

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 following pages. 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 navigating the 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 computer.

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How to Accept or Decline Financial Aid on a PC


Log into Enroll & Pay at sa.ku.edu.

 THE UNIVERSITY OF KANSAS

Enroll & Pay Login

Login for faculty, staff and students using your KU or KUMC Online ID and password.

 Using your KU Online ID

 Using your KUMC ID

[Forgot your password?](#)

[Help tutorials and FAQs](#)

University of Kansas
785-864-8080
enrollandpay@ku.edu

University of Kansas Medical Center
913-588-7995

Updates

***Enroll and Pay will be down for a system upgrade **Friday, October 4 starting at 5:00 am thru Sunday, October 6th 11:00 pm**. Attempts to logon will result in a password error. Delegate will also not be available. The system will appear different after the upgrade. Please see <http://sis.ku.edu/enroll-pay-how-tos> for instructions. ***

Reminder: Students must create Payment delegates in Touchnet for others to be able to make payments. For more information please see: Student Account Services Payment Options page (<https://student-account-services.ku.edu/pay-online>).

For Delegate access as a parent or guardian, please go to DELEGATE.KU.EDU and use the information from your email from your student to sign on. Please note that Delegate is not available with mobile.

Once logged in to Enroll & Pay, click on the Financial Aid tile.

Enroll & Pay

▼ Student Homepage



Main Menu

Holds & To Do's

Academic Records

Degree Progress & Graduation

Personal Details

Share My Information

Transfer Credits

Student Financials
Payment Due

Financial Aid

If the student has prior financial aid history at KU, the student will first need to choose the Federal Aid Year. Otherwise, the Award Summary page will appear.

The screenshot shows a dropdown menu titled "Select a Value" with a home icon and a menu icon in the top right corner. The menu lists four options: "Federal Aid Year 2019-2020", "Federal Aid Year 2018-2019", "Federal Aid Year 2017-2018", and "Federal Aid Year 2016-2017".

In this instance, after choosing Financial Aid Year 2019-2020, the student will see a summary of financial aid. The red exclamation point next to a financial aid item indicates that the aid has not been accepted or declined. Also, the Accept/Decline page in the menu will have a number next to it if there are items which require action. To do this, select the Accept/Decline page on the left side of the screen.

The screenshot shows the "Financial Aid" page for the 2019-2020 year. The left sidebar has a menu with "Accept/ Decline" highlighted in green and a red box around it, with a "2" next to it. The main content area is titled "Award Summary" and shows a table of financial aid awards. The table has columns for "Award Description/Category", "Award Status", "Net Award", and "Disbursed".

Award Description/Category	Award Status	Net Award	Disbursed
Fed Unsubsidized Direct Loan	Offered	7,500.00	0.00
Fed Direct Parent Loan	Offered	18,004.00	0.00
Totals		25,504.00	0.00

Below the table, it states "Currency used is US Dollar" and "Account Balance". A note at the bottom says: "Based on review of your Free Application for Federal Student Aid you have been awarded the listed aid. It is intended to help you fill the gap between your ability to pay, your expected family contribution or EFC, and college costs, or the cost of attendance or COA. Additional loan funding may be available, contact the Financial Aid Office for more information."

On the Accept/Decline page, the student will see the same aid items as on the previous page. To accept or decline either type of aid, first select the pencil icon next to the Submit button. Once the pencil icon has been selected, the Submit button will turn green.

The screenshot shows the "Accept/Decline" page for the 2019-2020 year. The left sidebar has a menu with "Accept/ Decline" highlighted in green and a red box around it, with a "2" next to it. The main content area is titled "Accept/Decline" and shows a table of financial aid awards. The table has columns for "Award Description/Category", "Award Decision", "Reduce", "Offered", and "Accepted".

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Fed Unsubsidized Direct Loan	Select	<input type="checkbox"/>	7,500.00	0.00
Fed Direct Parent Loan	Select	<input type="checkbox"/>	18,004.00	0.00
Totals			25,504.00	0.00

Below the table, there is a green button labeled "Enter Required Additional Info". A note at the bottom says: "You may accept or decline any or all of the awards that are currently available. Remember to 'Submit' your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid pack."

This changes the fields next to the exclamation points so that the student can choose which action they want to apply towards each aid type. There is a drop-down menu showing the type of actions to choose from for each type of aid.

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.

Let's accept the Federal Unsubsidized Direct Loan.

Accept/Decline
Status New Package ⓘ

2 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Fed Unsubsidized Direct Loan Loan	Select	<input type="checkbox"/>	7,500.00	0.00
Fed Direct Parent Loan Loan	Accept	<input type="checkbox"/>	18,004.00	0.00
Totals			25,504.00	0.00

Enter Required Additional Info

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid pack

Once the Accept option has been chosen, the number under the 'Accepted' heading has changed from 0.00 to 7,500.00. To reduce the accepted amount, check the box under 'Reduce.'

Accept/Decline
Status New Package ⓘ

2 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Fed Unsubsidized Direct Loan Loan	Accept	<input checked="" type="checkbox"/>	7,500.00	7,500.00

Checking this box allows the student to change the amount of aid being accepted. In this case, the amount has been changed to \$5,500.00. However, before submitting this request, the student needs to select the green button at the bottom of the page called 'Enter Required Additional Info.'

Accept/Decline

Status New Package [i](#)

2 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Fed Unsubsidized Direct Loan Loan	Accept <input type="button" value="v"/>	<input checked="" type="checkbox"/>	7,500.00	<input type="text" value="5,500.00"/>
Fed Direct Parent Loan Loan	Select <input type="button" value="v"/>	<input type="checkbox"/>	18,004.00	0.00
Totals			25,504.00	0.00

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid pack

A separate box will appear. Be sure to read this box in full, since selecting yes or no will determine how the financial aid applies towards the optional charges on the student account. Once the student has answered the two questions, choose the green Save button. To exit, select the 'x' in the top right corner of the box.

These answers are only required once per aid year. However, the student does have the option to change these answers once submitted. This can only be done from the Accept/Decline page.

Additional Information

Answer these required questions. After completing all sections, click Save to save your answers and then click X to return to the Award Accept/Decline page to submit your award choices. Click X to return without saving.

Apply to All

Financial aid automatically applies to tuition, required fees, and housing charges. You can also choose to apply your financial aid to other charges like bookstore charges, library fees, parking passes, sports passes, etc. Check yes to ensure your financial aid pays these additional charges. If you answer no and have any of these charges, you may need to pay for them out of pocket.

Yes ☐

No ☐

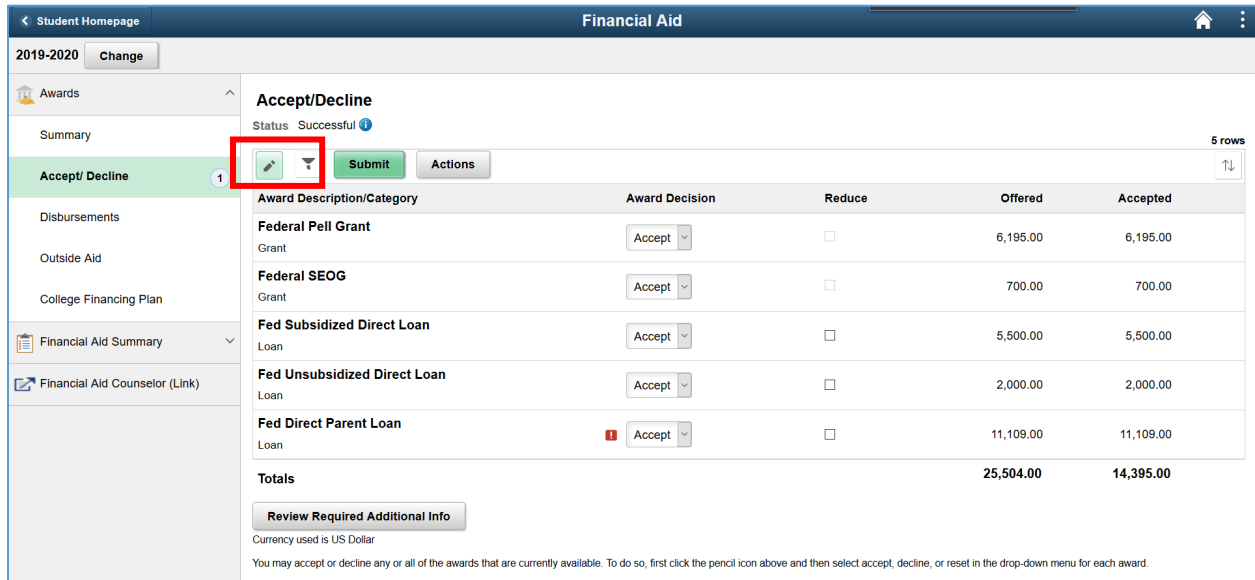
Fall Graduate

Do you expect to graduate from your degree program in the fall of the selected Financial Aid year?

Yes ☐

No ☐

Once the box above is closed, the student will see the Accept/Decline page again. Notice the Submit button is still green, indicating the most recently accepted award hasn't been submitted yet. Select the Submit button.



Student Homepage Financial Aid

2019-2020 [Change](#)

Awards

- Summary
- Accept/ Decline** 1
- Disbursements
- Outside Aid
- College Financing Plan

Financial Aid Summary

[Financial Aid Counselor \(Link\)](#)

Accept/Decline

Status: Successful

[Pencil icon](#) [Filter icon](#) [Submit](#) [Actions](#)

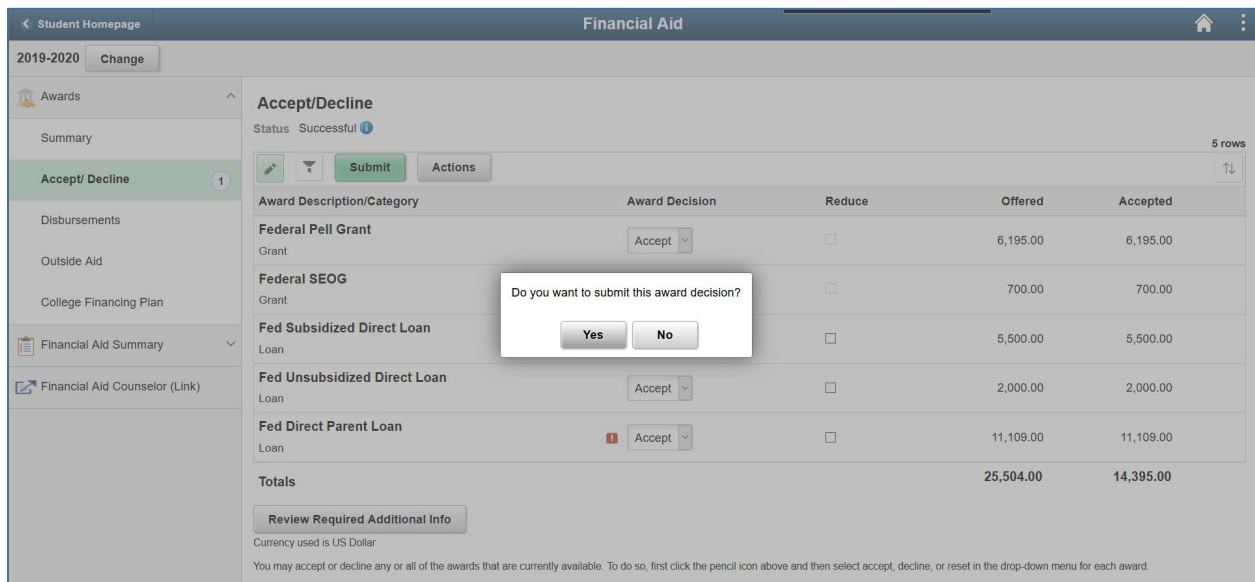
Award Description/Category	Award Decision	Reduce	Offered	Accepted
Federal Pell Grant Grant	Accept	<input type="checkbox"/>	6,195.00	6,195.00
Federal SEOG Grant	Accept	<input type="checkbox"/>	700.00	700.00
Fed Subsidized Direct Loan Loan	Accept	<input type="checkbox"/>	5,500.00	5,500.00
Fed Unsubsidized Direct Loan Loan	Accept	<input type="checkbox"/>	2,000.00	2,000.00
Fed Direct Parent Loan Loan	Accept	<input type="checkbox"/>	11,109.00	11,109.00
Totals			25,504.00	14,395.00

[Review Required Additional Info](#)

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. To do so, first click the pencil icon above and then select accept, decline, or reset in the drop-down menu for each award.

The student will be asked to confirm the submission of the selection. Select Yes or No.



Student Homepage Financial Aid

2019-2020 [Change](#)

Awards

- Summary
- Accept/ Decline** 1
- Disbursements
- Outside Aid
- College Financing Plan

Financial Aid Summary

[Financial Aid Counselor \(Link\)](#)

Accept/Decline

Status: Successful

[Pencil icon](#) [Filter icon](#) [Submit](#) [Actions](#)

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Federal Pell Grant Grant	Accept	<input type="checkbox"/>	6,195.00	6,195.00
Federal SEOG Grant		<input type="checkbox"/>	700.00	700.00
Fed Subsidized Direct Loan Loan		<input type="checkbox"/>	5,500.00	5,500.00
Fed Unsubsidized Direct Loan Loan	Accept	<input type="checkbox"/>	2,000.00	2,000.00
Fed Direct Parent Loan Loan	Accept	<input type="checkbox"/>	11,109.00	11,109.00
Totals			25,504.00	14,395.00

[Review Required Additional Info](#)

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. To do so, first click the pencil icon above and then select accept, decline, or reset in the drop-down menu for each award.

Do you want to submit this award decision?

[Yes](#) [No](#)

A green bar will appear at the top of the screen saying that the submission was successful.

[Student Homepage](#)

Financial Aid

Your award decision was submitted successfully

Awards

[Summary](#)

Accept/ Decline

[Disbursements](#)

[Outside Aid](#)

[College Financing Plan](#)

[Financial Aid Summary](#)

[Financial Aid Counselor \(Link\)](#)

Accept/Decline

Status: Successful

Submit

Actions

5 rows

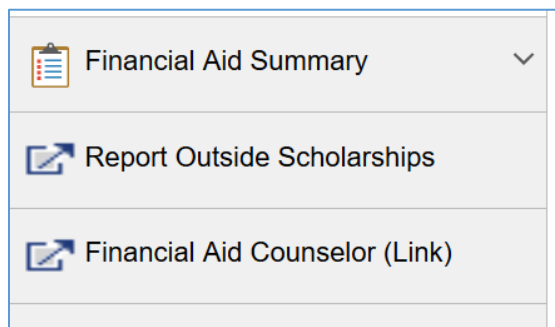
Award Description/Category	Award Decision	Reduce	Offered	Accepted	
Federal Pell Grant Grant	Accept	<input type="checkbox"/>	6,195.00	6,195.00	>
Federal SEOG Grant	Accept	<input type="checkbox"/>	700.00	700.00	>
Fed Subsidized Direct Loan Loan	Accept	<input type="checkbox"/>	5,500.00	5,500.00	>
Fed Unsubsidized Direct Loan Loan	Accept	<input type="checkbox"/>	2,000.00	2,000.00	>
Fed Direct Parent Loan Loan	Accept	<input type="checkbox"/>	11,109.00	11,109.00	>
Totals			25,504.00	25,504.00	




Review Required Additional Info

Currency used is US Dollar
You may accept or decline any or all of the awards that are currently available. To do so, first click the pencil icon above and then select accept, decline, or reset in the drop-down menu for each award.

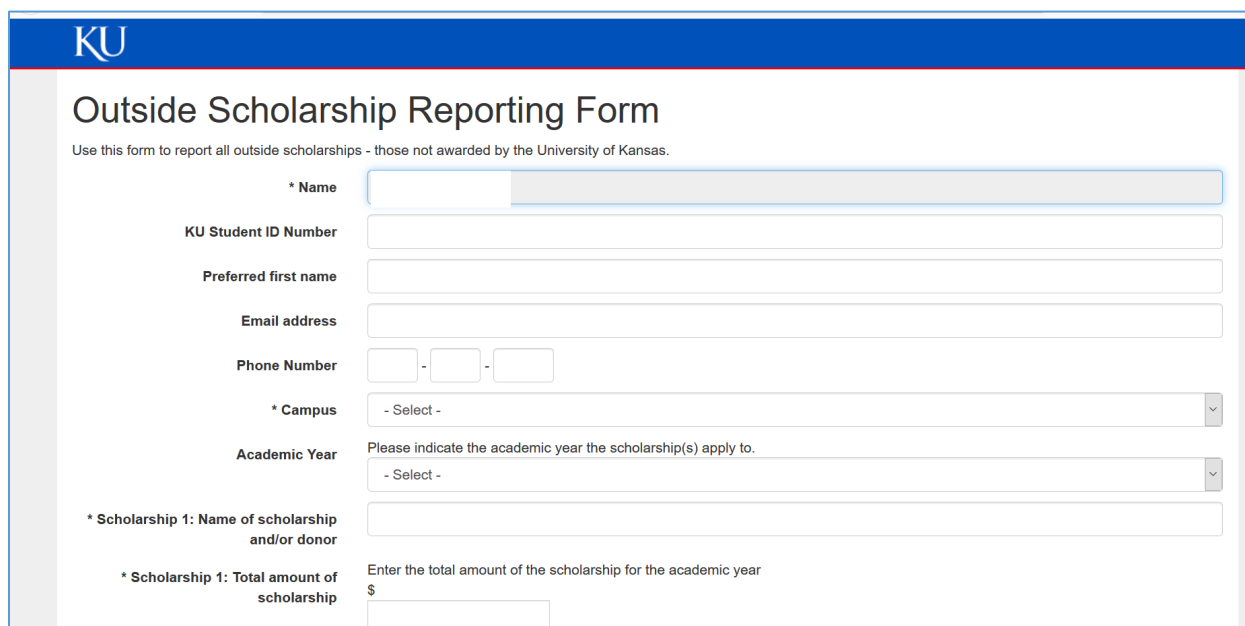
Reporting Outside Scholarships

In the list of pages on the left side of the page, select the link to Report Outside Scholarships. This is where scholarships received from a source outside of KU can be reported.



 Financial Aid Summary	▼
 Report Outside Scholarships	
 Financial Aid Counselor (Link)	

Before the form appears, authentication will be required through KU's Single Sign-On page. Then the form will open in a separate window (example below). 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.



KU

Outside Scholarship Reporting Form

Use this form to report all outside scholarships - those not awarded by the University of Kansas.

* Name	<input type="text"/>
KU Student ID Number	<input type="text"/>
Preferred first name	<input type="text"/>
Email address	<input type="text"/>
Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
* Campus	- Select -
Academic Year	Please indicate the academic year the scholarship(s) apply to. - Select -
* Scholarship 1: Name of scholarship and/or donor	<input type="text"/>
* Scholarship 1: Total amount of scholarship	Enter the total amount of the scholarship for the academic year \$ <input type="text"/>

College Financing Plan

The College Financing Plan allows the student to compare financial aid offerings between universities.

The screenshot shows a web interface for a student's financial aid. At the top, there's a navigation bar with 'Student Homepage' and 'Financial Aid'. Below this, a sidebar on the left lists various options: Awards, Summary, Accept/ Decline (with a '3' next to it), Disbursements, Outside Aid, College Financing Plan (highlighted in green), Financial Aid Summary, and Financial Aid Counselor (Link). The main content area is titled 'College Financing Plan' and includes a 'View College Financing Plan' button. Below the button, there's a note: 'Selecting this button will open a new browser window. You may need to allow pop-ups for this site.' Further down, a paragraph explains that the College Financing Plan is a standardized federal award notice designed to simplify financial aid information for prospective US citizens and permanent residents who have applied to multiple institutions.

After selecting the green View College Financing Plan button, a separate window will open with customized values for the student.

The screenshot displays the University of Kansas (KU) Financial Aid Shopping Sheet for the 2019-2020 year. The sheet is divided into several sections:

- Costs in the 2019-2020 year:**
 - Estimated Cost of Attendance:** \$25,504 / yr.

Tuition and fees	\$ 11,400
Housing and meals	9,690
Books and supplies	1,212
Transportation	1,920
Other education costs	1,282
- Grants and scholarships to pay for college:**
 - Total Grants and Scholarships (Gift Aid; no repayment needed):** \$6,895 / yr.

Grants and scholarships from your school	\$ 700
Federal Pell Grant	6,195
Grants from your state	0
Other scholarships you can use	0
- What will you pay for college:**
 - Net Costs:** \$18,609 / yr. (Cost of attendance minus total grants and scholarships)
- Options to pay net costs:**
 - Work options:**
 - Work-Study (Federal, state, or institutional): \$ 0
 - Loan Options*:**
 - Federal Perkins Loans: \$ 0
 - Federal Direct Subsidized Loan: 5,500
 - Federal Direct Unsubsidized Loan: 2,000
- Other options:**
 - Family Contribution:** \$0 / yr. (As calculated by the institution using information reported on the FAFSA or to your institution.)
 - Payment plan offered by the institution
 - Military and/or National Service benefits
 - Parent or Graduate PLUS Loans
 - Non-Federal private education loan
 - American Opportunity Tax Credit*

Additional information on the right side includes:

- Graduation Rate:** Percentage of full-time students who graduate within 6 years: 63.4% (Low, Medium, High).
- Repayment Rate:** Percentage of borrowers entering into repayment within 3 years of leaving school: 65.8% (45.2% National Average).
- Median Borrowing:** Students who borrow at KU typically take out \$20,500 in Federal loans for their undergraduate study. The Federal loan payment over 10 years for this amount is approximately \$218 per month. Your [blank] National Average.
- Repaying your loans:** To learn about loan repayment choices and work out your Federal Loan monthly payment, go to: <http://studentaid.ed.gov/repay-loans/understand/plans>
- For more information and next steps:** University of Kansas Financial Aid & Scholarships, 1502 Iowa St., KU Visitor Center, Lawrence, KS 66045, Telephone: 785-864-4700, E-mail: financialaid@ku.edu

The estimated figures on this Financial Aid Shopping Sheet are designed to help you easily compare financial aid packages and make informed decisions as you invest in your education. Although final tuition decisions are made by the Kansas Board of Regents in June, we have estimated the figures above using currently available details. Also, please note the "Family Contribution" listed above can be met through a variety of resources such as Federal Parent PLUS Loans and/or a KU Tuition Payment Plan. If you have not yet completed pages one and two of your online Award Notification, please access your online Award Letter now to

Need Summary

On the left side of the page, the Awards folder is now minimized, and the Financial Aid Summary folder has been expanded to show its pages. The first of these is the Need Summary. The Need Summary displays the Cost of Attendance (COA) amount minus the Expected Family Contribution (EFC) to arrive at the Estimated Need value.

The Cost of Attendance is determined by the Financial Aid office. The Cost of Attendance values are displayed on the next page.

The Expected Family Contribution is based on the information provided on the Free Application for Federal Student Aid (FAFSA). Details on the EFC are provided on the last page, Expected Family Contribution.

Student Homepage

Financial Aid

Home

2019-2020

Change

Awards

▼

Financial Aid Summary

▲

Need Summary

Cost of Attendance

Expected Family Contribution

Financial Aid Counselor (Link)

Need Summary

Estimated Cost of Attendance

25,504.00

Expected Family Contribution

- 0.00

Estimated Need

= 25,504.00

Educational Resources

- 0.00

Total Aid

- 25,504.00

Remaining Need

= 0.00

Currency used is US Dollar

This is your financial aid eligibility based on your estimated cost of attendance, expected family contribution, and estimated need for this aid year.

Expected Family Contribution

The Expected Family Contribution (EFC) is based on the information the student reports on the Free Application for Federal Student Aid (FAFSA).

The EFC is subject to change if Financial Aid has selected the student for verification or otherwise receives information from the student that requires a recalculation. This can happen at any time during the year.

Student Homepage

Financial Aid

2019-2020

Change

Awards

Summary

Accept/ Decline

Disbursements

Outside Aid

College Financing Plan

Financial Aid Summary

Need Summary

Cost of Attendance

Expected Family Contribution

Financial Aid Counselor (Link)

Expected Family Contribution

Academic Year Contribution

Parent	19,020.00
Student	40.00
Total	19,060.00

Summer Contribution

Parent	202.00
Student	0.00
Total	202.00

Family Contribution

Parent	19,222.00
Student	40.00
Total	19,262.00

Currency used is US Dollar

The information is a break down of what you and/or your parents are expected to contribute to your estimated costs. The Parent and student contribution is calculated based on information provided on your financial aid application.

Financial Aid Counselor

The last page on the left menu is a link to an outside page which designates Financial Aid Counselors for students.

The screenshot shows the 'Financial Aid' portal interface. On the left sidebar, under the 'Awards' section, the 'Financial Aid Counselor (Link)' option is highlighted with a red box. The main content area displays an 'Award Summary' table with the following data:

Award Description/Category	Award Status	Net Award	Disbursed
Fed Subsidized Direct Loan	Offered	5,500.00	0.00
Fed Unsubsidized Direct Loan	Offered	2,000.00	0.00
Fed Direct Parent Loan	Offered	34,620.00	0.00
Totals		42,120.00	0.00

Below the table, it states: 'Currency used is US Dollar' and 'Account Balance'. A note at the bottom reads: 'Based on your Free Application for Federal Student Aid you have been awarded the listed aid. It is intended to help you fill the gap between your ability to pay (your expected family contribution) and your cost of attendance. Additional loan funding may be available, contact Financial Aid for more information.'

This is the page that will appear in a separate tab.

The screenshot shows the 'Financial Aid & Scholarships' website. The 'CONTACT INFO' section is active, displaying a table of counselors:

Last Name Begins With	Counselor
A-G Undergraduate Students	Cheyenne Queen
H-O Undergraduate Students	Molly McNall
P-Z Undergraduate Students	Kati Richmond
Graduate Students (except Pharmacy)	Financial Aid Counselor 4

Below the table, there are sections for 'Pharmacy Students and Athletes', 'Edwards Campus Students', and 'KU Medical Center Students'. The 'Financial Aid & Scholarships' contact information is provided: 1502 Iowa St., Lawrence, KS 66045, 785-864-4700, 785-864-5489 (fax), financialaid@ku.edu. Office hours are 8 a.m. - 5 p.m. CST, Monday - Friday, closed on all state holidays. Links for 'Billing and charges to your account' and 'Student Money Management' are also present.

How to Use the Next/Previous Option in Your Settings

Once the student has logged into Enroll & Pay and clicked on the Financial Aid tile, the Award Summary page is the first page listed on the left-hand side of the screen. An alternative way to advance to the next screen would be to select the Actions list (⋮), which appears in the upper right-hand corner. Then a drop-down menu will appear, with an option called "Next in List." Selecting this option will advance the student to the next page from the financial aid list, which in this case would be the Accept/Decline page. If the Actions icon is selected again, the student then has the option to either choose Next in List or Previous in List, which would either advance forward or backwards in the list of pages.

The screenshot shows the 'Financial Aid' section of a student's dashboard. On the left sidebar, under 'Awards', the 'Summary' tab is selected, and the 'Accept/ Decline' option is highlighted with a red box. In the top right corner, the 'Actions' menu (three vertical dots) is highlighted with a red box, and its dropdown menu is open, showing 'Next In List' and 'Sign Out' options, with 'Next In List' highlighted in yellow.

Award Summary

Display Summary

Award Description/Category	Award Status	Net Award	Disbursed
Federal Pell Grant Grant	Accepted	6,195.00	0.00
Federal SEOG Grant	Accepted	700.00	0.00
Fed Subsidized Direct Loan Loan	Accepted	5,500.00	0.00
Fed Unsubsidized Direct Loan Loan	Accepted	2,000.00	0.00
Fed Direct Parent Loan Loan	Accepted	11,109.00	0.00
Totals		25,504.00	0.00

Currency used is US Dollar

[Account Balance](#)

Based on your Free Application for Federal Student Aid you have been awarded the listed aid. It is intended to help you fill the gap between your ability to pay (your expected family contribution) and your cost of attendance. Additional loan funding may be available, contact Financial Aid for more information.