College Bookstore, but I elect to make this authorization as a matter of convenience to myself. I further understand the cost of these purchases will be deducted from the amount of the Student Aid funds which have been credited to my account as a result of this authorization. In the event any purchase made by me exceeds the amount of funds available in my student account, those purchases become a personal liability to me. I also understand any tuition or bookstore charges become my personal liability if I become ineligible for financial aid or my award is reduced below the amount I have charged. I understand that any exception to this policy may be made to MCC in writing.

April 2023



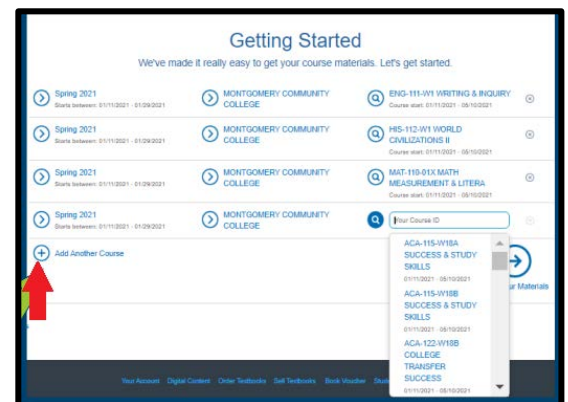
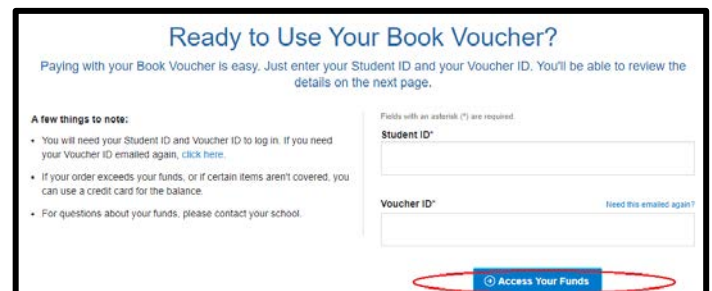
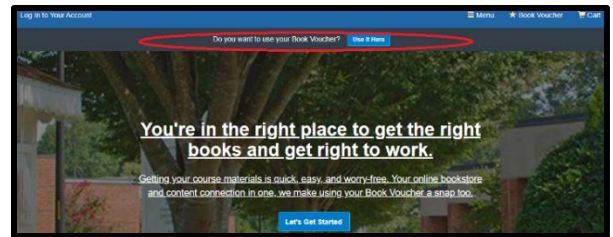
How to Order Textbooks

Using a book voucher through Financial Aid

If you qualify for a textbook voucher through financial aid and the funds are available, an email will be sent to your MCC student email with your Voucher ID. Please note, this email will also include a voucher expiration date. Funds will not be available beyond this date.

To order your textbooks using a book voucher, please follow the steps below:

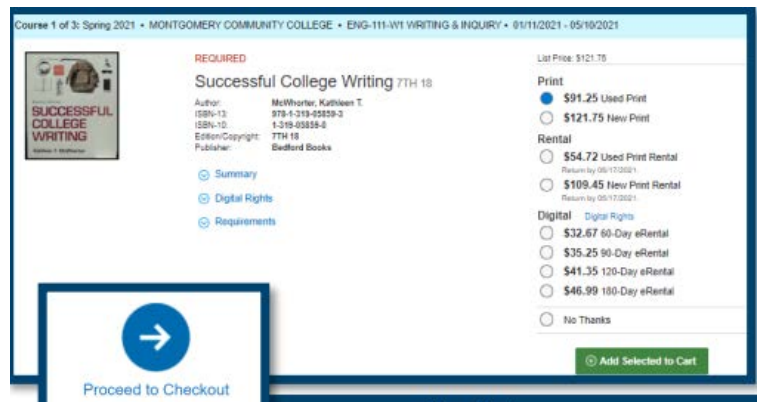
1. Do not purchase textbooks until you have received your book voucher email.
2. Once you have your Voucher ID, go to the MCC website at www.montgomery.edu and select TechTrail in the top right corner.
3. Click on the Bookstore link to access the virtual bookstore website.
4. Select the blue “Use it Here” button to apply your book voucher (pictured above).
5. In the Student ID field, enter your **full 7-digit MCC student ID number** including any zeros (i.e. 0259897).
6. Next, enter the Voucher ID from your email.
7. Click the blue “Access your Funds” button (pictured right).
8. The next screen will display the funds that are available to you through your book voucher. Please note that any purchases (including shipping) that exceed this amount are your responsibility.
9. Click “Get your Course Materials”.
10. Choose the upcoming semester and confirm that the school is set as Montgomery Community College. Then enter the course ID (found on your schedule) or scroll to locate your course. Make sure that you are also selecting the correct semester (i.e. 01, W1, etc.).
11. To enter additional courses, click the “Add Another Course” button (pictured right). Each additional course should be listed under the correct semester and school before proceeding to the next page.
12. Once you have entered all of your courses, select “View Your Materials” to see a list of textbooks and other required materials.





How to Order Textbooks

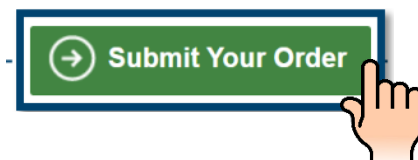
- Each item will include the option to purchase or, in some cases, rent. If your book is eligible for rental and you select that option, please keep in mind that you will be responsible for shipping it back to the virtual bookstore (not MCC) within 7 days of the last day of class or you will be charged. (*To learn more about the BNC Rental Agreement, please refer to their [FAQ](#) at bnctextbookrental.com/faq.aspx*)



- Click "Add Selected to Cart" for each item you would like to purchase.
- Once all textbooks and materials have been added to your cart, select the blue "Proceed to Checkout" button (pictured above).
- Review your cart and make any changes before selecting the "Check Out Now" button. Then enter all required information.

Please note: Although you are using a book voucher, you will still be asked to enter your personal credit/debit card information if you choose to rent a textbook and/or your order exceeds the amount of your financial aid allotment.

- Proceed to "Select Your Shipping Method" and choose from the list of available options. Then click "Select Payment Options".
- Review your order carefully and create a password to access your digital content, rental returns and order information for your account. (Note: This password is separate from your other MCC accounts.)
- Select the green "Submit Your Order" button to complete your purchase.
- You will receive an order confirmation via email once the order has been received.



For additional questions about virtual bookstore orders, shipping or returns, please contact BNC's 24 Hour Customer Service line at (800) 325-3252.