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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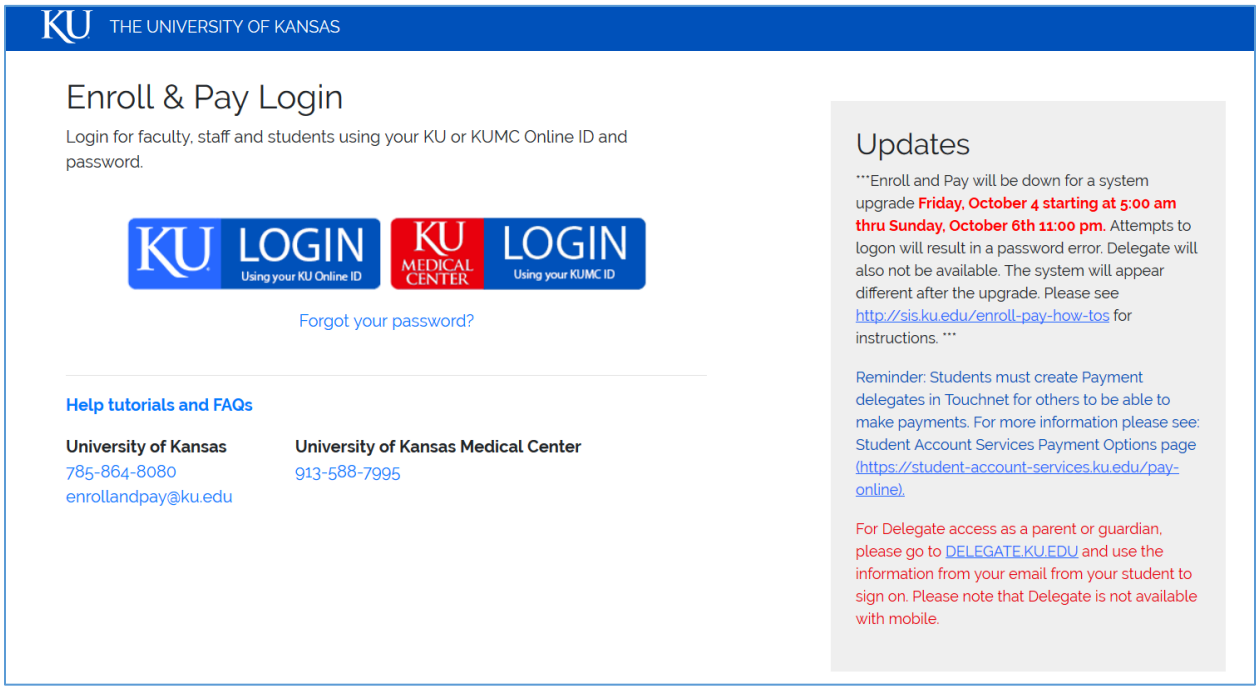
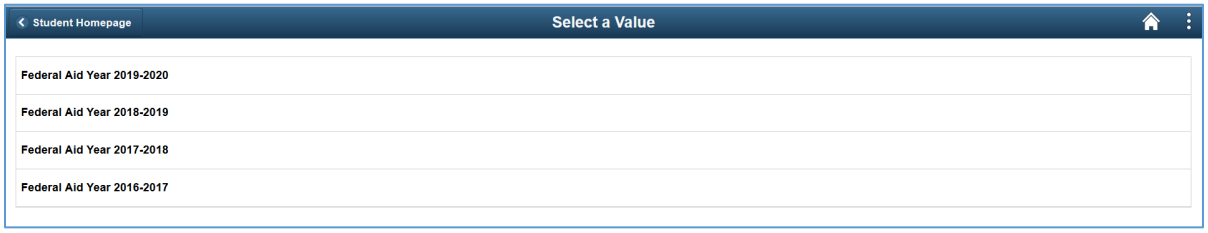
How to Accept or Decline Financial Aid on a PC

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

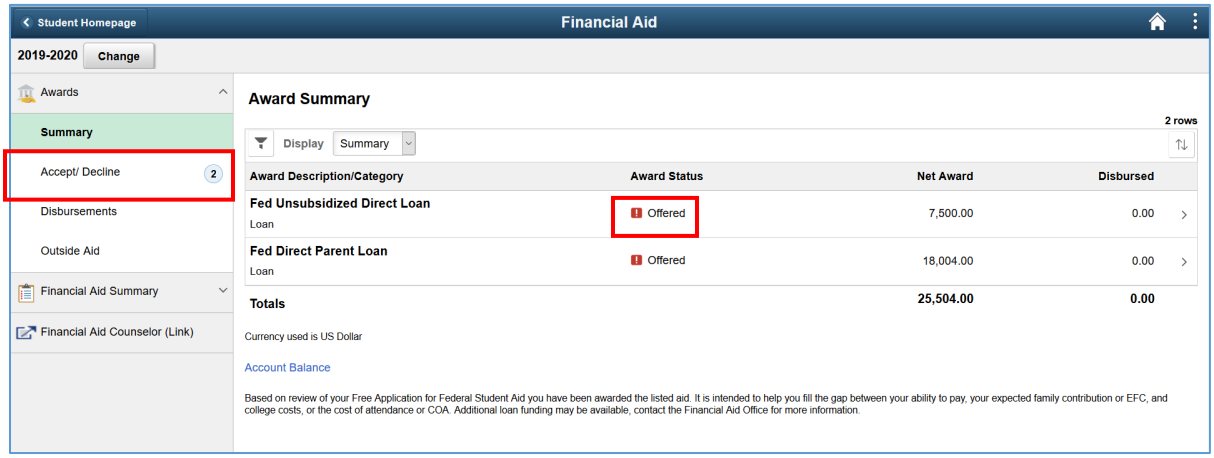


Once logged in to Enroll & Pay, click on the Financial Aid tile.

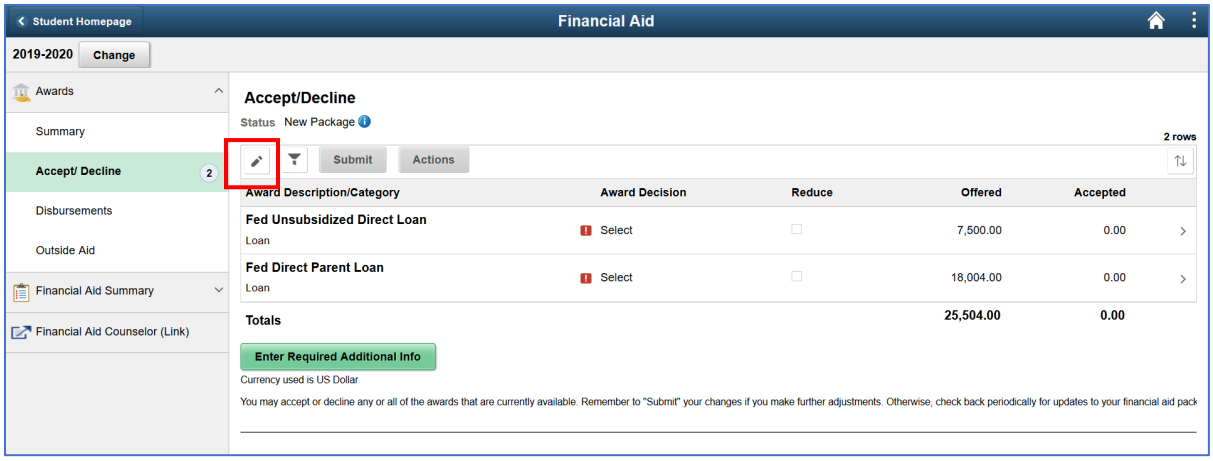
If the student has prior financial aid history at KU, the student will first need to choose the Federal Aid Year. Otherwise, the Award Summary page will appear.



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.



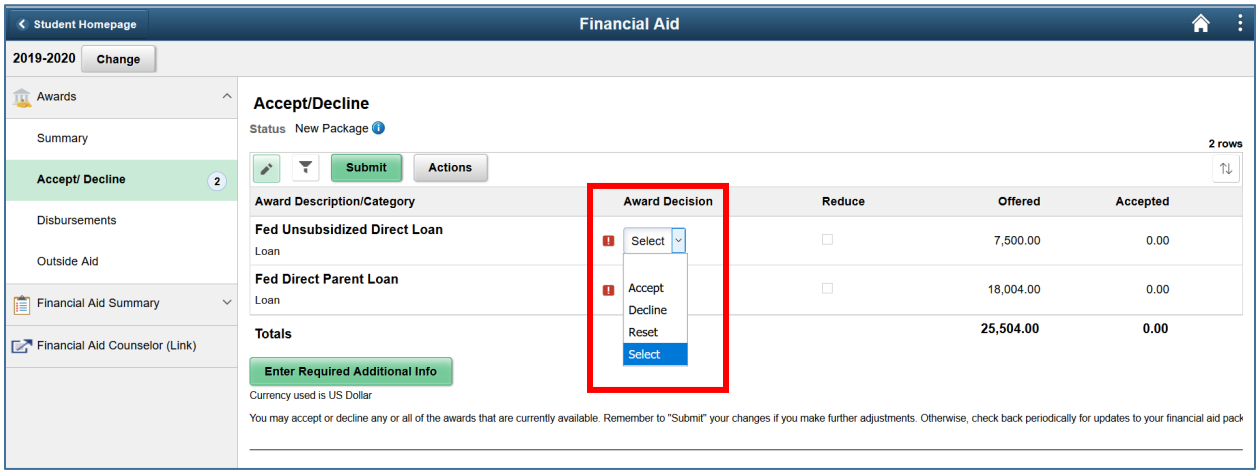
On the Accept/Decline page, the student will see the same aid items as on the previous page. To accept or decline either type of aid, first select the pencil icon next to the Submit button. Once the pencil icon has been selected, the Submit button will turn green.



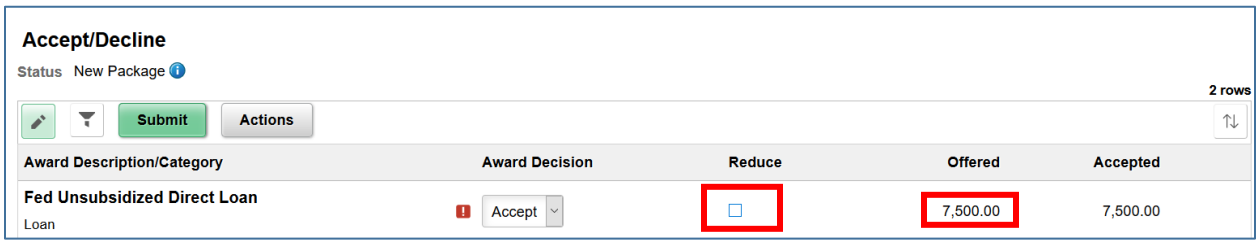
This changes the fields next to the exclamation points so that the student can choose which action they want to apply towards each aid type. There is a drop-down menu showing the type of actions to choose from for each type of aid.

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.

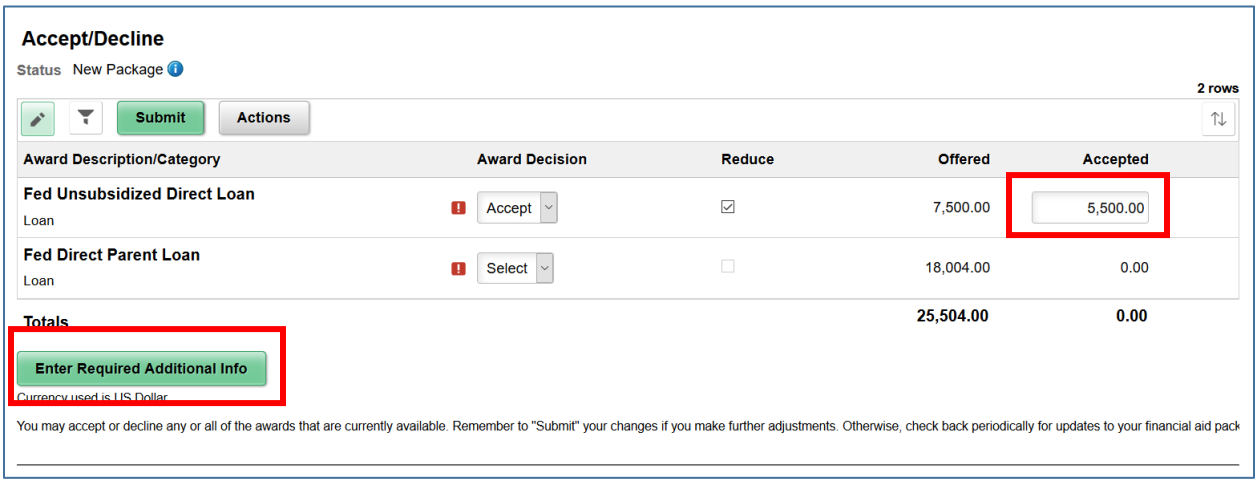
Let's accept the Federal Unsubsidized Direct Loan.



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.'

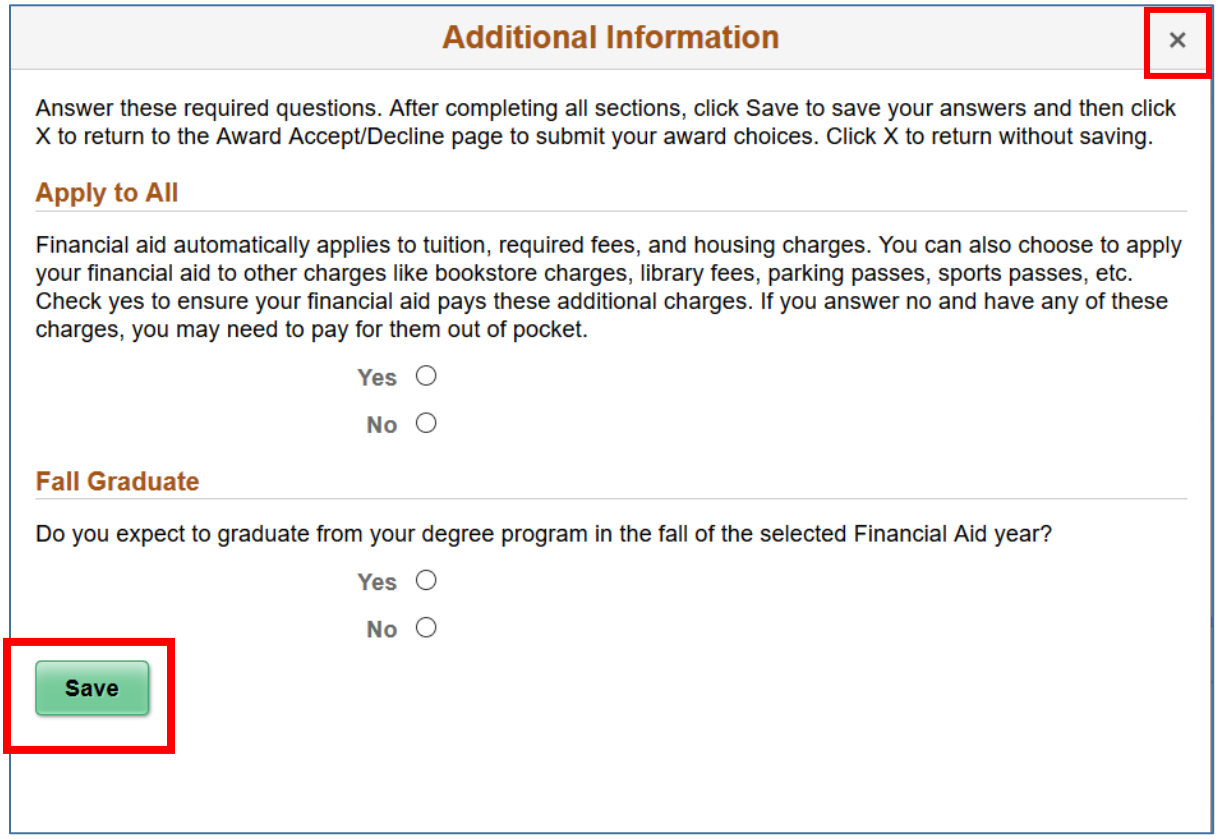


Checking this box allows the student to change the amount of aid being accepted. In this case, the amount has been changed to $5,500.00. However, before submitting this request, the student needs to select the green button at the bottom of the page called 'Enter Required Additional Info."

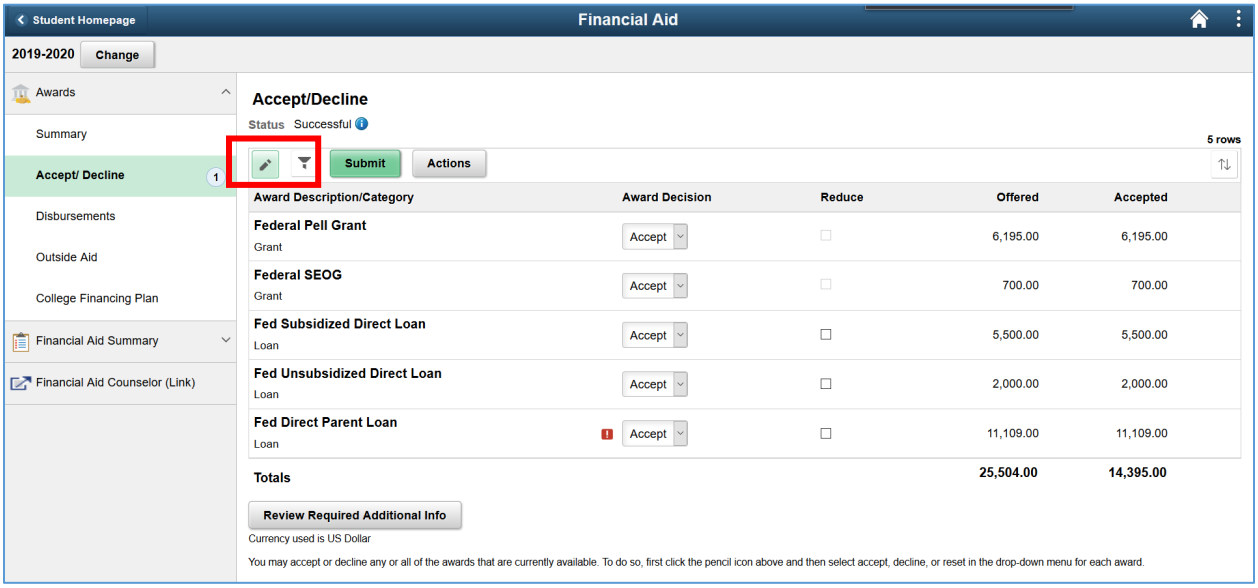


A separate box will appear. Be sure to read this box in full, since selecting yes or no will determine how the financial aid applies towards the optional charges on the student account. Once the student has answered the two questions, choose the green Save button. To exit, select the 'x' in the top right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

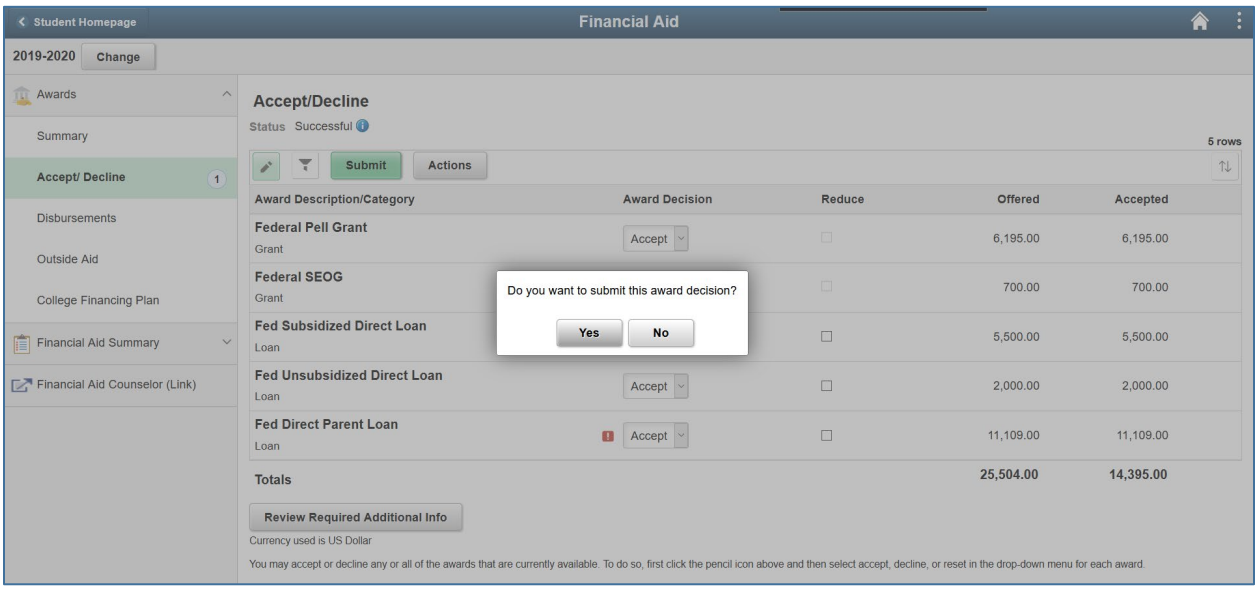
These answers are only required once per aid year. However, the student does have the option to change these answers once submitted. This can only be done from the Accept/Decline page.



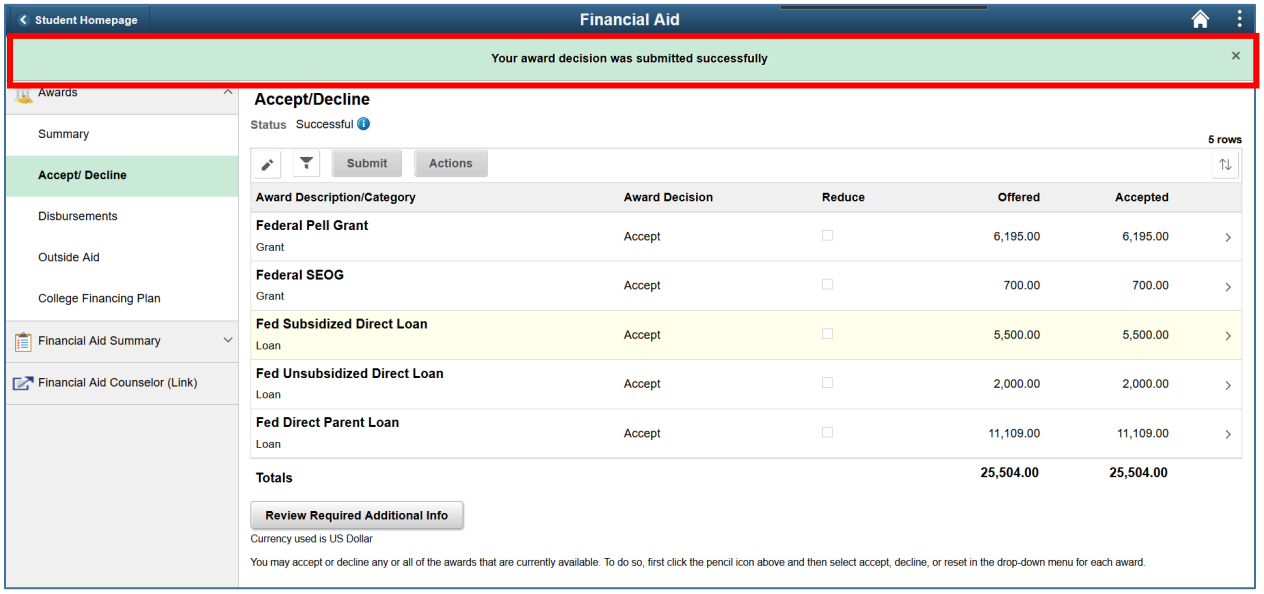
Once the box above is closed, the student will see the Accept/Decline page again. Notice the Submit button is still green, indicating the most recently accepted award hasn't been submitted yet. Select the Submit button.



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

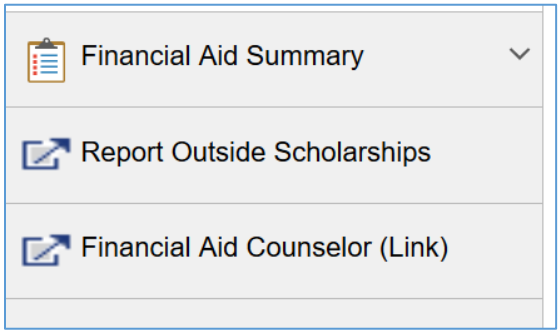


A green bar will appear at the top of the screen saying that the submission was successful.

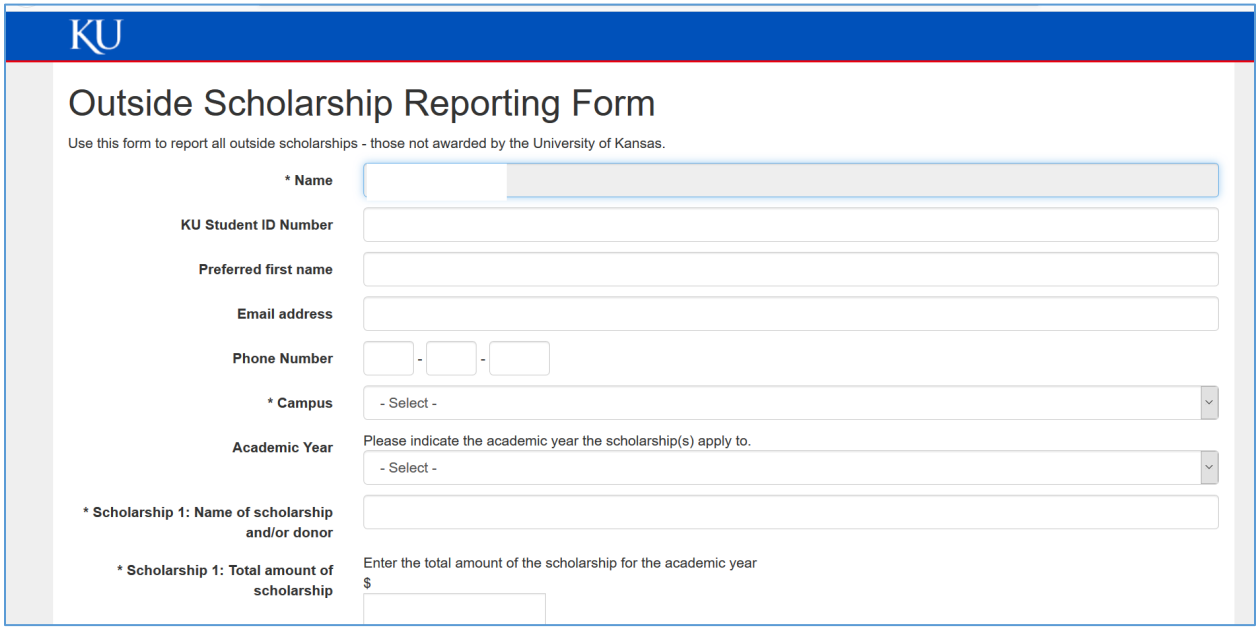


Reporting Outside Scholarships

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.

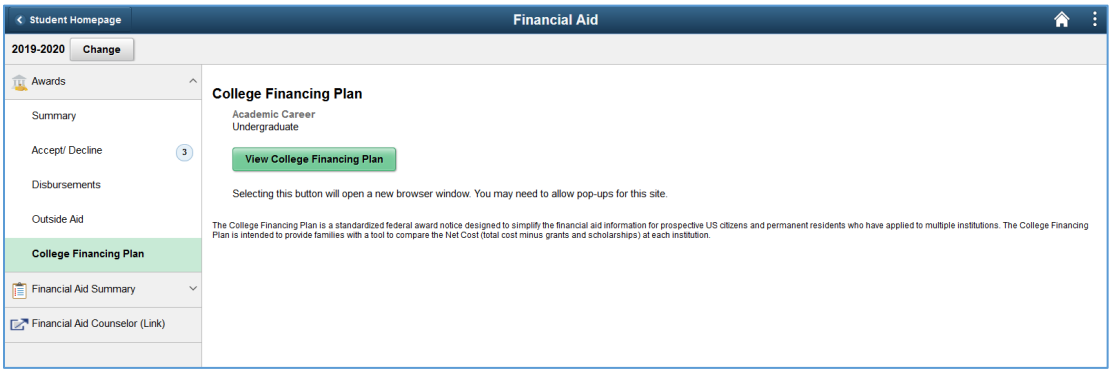


Before the form appears, authentication will be required through KU's Single Sign-On page. Then the form will open in a separate window (example below). The field descriptions request the name and amount of the scholarship, asking specifically how the scholarship amount should be applied to the fall 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.

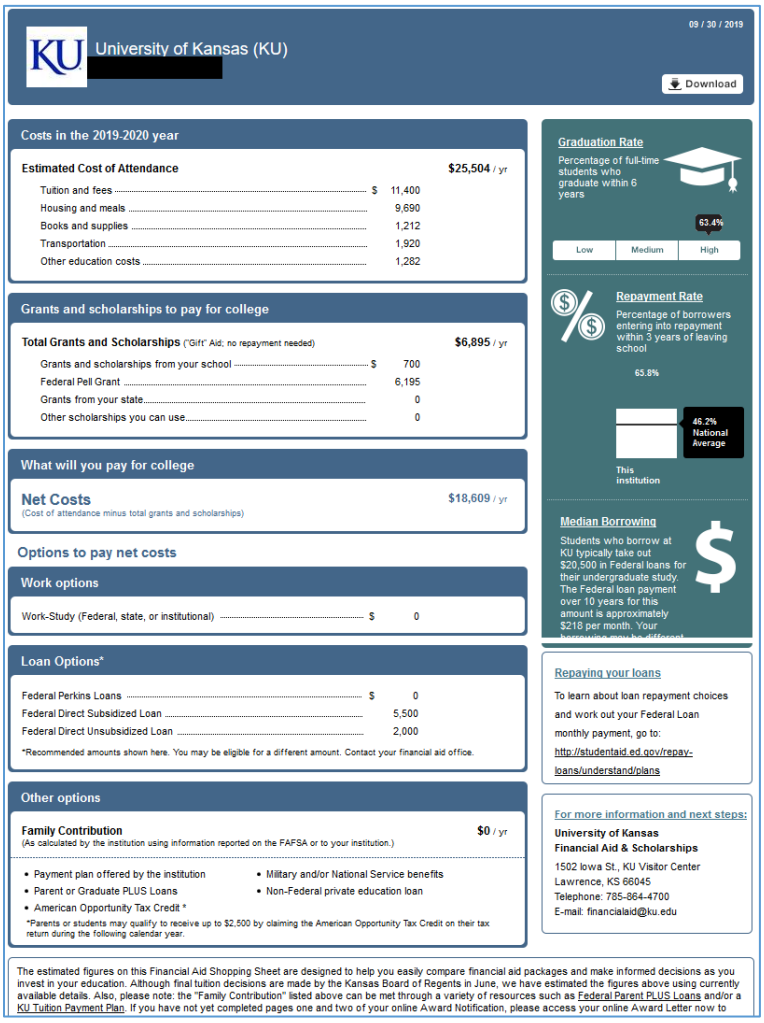


College Financing Plan

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



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

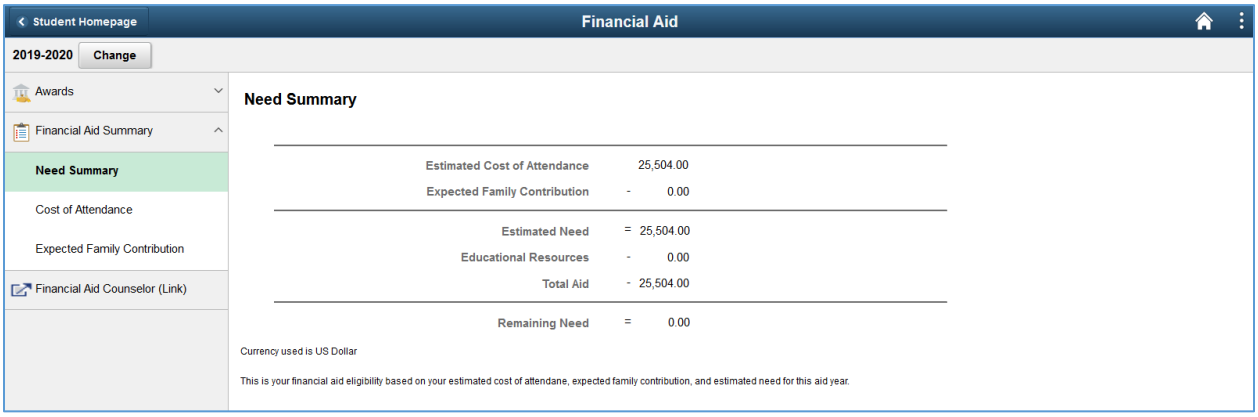


Need Summary

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.

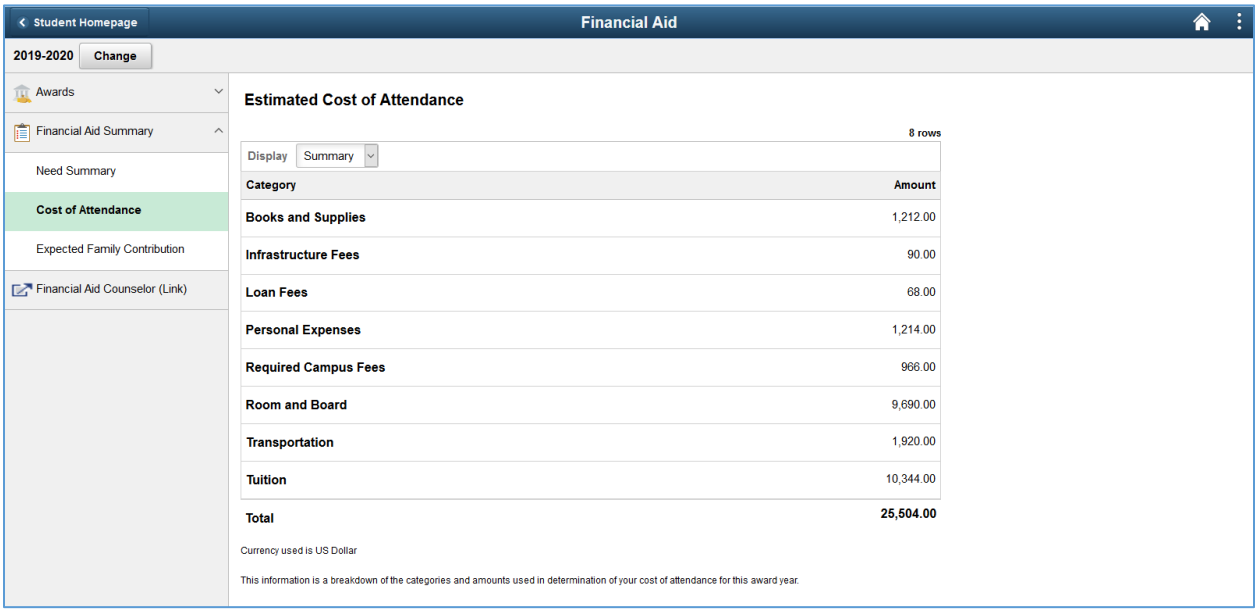
The Expected Family Contribution is based on the information provided on the Free Application for Federal Student Aid (FAFSA). Details on the EFC are provided on the last page, Expected Family Contribution.



Cost of Attendance

The Cost of Attendance (COA) page outlines each of the categories that make up the student budget.

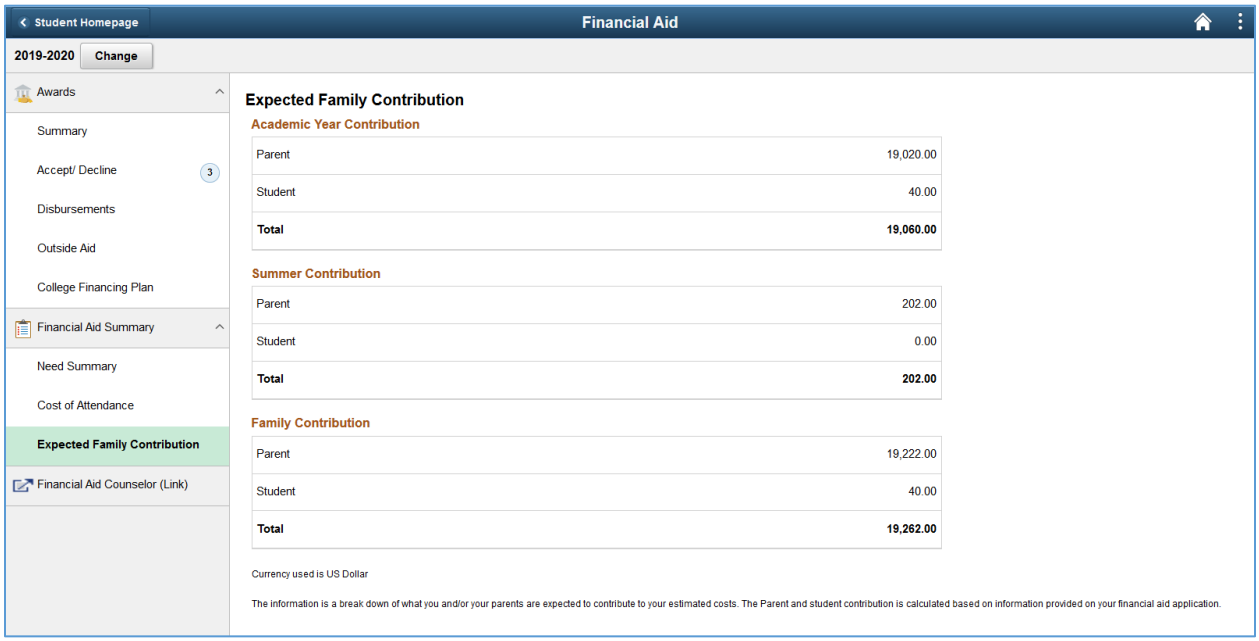
The display field contains a drop-down menu that allows the student to see the COA for a semester or a summary for the entire year.



Expected Family Contribution

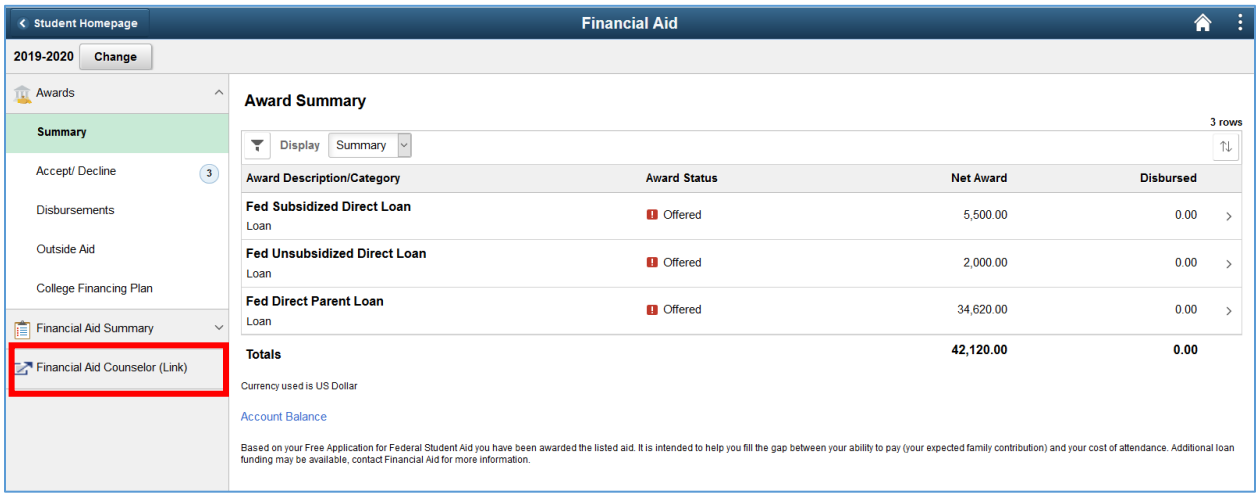
The Expected Family Contribution (EFC) is based on the information the student reports on the Free Application for Federal Student Aid (FAFSA).

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.

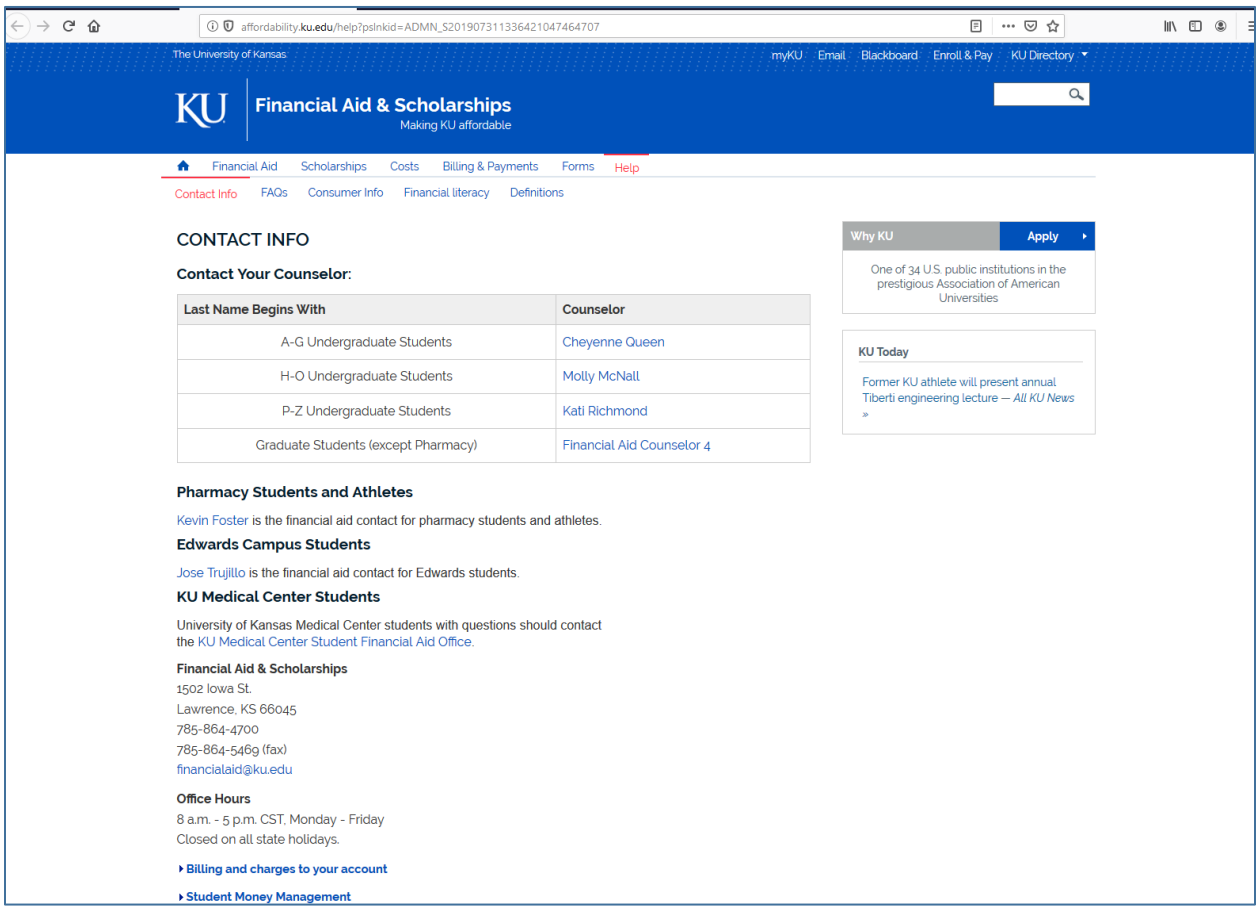


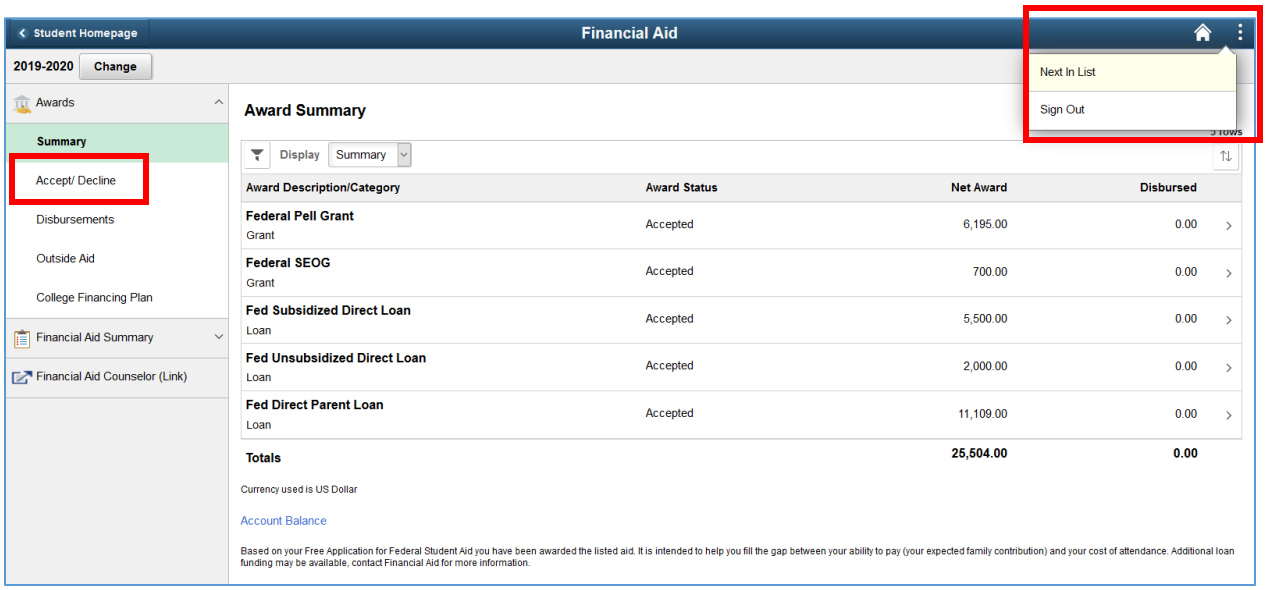
Financial Aid Counselor

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



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



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 t-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.