Managing Your Financial Aid

The University of Kansas recently upgraded Enroll & Pay to provide a better user experience for students. The Financial Aid tile will lead you to the same information as you would have seen in the previous environment, but now provided in a different format. Instructions on how to navigate the new setting are in the pages that follow. As with the previous Enroll & Pay setting, you are able to accept or decline online or on a mobile device. We are truly excited about this new innovative environment and hope you find the changes valuable and easy to use.

The process of accepting or declining financial aid on a computer is different from this same process on a phone. On a mobile device, the environment adjusts to match the device, making the process more fluid for the student. These instructions will focus on how to accept or decline financial aid on a mobile device.

Note: These system changes may not be supported on some older devices.

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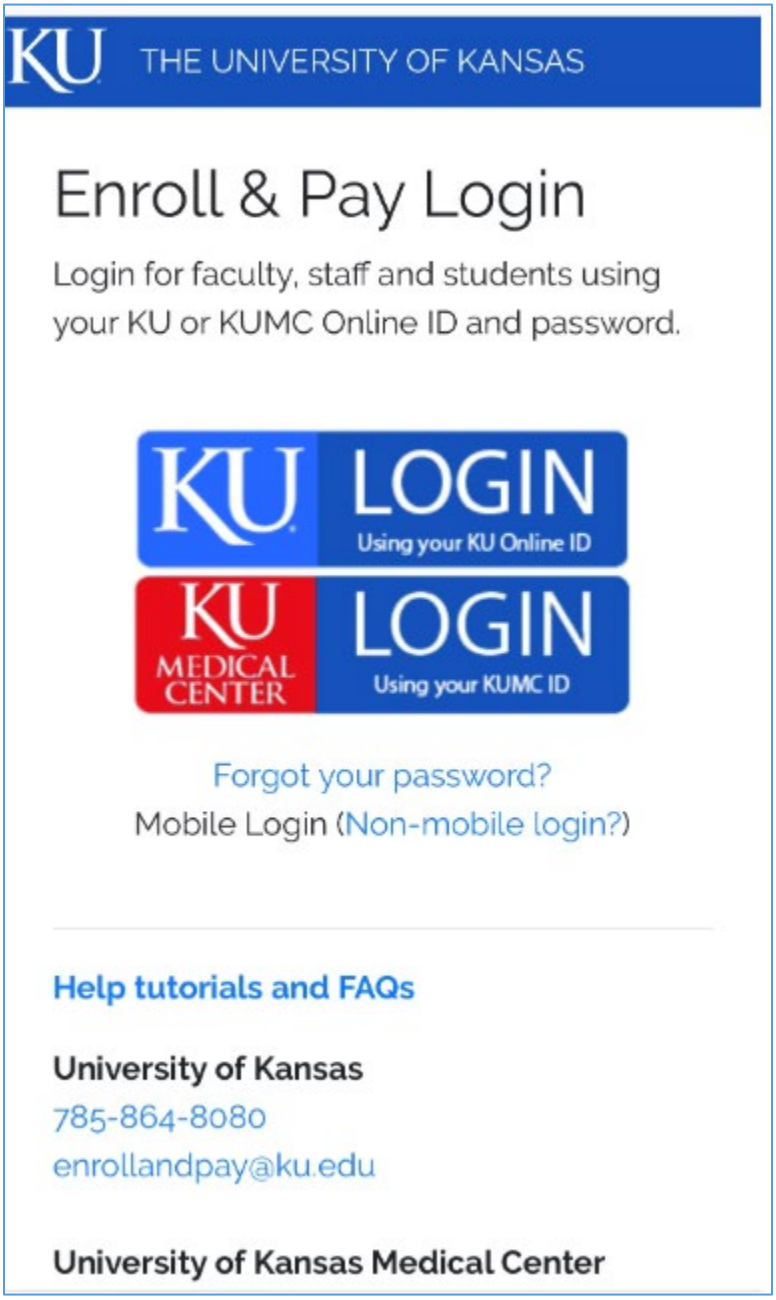
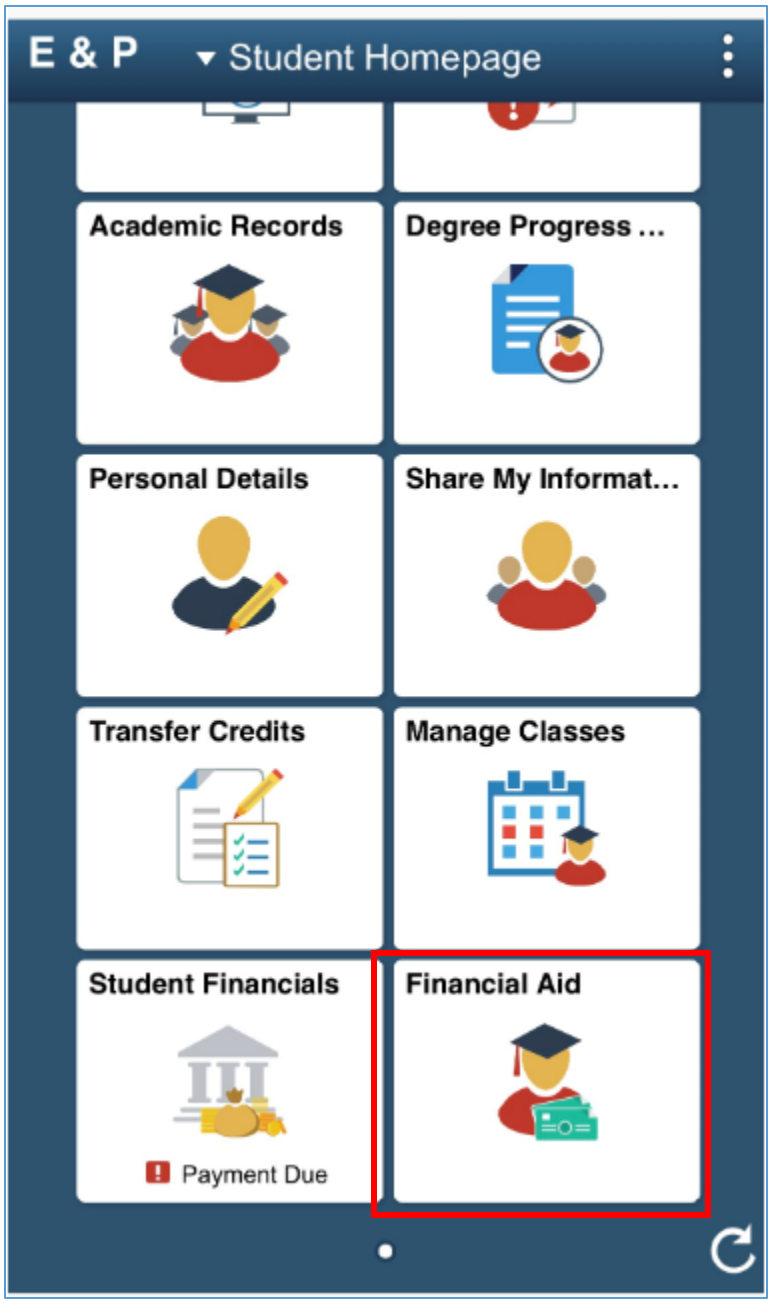
How to Accept/Decline Financial Aid

Log into Enroll & Pay by going to [sa.ku.edu](sa.ku.edu).



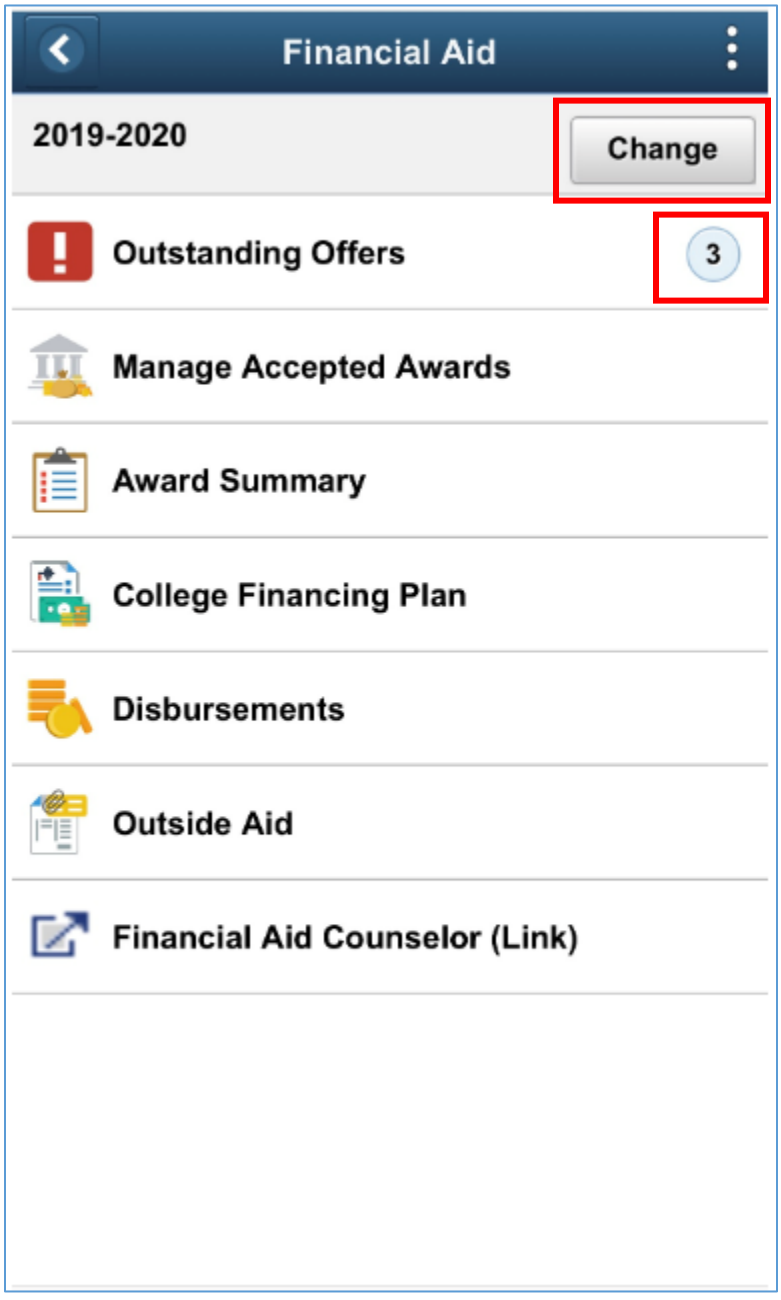
After logging in to Enroll & Pay, click on the Financial Aid tile to accept or decline any financial aid offers.



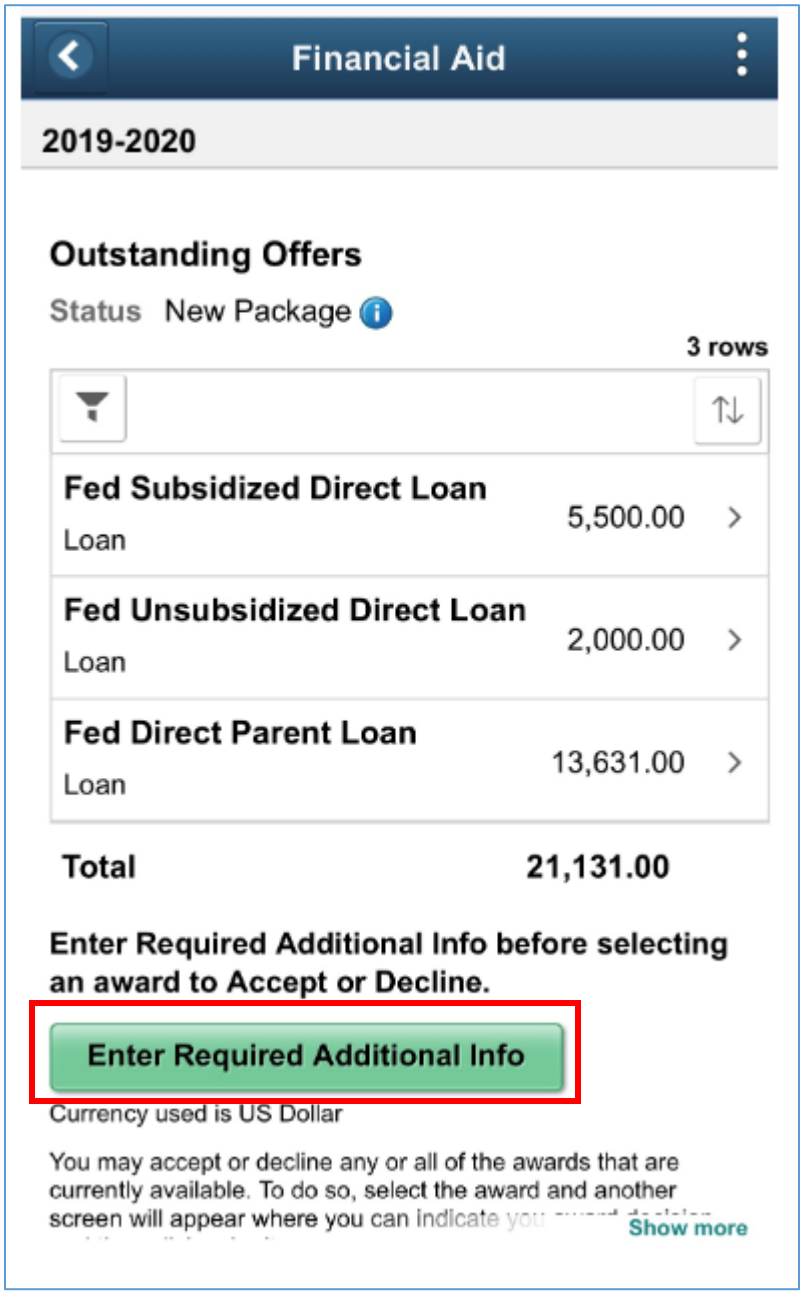
Once the Financial Aid tile has been selected, there will be a list of pages. The first page in the list is Outstanding Offers. If there are financial aid items which still need to be accepted or declined, the Outstanding Offers page will have a number next to the page name.

After the student has either accepted or declined all the available offers, the Outstanding Offers page will no longer appear in the menu.

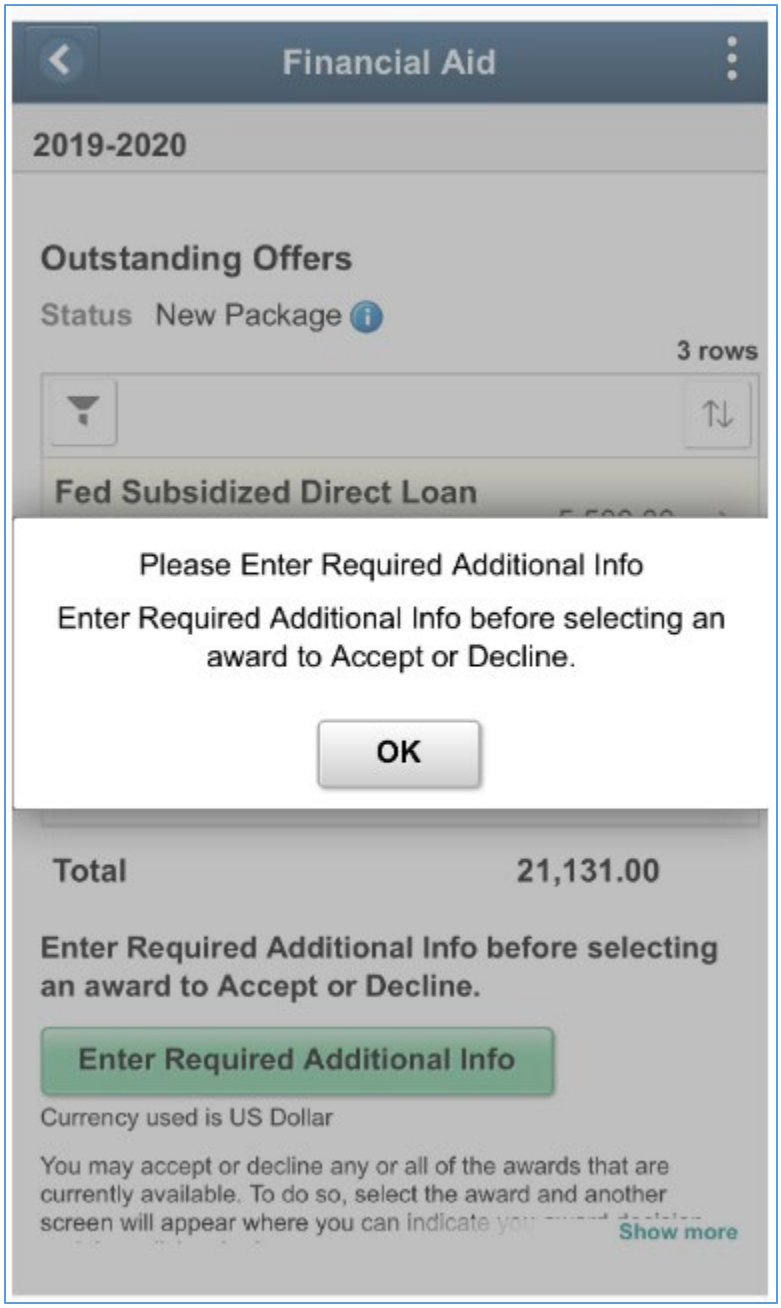
However, to see a previous year's financial aid history, the student is able to select the "Change" button at the top of the phone screen. This makes it possible to navigate between aid years.



After clicking on the Outstanding Offer page, the page will display the different financial aid items offered for that specific year. Before choosing one of the items, the student must select the green Enter Required Additional Info box, at the bottom of the page.

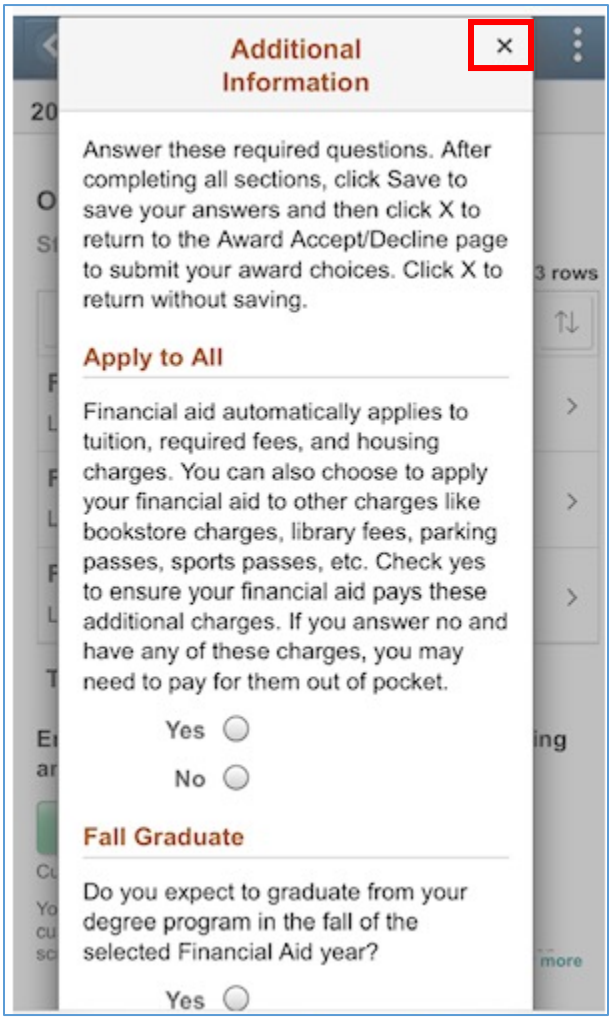


If a financial aid item is chosen before the Enter Required Additional Info questions have been answered, the error message below will appear. Select OK to go back to the previous screen and then choose the Enter Required Additional Info button.



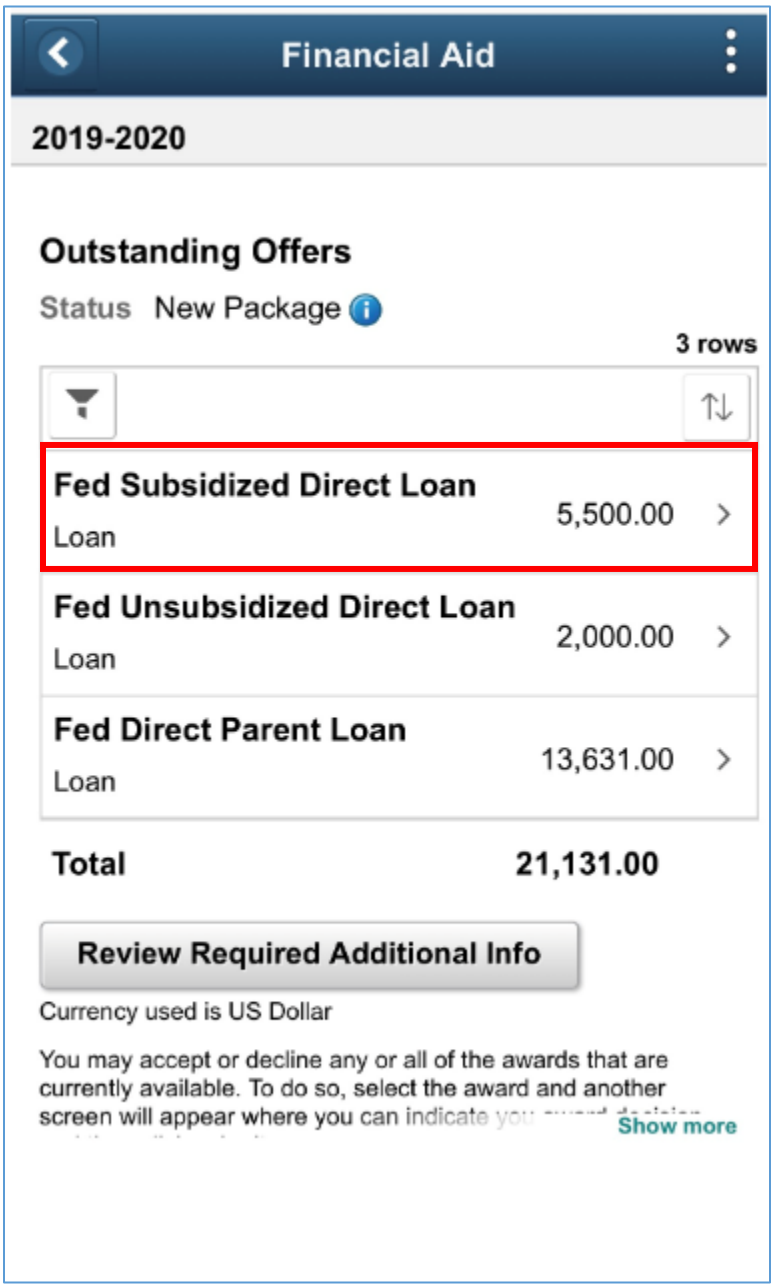
There are two questions in this box. The student must select either yes or no for each question. Scroll to the bottom of the screen to select the Save button. Then, to exit the box, scroll to the top of the screen and select the 'x.'

These answers are only required once per aid year. However, the student has the option to change these answers after submitting them. This can be done from the Manage Accepted Aid page.

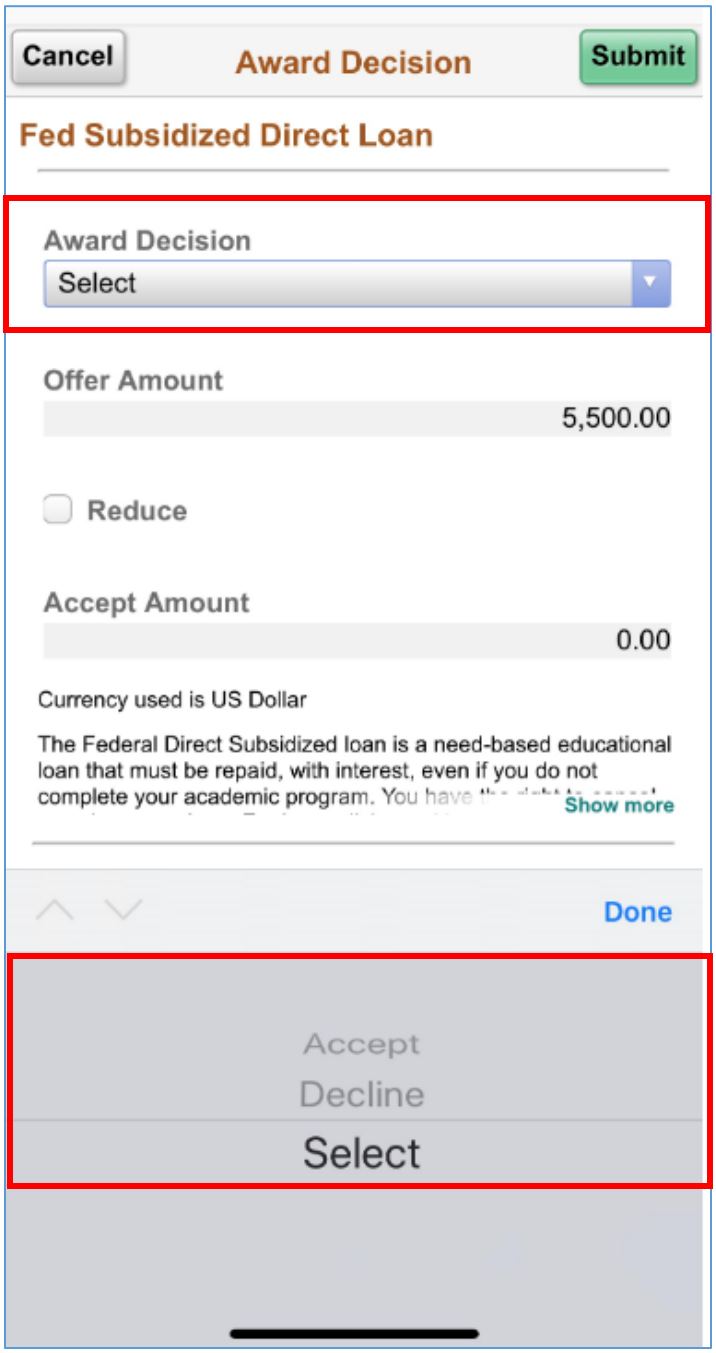


The student will arrive back at the Outstanding Offers page after exiting the previous box. On the Outstanding Offers page, each financial aid item needs to be accepted or declined separately. Select the first item to edit.

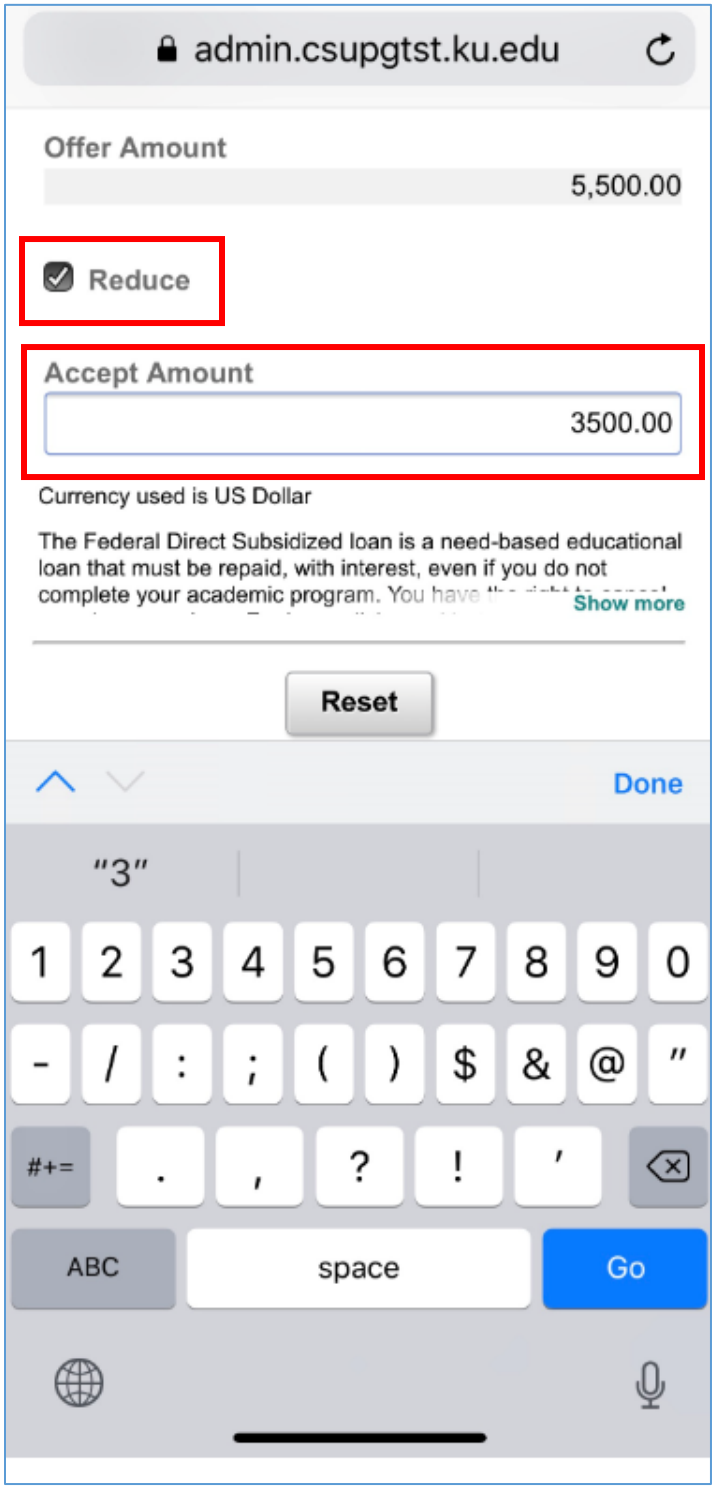
If offered both a Federal Subsidized Direct Loan and a Federal Unsubsidized Direct Loan, the Subsidized loan must be accepted before the Unsubsidized loan. The Subsidized loan will not accrue interest while the student is enrolled in at least six credit hours. However, the Unsubsidized loan accrues interest while the student attends courses. The system will not allow a Unsubsidized loan to be accepted before a Subsidized loan.



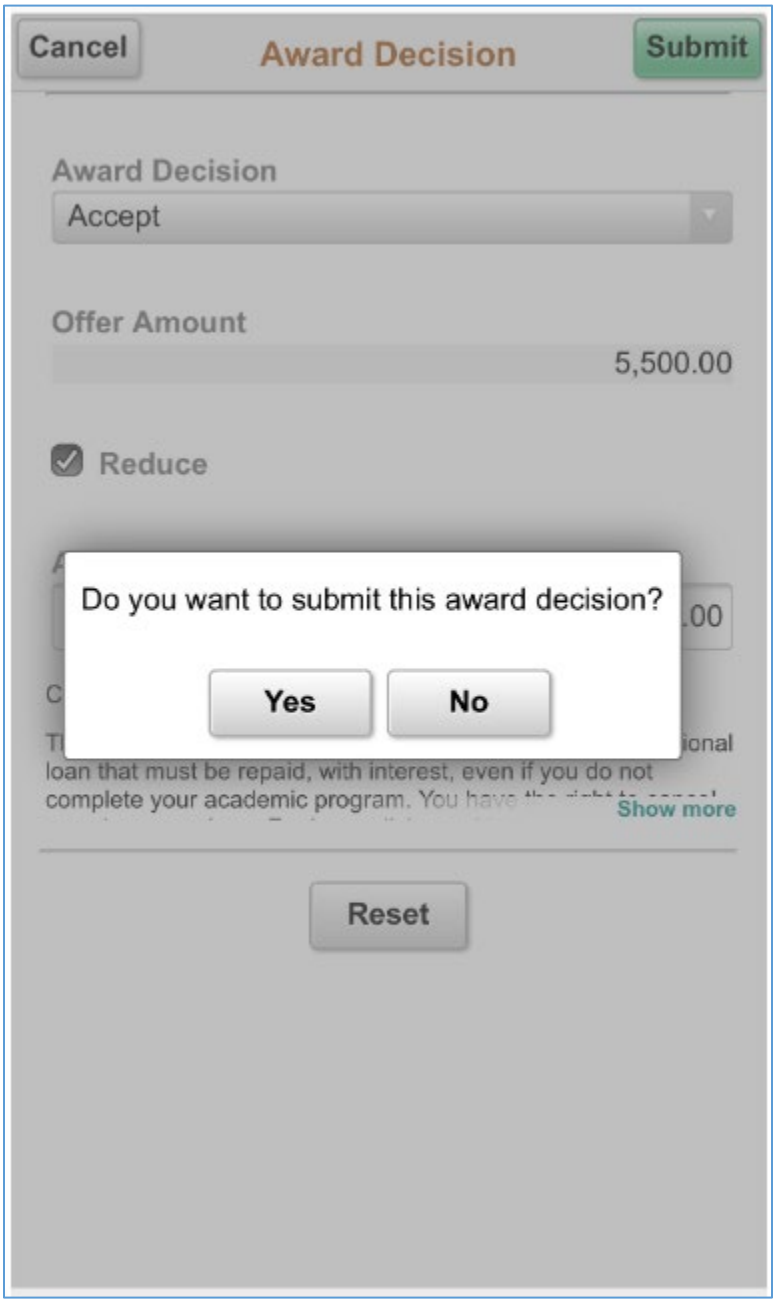
On the subsequent page, the student can see the name of the financial aid item at the top of the screen. There is a drop-down menu in the Award Decision field. Once this field has been selected, the student will see the option to Accept or Decline.



If the student chooses to accept the loan, the Reduce box will become available. To reduce the accept amount, check the reduce box and enter the reduced amount in the Accept Amount field. If the student was initially given the option of both a Federal Subsidized Direct Loan and a Federal Unsubsidized Direct Loan and then chooses to reduce the Subsidized Loan, the Unsubsidized Loan will no longer be offered after returning to the Outstanding Offers page. For more information on this, please visit http://affordability.ku.edu/financialaid/loans/federal.

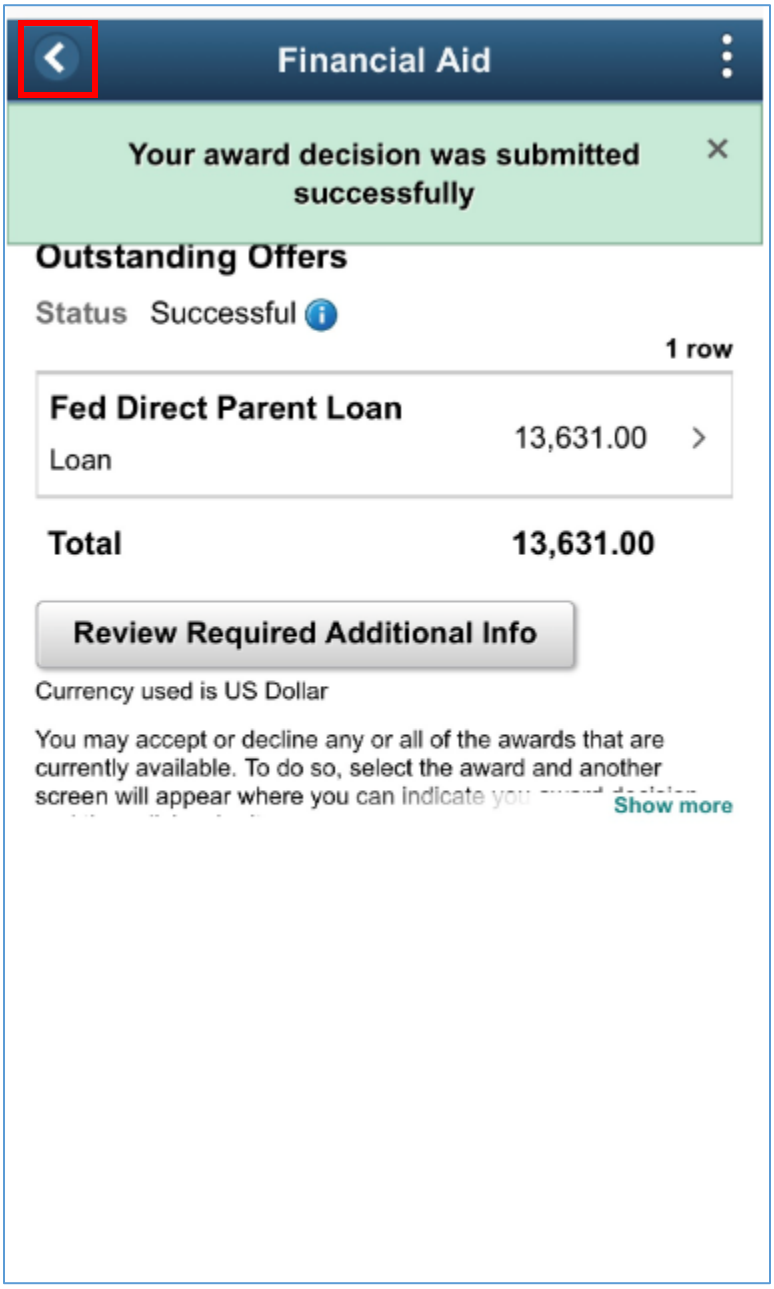


Once the Accept Amount field has been completed and the student has selected the green Submit button on the top right-hand corner, a message will appear asking whether to submit the award decision.



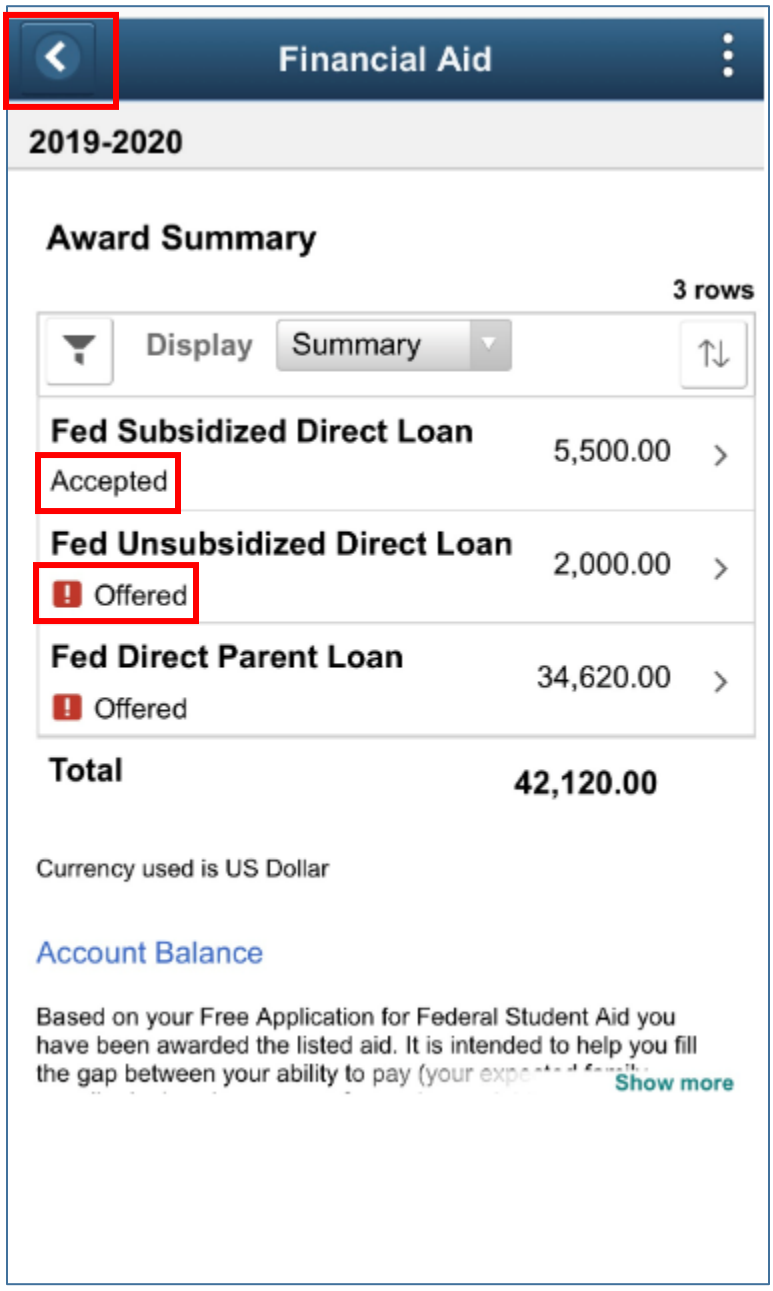
After selecting yes to the question above, a green bar will appear at the top of the screen saying the award decision was submitted successfully. The Outstanding Offers page will then show the updated financial aid items. Any items remaining on this page still need to be either accepted or declined.

The arrow in the top left-hand corner of the page is available to take the student back to menu of financial aid pages.

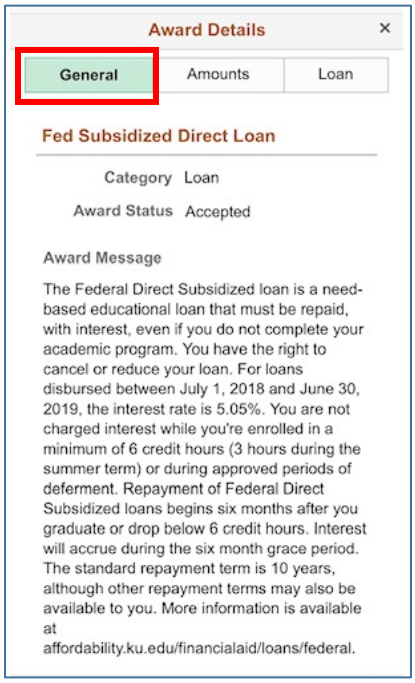


Award Summary

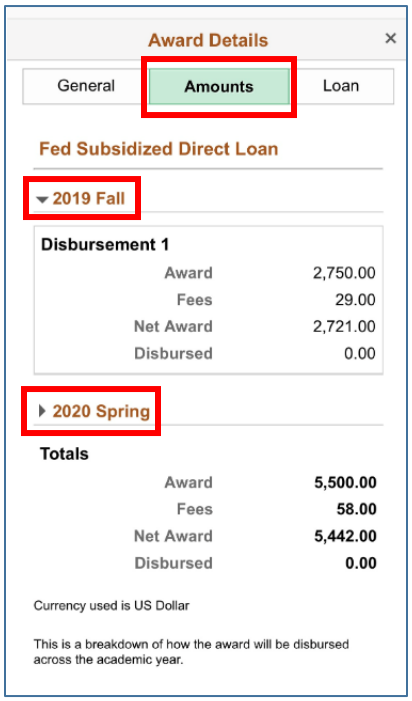
The Award Summary page contains a summary of aid, including both accepted and offered financial aid items. To return to the main menu, the student can select the arrow in the right-hand corner of the screen at any time.



If one of the items is selected, the student will arrive at a page which provides details for that specific aid type. The first tab, General, is a description of the item.



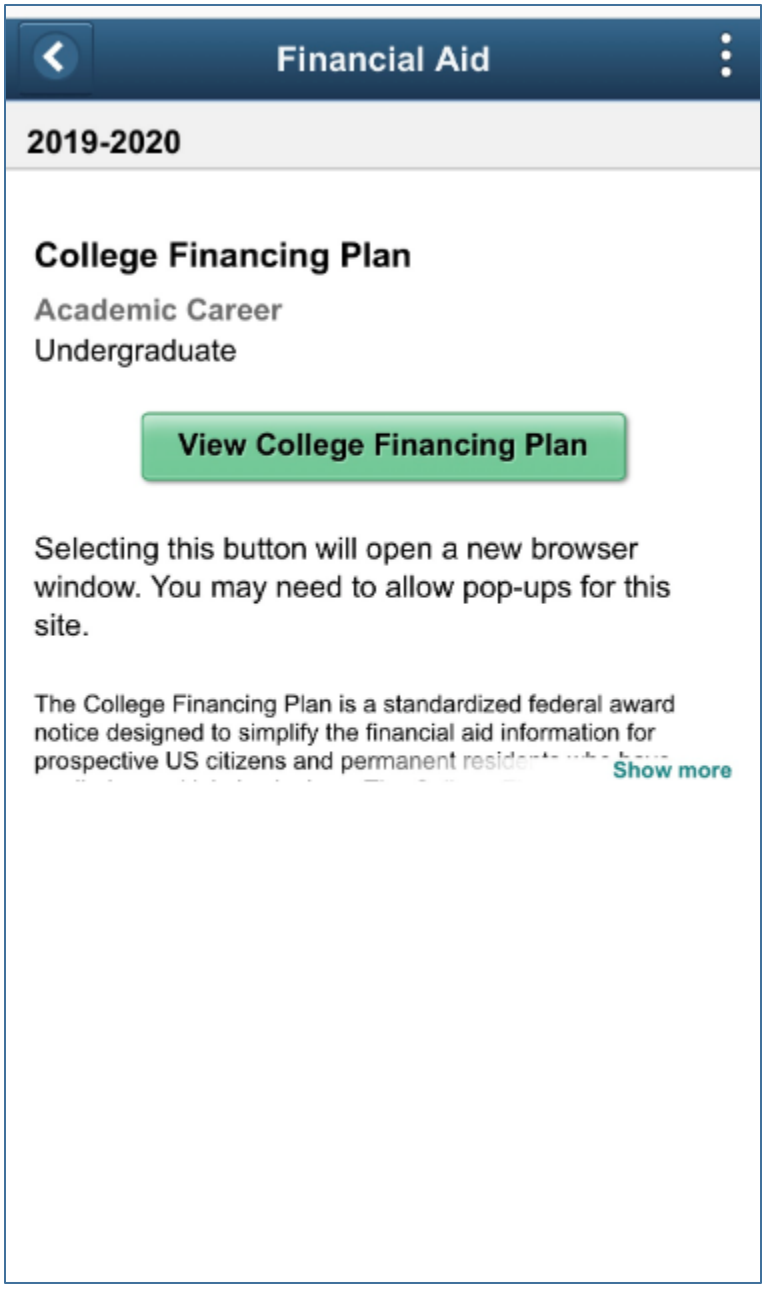
The second tab, Amounts, allows the student to see Disbursement amounts per semester. The student needs to select each term in order to expand the information. Below, the fall semester is displayed, and the spring semester is currently minimized. The Total at the bottom of the screen is the amount for the entire aid year.



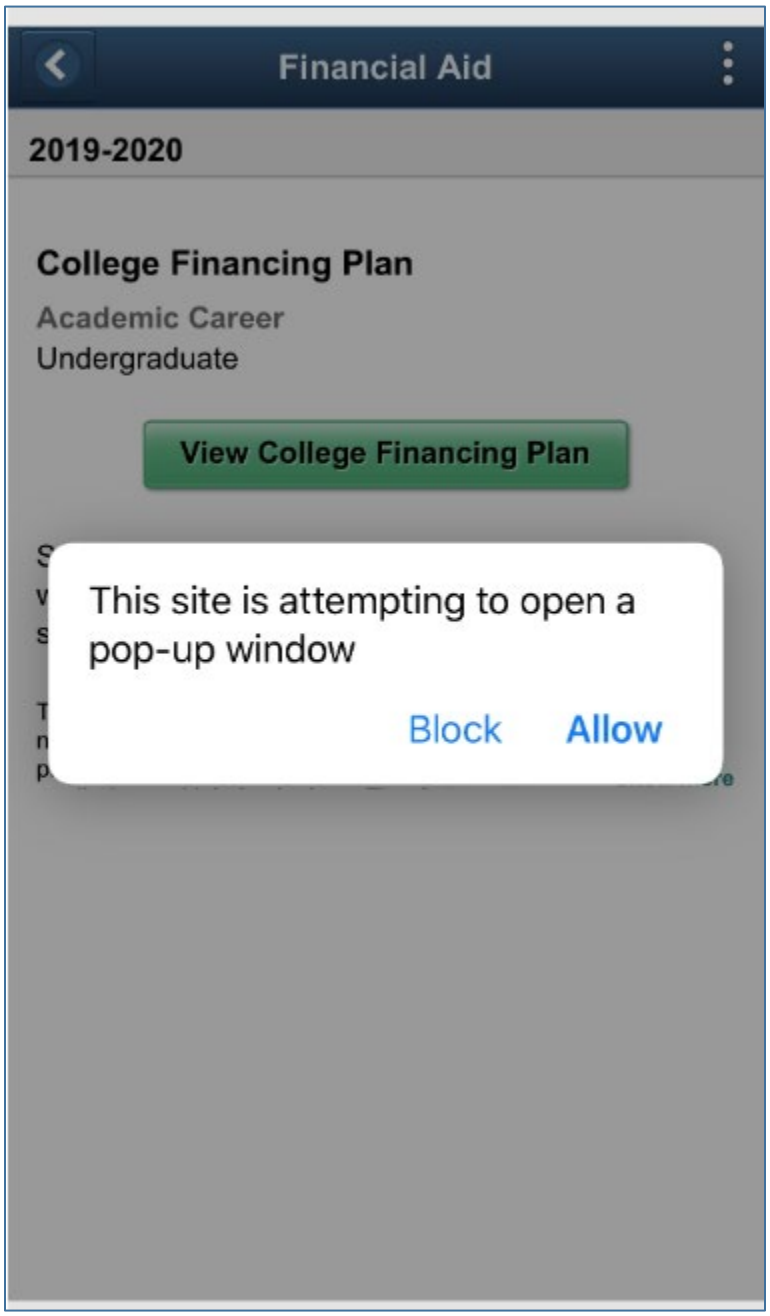
If the item selected is a loan, the last tab displays the Accepted loan amount, along with any associated fees for that specific loan. To exit this page, select the 'x' in the top left-hand corner of the screen. This will return the student to the Award Summary page.

College Financing Plan

The College Financing Plan allows the student to compare financial aid offerings between universities. After selecting the College Financing Plan page, the student will see a green button, View College Financing Plan. Selecting the button will open a separate window.



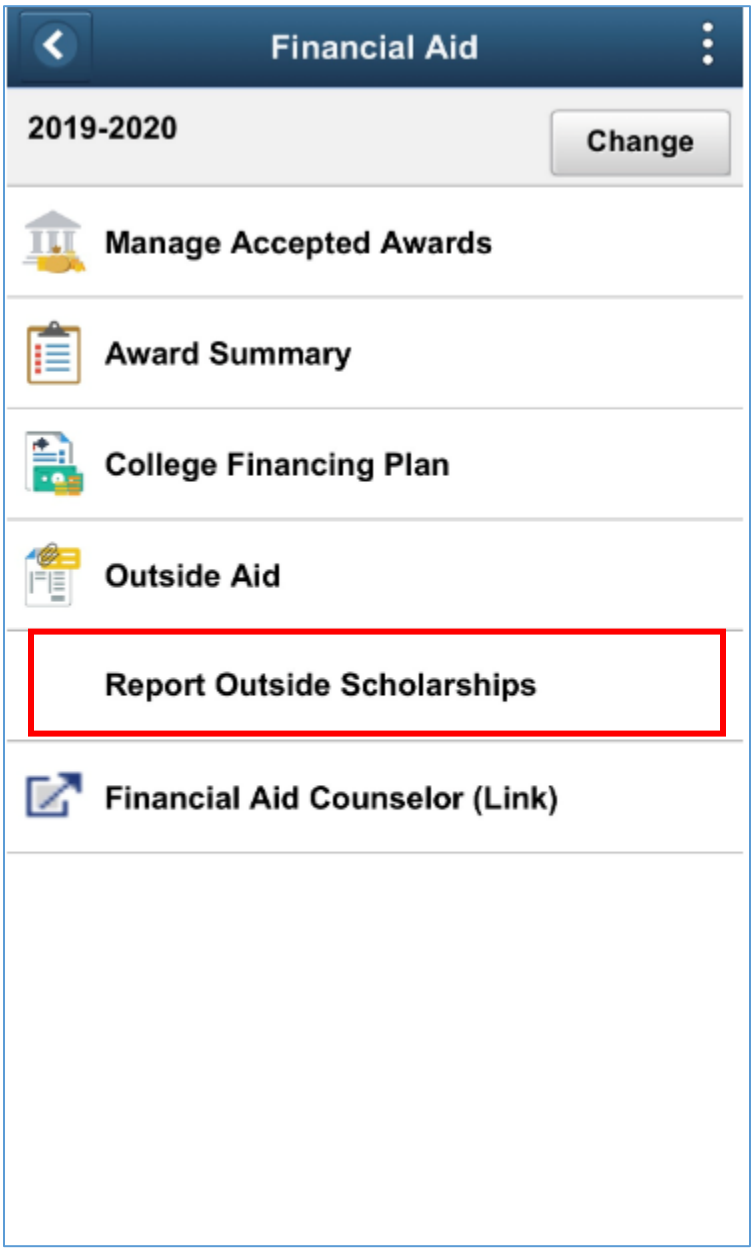
However, before the new window will open, there is the possibility that the student will receive this message. If the student wants to continue with opening the College Financing Plan, the student should select allow.



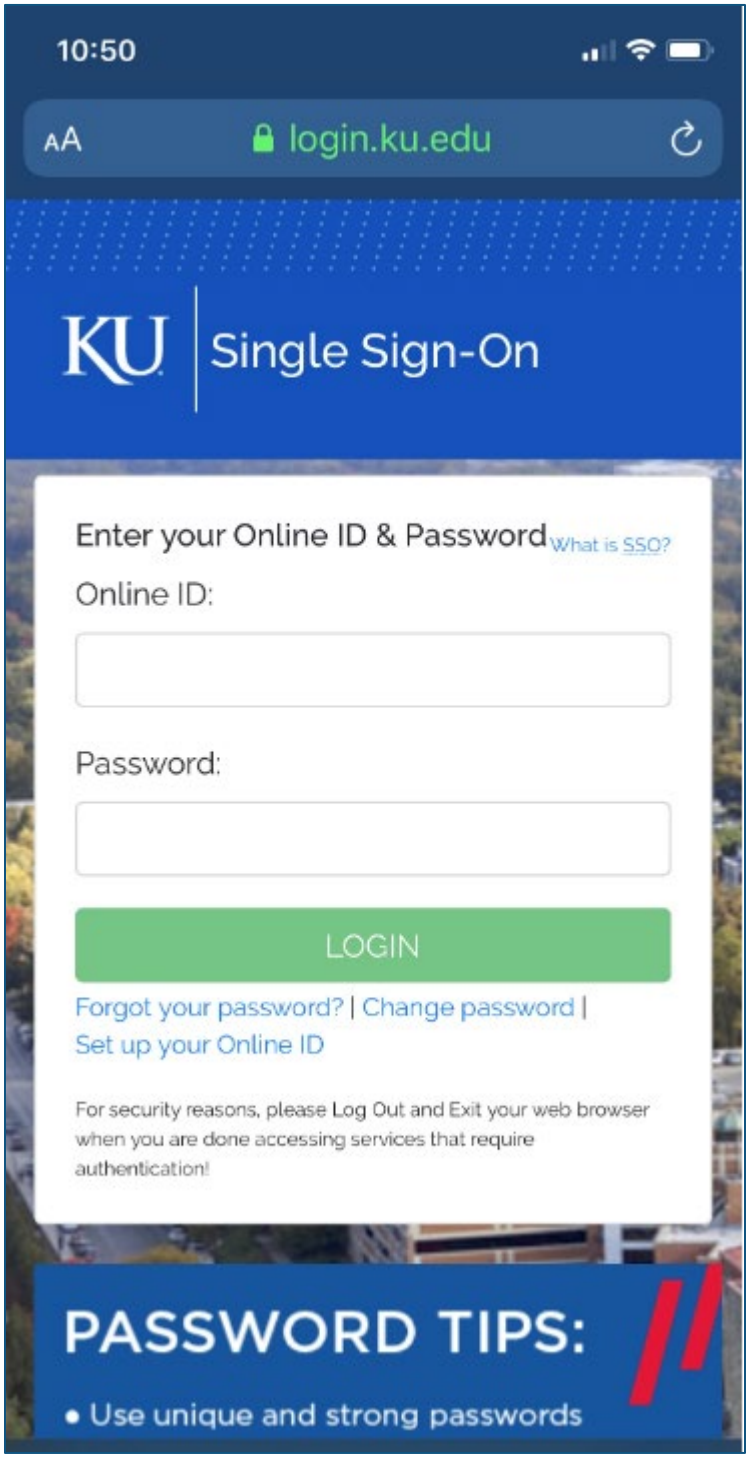
The new separate window will open the College Financing Plan with customized values for the student.

Reporting Outside Scholarships

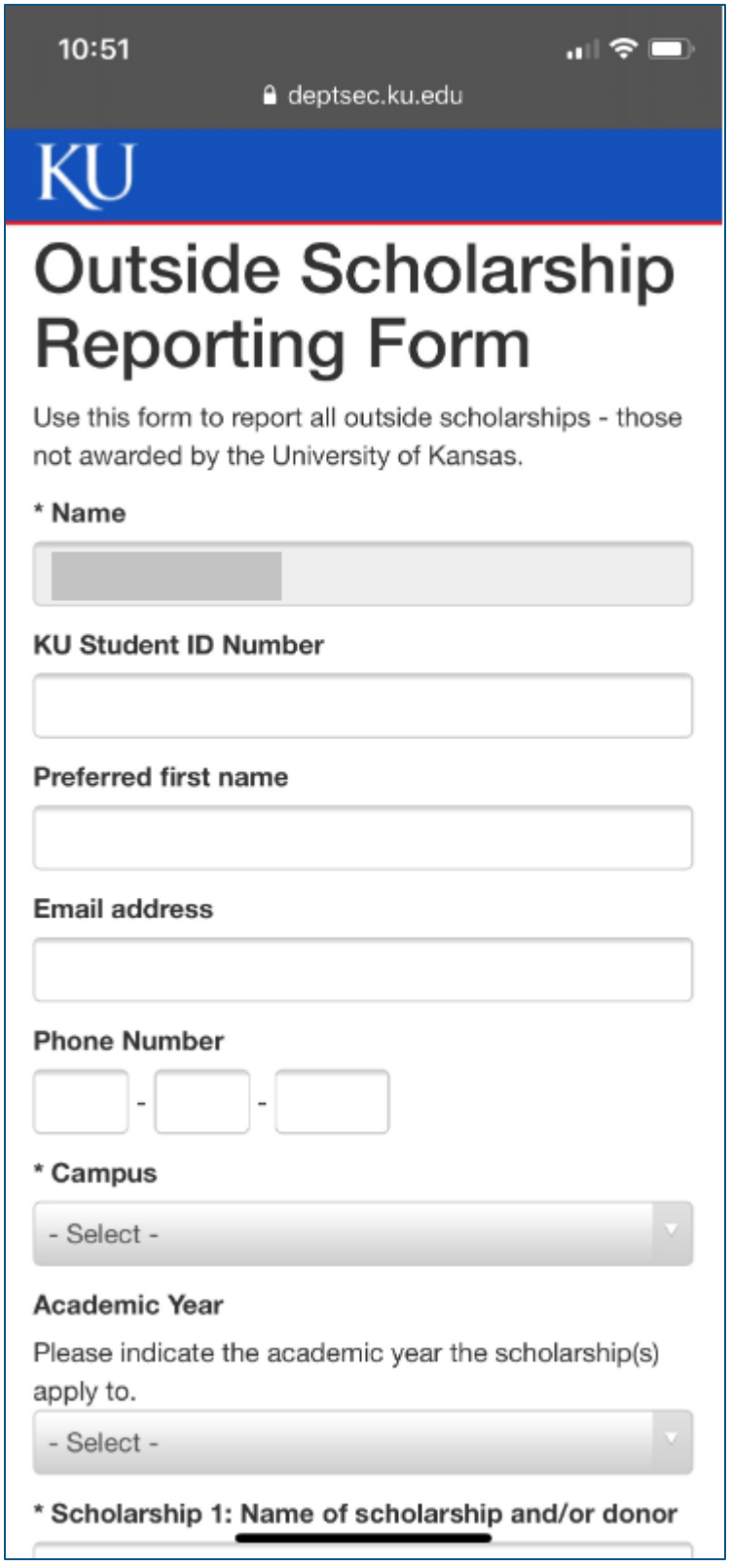
If the student receives a scholarship from a source outside of KU, it can be recorded through the Report Outside Scholarships page. This is a link to a form where the name and amount of the scholarship can be reported.



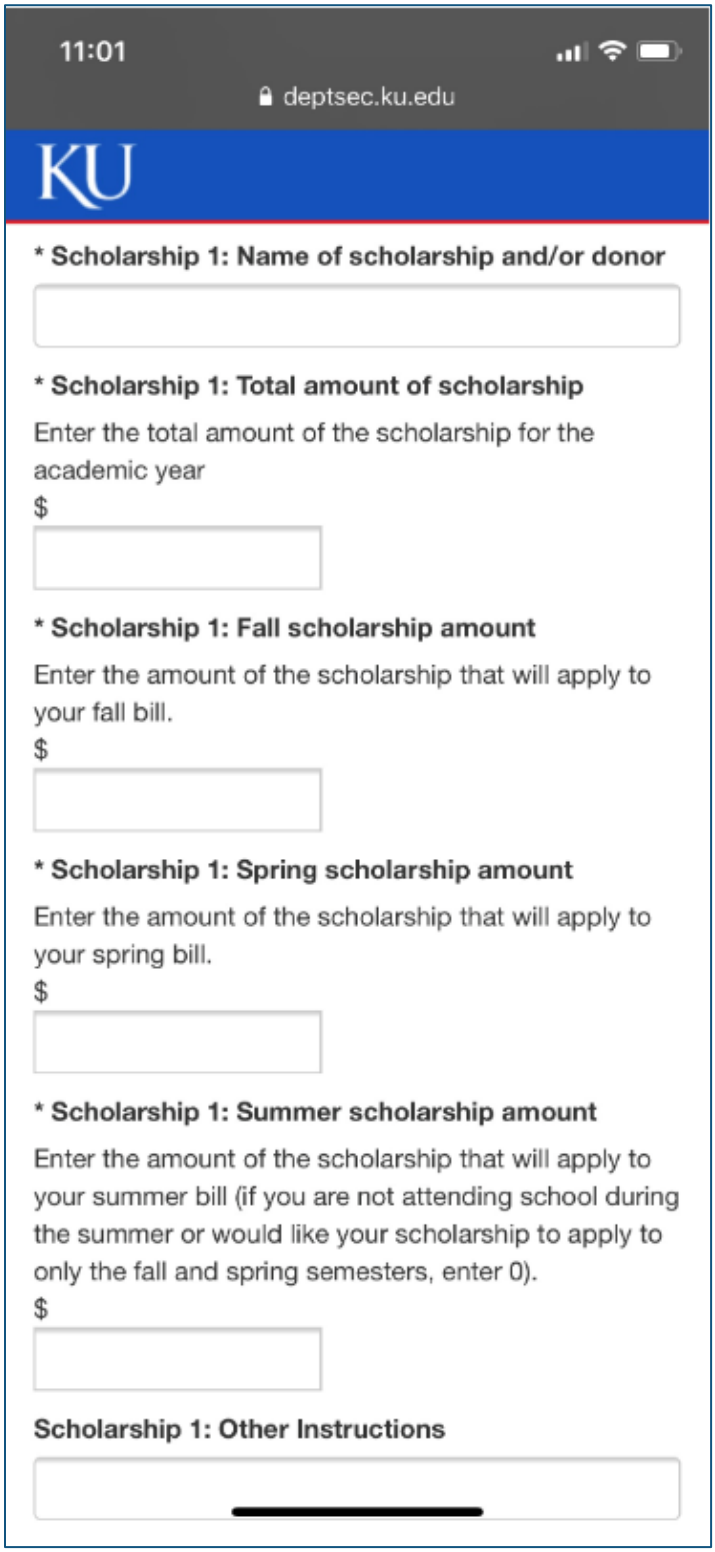
Before the form appears, authentication is required through KU's Single Sign-On page.



This is how the form will appear on a phone. Scroll down through the page to see the rest of the scholarship fields.

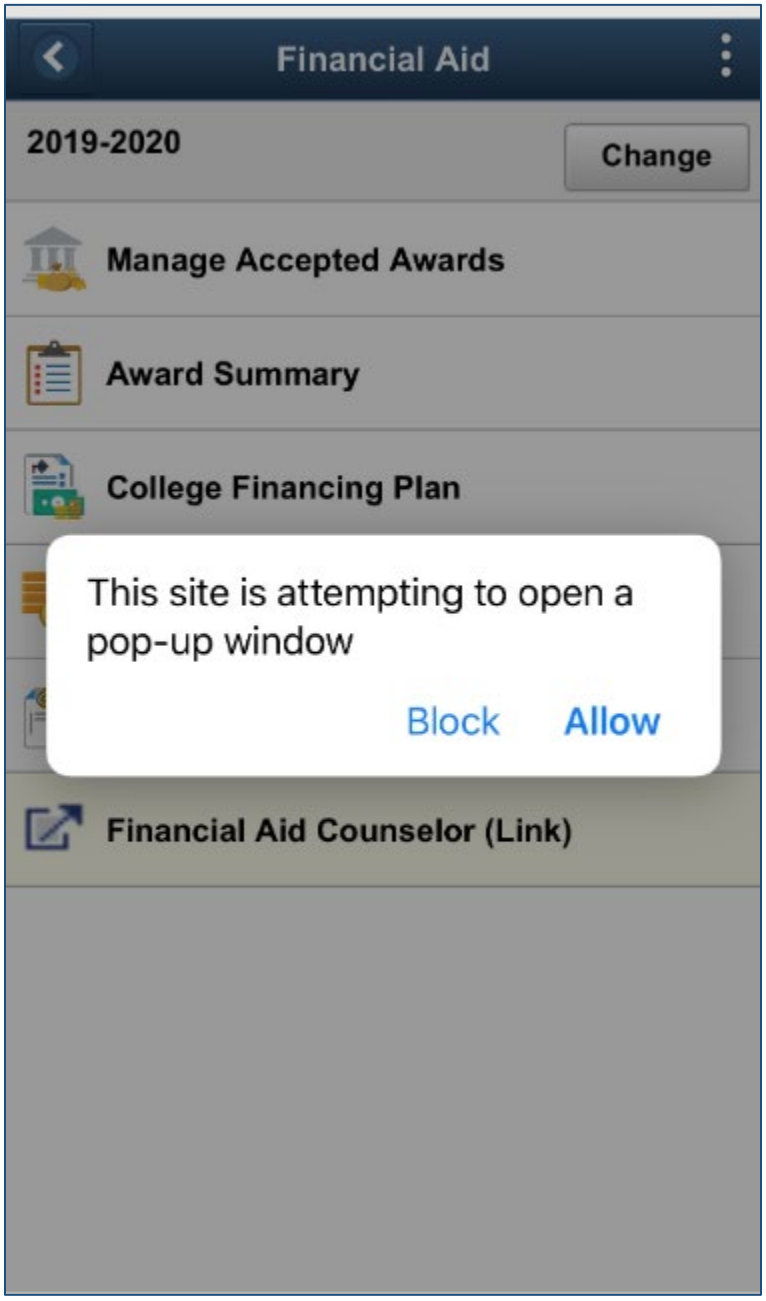
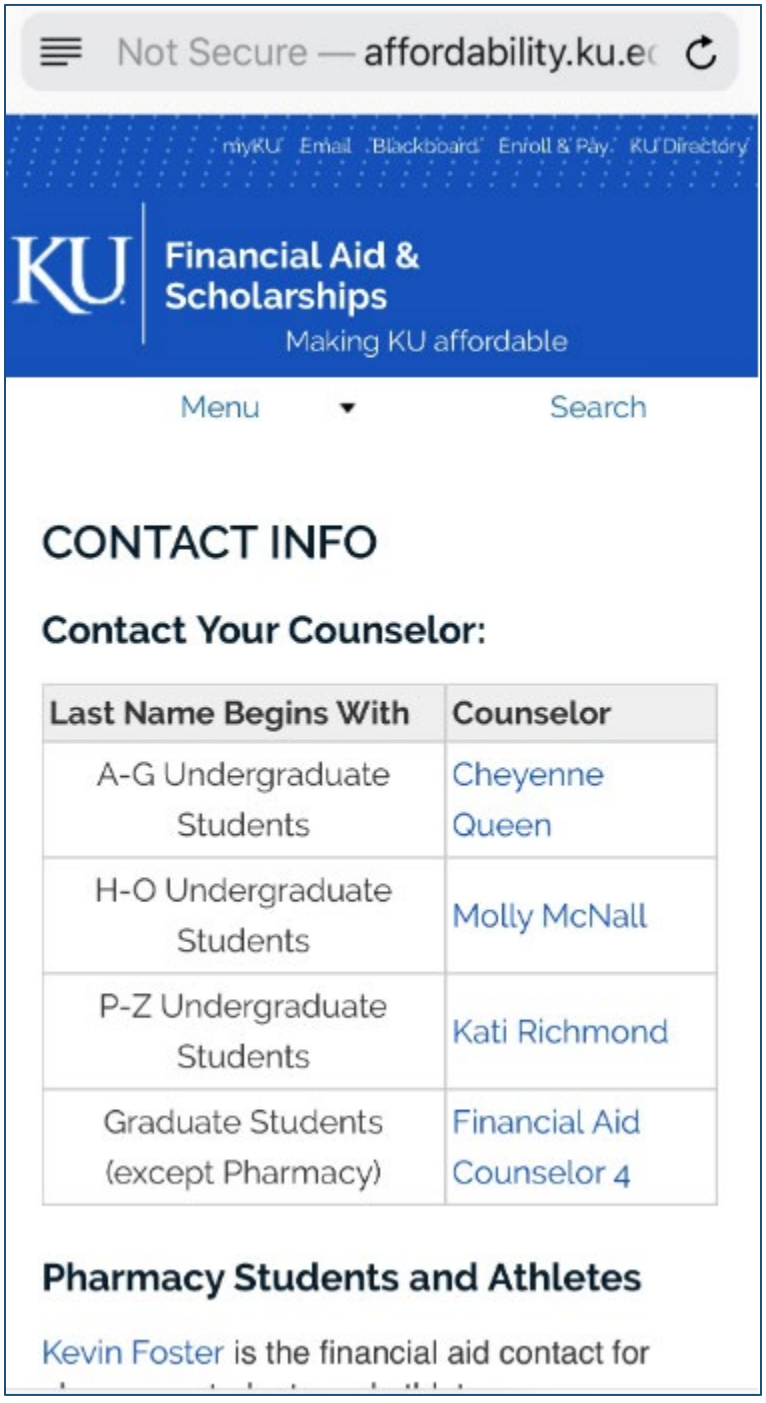


The field descriptions request the name and amount of the scholarship, asking specifically how the scholarship amount should be applied to the fall and spring semesters. There is also room on the form if there are multiple scholarships to report. Be sure to select the blue Submit button once the form is complete.



Financial Aid Counselor

The last page on the left menu is a link to a separate page outside of Enroll & Pay which designates Financial Aid Counselors for students. There is the possibility that when the student selects this link, the message below will appear. Select Allow to continue to the separate window.



This is the separate window that will open designating counselors for students.