The Summer Semester is attached as a “trailer” to the preceding academic year. Therefore, financial aid eligibility for summer is determined based on the information from the current year’s Free Application for Federal Student Aid (FAFSA), which must be submitted by June 30th of the year in which the summer term takes place.

**Students who have already been awarded financial aid through MSUB during the current aid year (grouped by enrollment status for the summer):**

a. **Students who are going to be enrolled in 6 or more credits in the summer:**
   
i. Once registered for ALL the summer credits, students should submit a Summer Award Request Form to the financial aid office.
   1. Indicate on the form indicate what type of aid you are interested in receiving: loans, work-study, or both.
      a. Grants will be awarded to those who are eligible on a first-come first-served basis, however funding is limited.
      b. Loans require students to be enrolled in at least 6 credits and may call for additional requirements to be completed.
      c. Students requesting work-study for the summer semester must submit the upcoming year’s FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) and all requested documents for that year.

b. **Students that will not be enrolled (or enrolled in less than 6 credits) for the summer term but are interested in receiving work-study:**
   
i. Submit the Summer Award Request Form to the financial aid office
   1. On the form indicate you are interested in work-study.
   ii. Students requesting work-study for the summer semester must submit the upcoming year’s FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) and all requested documents for that year.
   iii. If awarded work-study students must complete the remaining employment requirements with their employer.
• **Note:** Available summer funding depends on the types and amount of assistance used during fall and spring, as there are yearly maximums for students that cannot be exceeded.

• Once awarded, we will send an email indicating that you have a revised award letter available through your student secure log-in. You do not need to respond to the email or the award.

• Notify our office immediately if:
  iv. You do not want any portion of the summer aid listed
  v. Your registration changes - *Any added or dropped credits may require an adjustment to your award*

**If summer is the student’s first semester at MSUB, or if the student did not received financial aid for fall and/or spring:**

a. Check FAFSA Filing status with MSUB Financial Aid Office:
   i. If you have not already done so, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and complete the current aid year’s FAFSA.
   ii. If you HAVE completed the current aid year’s FAFSA but have not had the information sent to MSUB, add our school code (002530) to your FAFSA by following these instructions:
      1. Login to your application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
      2. Select the “Make Corrections” option
      3. In the School Selection tab click “Add School” and enter our code (002530)
         a. *Make sure you sign and submit the application using your FSA ID*
   
   b. Submit all requested documents to the financial office for review.

   c. You will receive notification via email once you’ve been awarded, instructing you to respond to your award offer through your student secure log-in. If you accept a student loan, additional requirements can be completed through [www.msubillings.edu/finaid/loans.htm](http://www.msubillings.edu/finaid/loans.htm)

   d. Notify our office immediately if your registration changes - *Any added or dropped credits may require an adjustment to your award*

Please contact the Office of Financial Aid & Scholarships if you have any questions on this information.

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