

## Financial Aid Self-Service Guide

### *About Self-Service and Financial Aid*

The Financial Aid Office at Niagara University utilizes Self-Service to provide students with a secure system to manage their student Financial Aid online.

You can log on to the Financial Aid Self-Service to:

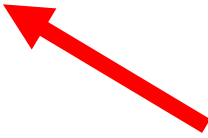
- View your financial aid Checklist
- Satisfy requests for missing information
- View and accept your awards
- View and accept your Award Letter

**In order to access Self-Service, you must first log into WebAdvisor.** Then, click **Financial Aid Checklist** to launch Self Service.

**CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU**

The following links may display confidential information

<div style="background-color: #e0e0e0; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Financial Information</b> </div> <p> <a href="#">View Account and Make Payments</a>  <a href="#">View My 1098-T Forms</a>  <a href="#">Bank Information (U.S.)</a>  <a href="#">Refund Request</a>  <a href="#">Pay on My Account</a>  <a href="#">Current Account Statement</a> </p>	<div style="background-color: #e0e0e0; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Registration</b> </div> <p> <a href="#">Search Only for Classes</a>  <a href="#">Register for Classes</a>  <a href="#">Register and Drop Classes</a>  <a href="#">Registration Instructions</a>  <a href="#">Registration Video</a>  <a href="#">Barnes and Noble Text Books</a>  <a href="#">Niagara University Financial Agree</a> </p>
<div style="background-color: #e0e0e0; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Financial Aid</b> </div> <p> <a href="#">Financial Aid Checklist</a>  <a href="#">Niagara FA Application</a> </p>	<div style="background-color: #e0e0e0; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Academic</b> </div> <p> <a href="#">Grades</a>  <a href="#">Grade Point Average by Term</a>  <a href="#">Transcript</a>  <a href="#">Degree Audit</a>  <a href="#">My class schedule</a> </p>
<div style="background-color: #e0e0e0; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Communication</b> </div>	



Under **Financial Aid**, there are seven menu options.

Information Financial Aid Financial Aid Home

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Self-Service Fi Financial Aid package from submission to completion.

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Contact Financial Aid Counselor

Your Fin

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Review an

package

Financial Aid Home

Required Documents

My Awards

Report/View Outside Awards

Award Letter

Federal Shopping Sheet

Correspondence Option

Student Finance Account Summary

Amount Due 1/31/2017 -\$5,133.00

Amount Overdue \$0.00

Total Amount Due -\$5,133.00

Go to Account Summary

Resources

Helpful Links

FAFSA Application

Entrance Counseling

eted Submit a Free Application for Federal Student Aid (FAFSA)

eted Complete required documents

eted Your application is being reviewed by the Financial Aid Office

- **Financial Aid Home** shown above, features your checklist and helpful resource links. (pg. 3)
- **Required Documents** brings you directly to the forms that our FA office is requesting. (pg. 4)
- **My Awards** gives you the status of your current aid; this is where you can accept or reject. (pg. 5)
- **Report/View Outside Awards** allows you to report any Outside Private Scholarships you have received. (pg. 6)
- The **Award Letter** shows our financial aid package for the academic year. (pg. 7)
- **Federal Shopping Sheet** is where you can review your financial aid data. (pg. 8)
- **Correspondence Option** (pg. 8)

The following is an overview of the seven options listed on the Financial Aid menu:

### Financial Aid Home Screen:

The screenshot shows the 'Welcome to Financial Aid!' page. At the top, there is a 'Select an Award Year' dropdown set to '2017-2018 Year'. Below this is a 'Financial Aid Application Being Reviewed' section with a magnifying glass icon and text explaining the review process. A callout box points to this section with the text: 'The status window will explain which stage in the financial aid process you are at.' Below the status window is a 'Checklist' table with three rows: 'Submit a Free Application for Federal Student Aid (FAFSA)' (Completed), 'Complete required documents' (Completed), and 'Your application is being reviewed by the Financial Aid Office' (In-Progress). A callout box points to the 'In-Progress' row with the text: 'The Checklist on the Financial Aid home screen provides you with details of items needed, actions to be taken, and it also shows you what documents have been completed.' To the right of the checklist is a 'Resources' section with a 'Helpful Links' sub-section containing links for 'FAFSA Application', 'Entrance Counseling', 'Master Promissory Note', 'PLUS Loan Application', and 'NSLDS Information'. A callout box points to these links with the text: 'The home screen allows you to access important financial aid Resources, by clicking on the provided links.'

These are some "Status" examples you may encounter.

**Financial Aid Application Being Reviewed**  
Currently your financial aid application is being evaluated by the Financial Aid office to determine if you are eligible to receive any financial aid awards. You will receive a notification once this evaluation has been completed.

**Your Financial Aid Package is now ready!**  
Your financial aid award package is now ready for your review and acceptance.  
[Review and accept your Financial Aid Award Package](#)

**Your Award Letter is now ready!**  
Review and sign your Financial Aid Award Letter.  
[Review and sign your Financial Aid Award Letter](#)



## Required Documents Screen:

Financial Information ▾ Financial Aid ▾ Required Documents

### Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Select an Award Year:

Complete	
 <b>Received</b> 12/02/2016	Please complete this form on WebAdvisor. This is in addition to the FAFSA form. <a href="#">Niagara Financial Aid Application - Institutional form 2017-18</a>
 <b>Received</b> 10/27/2016	<b>FAFSA 2017/18</b> In order to be considered for any Federal or State aid, a FAFSA form must be completed annually. <a href="#">FAFSA Website</a>

- *Once you have submitted your requested documents, your checklist will reflect a green check mark to indicate received.*
- *For incomplete documents, the checklist will remain yellow.*
- *To access the documents needed, please click on the link provided.*

# My Awards Screen:

Financial Information > Financial Aid > My Awards

## My Awards

You can accept or decline awards, and update your loan amounts.

Select an Award Year: 2017-2018 Year

You have the following Awards  
 Your award package assumes you will be enrolled full-time. If you enroll less than full-time, your award package will be adjusted. Please contact your Financial Aid counselor if you have questions about your enrollment status.

- This is where you can accept or decline your Financial Aid awards.

**Scholarships and Grants**  
 Money you don't have to pay back

Award	Status	Total Awarded Amount	Fall 2017
<b>NU Presidential Scholarship</b> <a href="#">View award</a>	Accepted	\$17,000.00	\$8,500.00
<b>NY Tuition Assistance Program</b> <a href="#">View award</a>	Estimated	\$558.00	\$279.00
<b>Federal Pell Grant</b> <a href="#">View award</a>	Accepted	\$1,770.00	\$885.00
<b>Monteagle Grant</b> <a href="#">View award</a>	Accepted	\$2,200.00	\$1,100.00

**Loans**  
 Money you have to pay back

Award	Status	Total Awarded Amount	Fall 2017
<b>Subsidized Loans</b> <a href="#">Accept or Decline</a>	Estimated	\$3,500.00	\$1,750.00
<b>Unsubsidized Loans</b> <a href="#">Accept or Decline</a>	Estimated	\$2,000.00	\$1,000.00

**Monteagle Grant**  
[View award](#)

Accepted \$2,200.00

**Loans**  
 Money you have to pay back **\$7,500.00**

Award	Status	Total Awarded Amount
<b>Subsidized Loans</b> <a href="#">Close</a>	Estimated	\$3,500.00
<b>Direct Subsidized Loan</b>	Offered	\$3,500.00

*Check the terms you will be attending.*

<input checked="" type="checkbox"/> Fall 2017	\$1,750.00
<input checked="" type="checkbox"/> Spring 2018	\$1,750.00
<b>Total</b>	<b>\$3,500.00</b>

[About Direct](#)

**Unsubsidized Loans**  
[Accept or Decline](#)

Estimated \$2,000.00

Reset Decline **Accept**

**Report/View Outside Awards Screen:**

Financial Information ▾ Financial Aid ▾ Report/View Outside Awards


### Outside Awards

You can report new or view existing awards.

Select an Award Year: 2017-2018 Y

- *Here you can report, to the Financial Aid Office, any outside awards that you may have received from sources other than Niagara University, NY State or the Federal Government.*

If you have received Financial Aid from any other sources please enter the awards below.

 Add an award

## Award Letter Screen:

Financial Information ▾ Financial Aid ▾ Award Letter


### Award Letter


Please complete the electronic signature or print and deliver to the Financial Aid Office.

Select an Award Year: 2016-2017 Year ▾

**i** Please read through and accept your award letter below or print and deliver to the Financial Aid Office.

**2016-2017 Year**

 [Award Letter](#)

 NIAGARA UNIVERSITY

- *In order to sign your award letter, you must accept or decline your awards on the "My Awards" screen.*
- *After that step is completed you will be able to view, sign and print your award letter for the academic year.*

FA Office  
Financial Aid Office  
Niagara University, NY 14109  
(716)286-8686

We are pleased to offer you the following awards based on your reported status as an INCOMING COMMUTER student.

AWARD	TO
NU Transfer Award	\$9,000
Niagara Tuition Grant	\$1,000
Direct Unsubsidized Loan	\$6,500
Direct PLUS Loan	\$5,700
Total	\$22,200

I verify that I accept the award package and electronically sign my award letter.

[Cancel and Return Home](#)

## Shopping Sheet Screen:

Financial Information ▾ Financial Aid ▾ Federal Shopping Sheet

### Federal Shopping Sheet

View your federal financial aid data.

Select an Award Year: 2016-2017 Year ▾

- The Financial Aid Shopping Sheet is a consumer tool that is designed to simplify information that prospective students receive, about costs and financial aid, so that they can make informed decisions about which postsecondary institution to attend.*

**Costs in the 2016-17 year**

Estimated Cost of Attendance		\$35,760 /yr
Tuition and fees	\$ 31,150	
Housing and meals	1,500	
Books and supplies	1,050	
Transportation	1,250	
Other education costs	810	

**Grants and scholarships to pay for college**

Total Grants and Scholarships ("Gift" Aid; no repayment needed)		\$10,000 /yr
Grants and scholarships from your school	\$ 10,000	
Federal Pell Grant	N/A	
Grants from your state	N/A	
Other scholarships you can use	N/A	

**What will you pay for college**

Net Costs		\$25,760 /yr
<small>(Cost of attendance minus total grants and scholarships)</small>		

**Graduation Rate**  
Percentage of full-time students who graduate within 6 years  
Low Medium

**Loan Default**  
Percentage of borrowers entering repayment and defaulting on their loans  
7.0%  
This institution National

**Median Borrowing**  
Students who borrow at

## Correspondence Option Screen:

Financial Information ▾ Financial Aid ▾ Correspondence Option

### Correspondence Option

You can choose to receive hard copies of your Financial Aid correspondence.

By selecting this option, I am explicitly choosing to receive paper copies of my Financial Aid correspondence in addition to the electronic copies I currently receive. By not selecting this option, I understand that I will only receive electronic copies of my Financial Aid correspondence.

Submit

- This option will allow you to receive your Financial Aid Correspondence through the mail.*
- This can take 2-3 business days, depending on your mailing address.*
- Currently, you are receiving the paperless format which is immediate access.*