If you have any questions after reading this document, please contact the Office of Student Financial Planning via email at finaid@miis.edu or by phone at 831-647-4119.

New US or Permanent Resident students receiving federal financial aid for the Spring 2013 semester ARE REQUIRED to complete the following:

1. Go to www.studentloans.gov to complete the
   a. Entrance Counseling Session
   b. Promissory note for the Stafford Loans
   c. Promissory note for the Graduate Plus Loans (if applicable)
2. Sign the Certification Page which was emailed to you or you can pick up a copy in the Financial Aid Office.

Registering for classes is interrelated to financial aid and tuition billing
The number of credits you register for will affect how much tuition you are billed. This number must match to the number of that we based your financial aid on (based on the application you submitted to financial aid). To be full time, students must register for at least 12 credits. Being waitlisted on a class could impact the release of your financial aid funds. If you take more than sixteen credits during a semester, you may be subject to overload charges.

Disbursements to your Student Account
If you have a Monterey Institute merit scholarship, the scholarship will be applied to your student account after you register for courses.

Your student loans will be credited to your student account IF you have completed the entrance counseling online, signed the promissory note(s), submit the student financial certification form, and the number of credits that you are registered for matches the number of credits you were packaged for.

If the total amount of aid you are to receive (not including federal work study employment) exceeds your charges for tuition and fees, a refund check will be produced by the Business Office for your living expenses. The Financial Aid Office does NOT distribute any money directly to students. The Cashier will email you when you have a refund check available for pickup.

NOTE: You cannot receive any financial aid PRIOR to the first official day of classes.

Paying Tuition
If you are not receiving financial aid, or if the amount you will be receiving does NOT cover your tuition balance, you must pay the difference by 4:00 pm on the first day of classes. You may also pay online through QuickPay in by logging in to your bannerweb account, and going to the “student financial services” tab.

NOTE: There will be a mandatory meeting on Wednesday, January 23rd from 4-5pm in the Irvine Auditorium to explain the student employment programs, billing, refunds, and our overload policy. You are required to attend this meeting.