Student Finances, Scholarship, Federal Aid, and the Combination

Below is information to help you understand your student finances account, scholarships, and federal aid at Mitchell Hamline School of Law. Of course, if you have questions about your Student Account or Financial Aid, please do not hesitate to contact the responsible offices. Contact information is provided below.

Student Finance Information
Room 276, LEC Building
p: 651-290-6312
e: student.account@mitchellhamline.edu

Regular Hours: 8 am-4:30 pm with extended hours until 6 pm on Monday and Wednesday

- Tuition and fees for both J-Term and spring will be posted to student finances in early January
- Contact Student Finance for assistance with employer or agency billing,
- Friday, January 29, 2016, is the tuition due date and the spring refund check disbursement date
- Friday, January 29, 2016 disbursement hours are 8 am to 6 pm
- Saturday, January 30, 2016 disbursement hours are 11:30 am-1 pm
- Checks will be in paper form. Electronic direct deposit is not available at this time.
- Checks can be mailed or picked up outside of office hours with student authorization. E-mail your request.
- Check pickup requires a picture ID

Scholarships
Scholarships will be credited to your student account automatically. Specific scholarship information will be shared once the combination is in place. Please allow us time to get your scholarship added to your financial aid file.

Federal FAFSA Processing
Plan to use federal aid? Former Hamline students must add the school code G02391 to their 2015-16 FAFSA at www.fafsa.ed.gov. No federal aid can be processed without a FAFSA on file with Mitchell Hamline. Former Mitchell students do not need to take this step. Summer aid will require the 2016-17 FAFSA. Any student planning to use federal aid in J-term or spring ‘16 can submit a FAFSA to determine federal loan or work-study eligibility.

Loan Amounts and Processing
Loan amounts through Mitchell Hamline will need to be accepted online. In the Mitchell Hamline online financial aid location, you’ll see spring loan amounts that are the second half of loans set up for fall-spring. You may email loan amount change requests to the Mitchell Hamline Financial Aid Office at finaid@mitchellhamline.edu. Please be specific with your request. For example: if you want your loans to pay only your student account bill, and don’t want a credit balance check, tell us! We will respond with the offered loan amount. You will then need to go in to the Mitchell Hamline website and accept the loan for processing.

Budget Adjustments for Childcare, Insurance Costs, Etc.
Adjustments to the spring federal cost-of-attendance based on documented childcare costs, monthly insurance premiums, or uninsured non-elective medical costs will be accepted. Forms to accompany the documentation will be available on the Mitchell Hamline website. Documentation and the form can be scanned or faxed to 651.290-6437.
Work-Study Contracts and Employment
Federal work-study contracts will be processed through the Mitchell Hamline Financial Aid Office. Work-study earnings, remaining eligibility and employer information will be shared between schools. Mitchell Hamline will issue updated contracts to employers to ensure continued work-study program participation. You will be kept informed of this activity and any actions needed to be taken to continue being paid through Mitchell Hamline.

Veterans Benefits Contact
Nick Anderson, Assistant Director, Financial Aid will be the Mitchell Hamline Veteran Certifying Official. Both VA and MN GI Bill benefits are processed through the financial aid office. If possible, veterans using VA benefits should provide a Certificate of Eligibility. A faxed or scanned copy is acceptable. MN GI recipients, please let us know you have applied on the MHESO website. finaid@mitchellhamline.edu

MN Indian Scholarship Contact
Eligible students should contact the Mitchell Hamline Financial Aid Office: finaid@mitchellhamline.edu, 651-290-6403

Outside Scholarship Payment
Outside scholarship checks can be sent to:
Mitchell Hamline School of Law
Student Account Office
Room 276
875 Summit Ave
St Paul, MN 55105
651-290-6312
student.account@mitchellhamline.edu (will be updated)
PLEASE INCLUDE STUDENT'S NAME

Emergency Loans
Emergency Student Loans (ESLs) for up to $1,000 are available:
Requests should be emailed to the Financial Aid Office, finaid@mitchellhamline.edu. A request form will be returned to you to be signed and submitted to the Financial Aid Office for approval.

Please note:

- A student may receive no more than a total of four loans (combined total of $4,000) during his or her course of study at Mitchell Hamline.
- No more than one ESL per semester with a maximum limit of $1,000 will be approved.
- There will be a 24-hour waiting period once the request is received in the Finance Department.
- Loans will only be approved if there is a verifiable source for repayment that meets the following time restrictions:
  a) The maximum repayment period is 90 days if a student is receiving financial aid and a distribution for the current term is forthcoming.
  b) The maximum repayment period is 90 days from receipt of loan if a student is not receiving financial aid.

- The unpaid balance of ESL’s after the due date will be placed on the student’s account and may accrue interest and penalties until the balance is paid in full.
- Late payments will affect a student’s ability to use the ESL fund in the future.
  mitchellhamline.edu
• Students with past due ESL balances will not be permitted to register, to receive grades, transcripts, or bar certifications.

Questions, Comments, Concerns?

Patty Harris | Financial Aid Director
Nick Anderson | Asst. Financial Aid Director
Room 120 (across from Student Services)
p: (651) 290-6403 f: (651) 290-6437
finaid@mitchellhamline.edu

Regular Hours:
8:30am-6:30pm M-TH/8:30am-5pm F
Saturday hours in January 11am-1pm
Appointments at your convenience

Eric Larson | Student Account Administrator
Room 276 in the LEC Building (next to the library)
p: (651) 651-290-6312
student.account@mitchellhamline.edu

Regular Hours:
8am-4:30pm with extended hours on M/W
Friday January 29, 2016 check disbursement
Saturday January 30, 2016 check disbursement 11am-1pm