



Montana State University Billings (MSUB) Financial Aid Process

Step 1:

Apply for Admission: www.msubillings.edu/future/

Usual Time Frame: Anytime

Step 2:

Submit a [Free Application for Federal Student Aid \(FAFSA\)](#)

- The FAFSA must be filed annually, and becomes available for the upcoming academic year (Fall/Spring) on October 1st of every year. The FAFSA priority filing date for MSUB is December 1st.

-FAFSAs submitted after December 1st are still valid and students are encouraged to apply, however these applications will be subject to available funds

Usual Time Frame: October 1st to December 1st = on time applications.

Step 3:

FAFSA sent electronically to the colleges listed by the student

- MSUB's school code: 002530

Usual Time Frame: 2 weeks

Step 4:

Apply for scholarships: www.msubillings.edu/scholarships

Usual Time Frame: Feb 1 – priority date

Step 5:

MSUB requests additional information or documents needed to review file:

- Submit requested documentation as soon as possible.

Usual Time Frame: 1-2 weeks

Step 6:

File goes to REVIEW status and financial aid counselor determines eligibility.

- Longer time frames may occur for documents submitted during peak times (July, August & September)

Usual Time Frame: 2-4 weeks

Step 7:

Award notice postcard sent to student at mailing address in Banner.

Usual Time Frame: 1-6 days

Step 8:

Student signs, accepts and/or declines award letter in myInfo login under the Financial Aid tab.

Usual Time Frame: 1-30 days

Step 9:

Students who accept a loan must complete/sign the Master Promissory Note and Entrance Loan Counseling at

www.studentloans.gov

Usual Time Frame: 1-2 weeks (starting June 1)

Step 10:

[Register for Classes](#)

Step 11:

Accept charges/ Confirm Attendance (bill) with the Business Office prior to semester.

- Aid credits to student's business office account
- Bills are available in your myInfo secure area login

Usual Time Frame: 2 weeks

Step 12:

Aid in excess of school charges sent as refund check or direct deposit to student

- To elect to use Direct Deposit – log into your myInfo secure area.

Usual Time Frame: 2-6 days

NOTE: The time estimates listed above require that the school receive a **VALID** Student Aid Report (SAR). If the school receives a **REJECTED** SAR, the student is responsible for resolving any omissions or errors, usually missing signatures. The college does not know which students are selected for verification until we receive a valid SAR. At that point we will send the student a letter asking for the necessary verification materials that could include: verification worksheets along with documentation, tax return transcripts and/or W2s. If we receive unsigned worksheets or if there are discrepancies the review process can extend for weeks longer than the time estimates listed above.