



OFFICE OF
STUDENT FINANCIAL
SERVICES

Suite 117
in Hubbard Hall

www.utica.edu/sfs

315-792-3179

Fax: 315-792-3368



OFFICE OF STUDENT FINANCIAL SERVICES

Our Goal is to Provide Assistance to
Utica College Students in Financing
Their Education



Office of Student Financial Services

- Financial Aid
- Counseling
 - Determine Financial Aid Eligibility
 - Create Financial Aid Packages
 - Complete Federal Verification Process
- Student Account Operations
 - Upload Bills
 - Accept Payments
 - Cash Checks
 - Student Payroll
 - Personal checks up to \$50

Student Financial Services Communication Consent Form



Student Financial Services Communication Consent Form



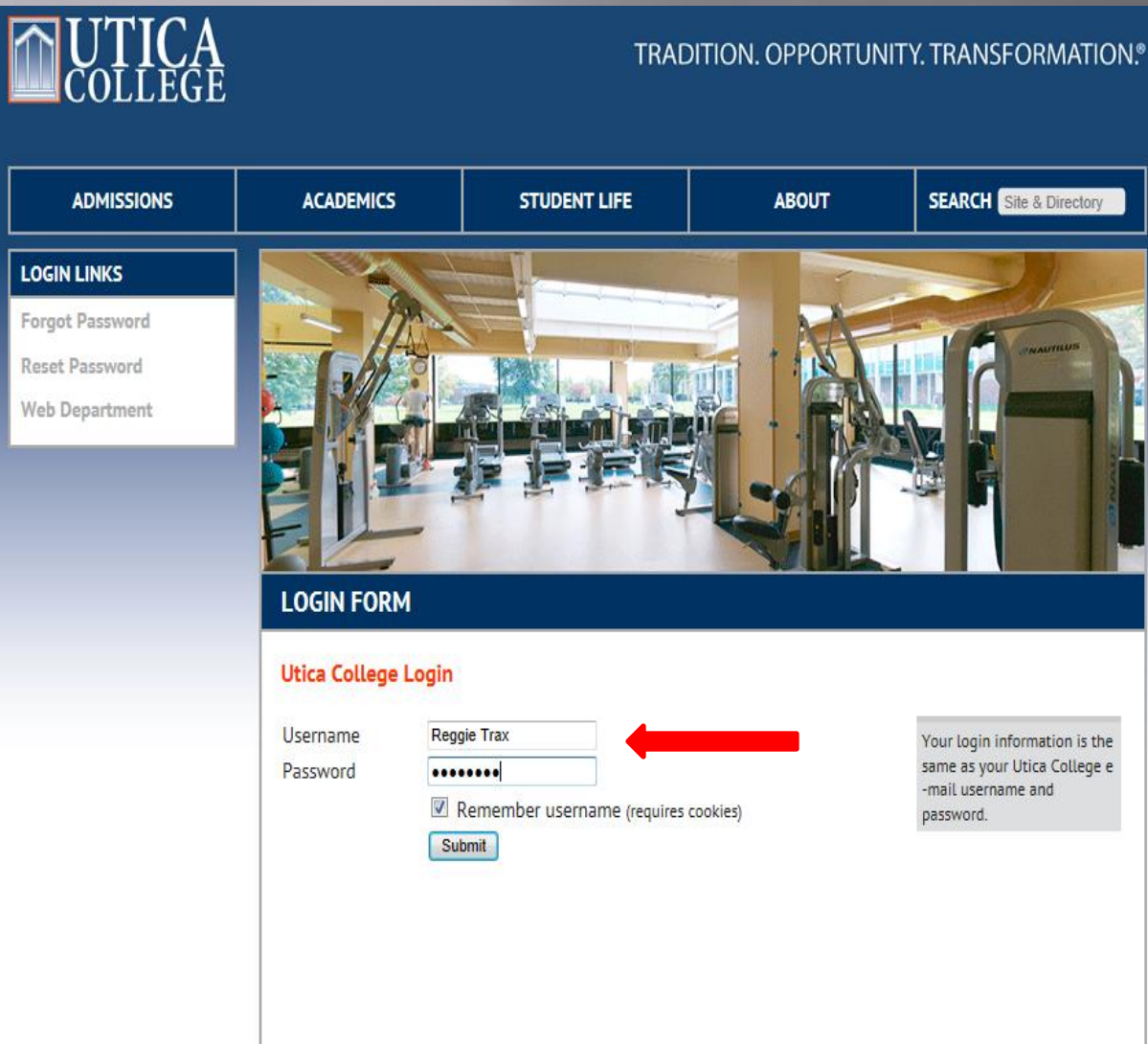
What is it?

- It is a security measure that our office will use to verify the identity of our students and anyone calling on behalf of our students.
- Students and their authorized individuals create a password and then provide that password whenever they communicate with the Office of Student Financial Services.
- If a student chooses to, they may offer a parent or another party authorization to speak with our office on their behalf.

Why is this necessary?

- The SFS Communication Consent Form is the best way we have to protect the personal and financial information of our students and their families.
- Per both FERPA (Family Educational Rights and Privacy Act) and Red Flag regulations we are required to implement these procedures.
 - Every school will create their own policy and procedure as to how they will address these regulations. This is how Utica College has decided to safeguard their information.

How is a password created?



The screenshot shows the Utica College website. At the top, the Utica College logo is on the left, and the tagline "TRADITION. OPPORTUNITY. TRANSFORMATION.®" is on the right. Below the header is a navigation bar with links for ADMISSIONS, ACADEMICS, STUDENT LIFE, ABOUT, and a SEARCH button. On the left side, there is a "LOGIN LINKS" menu with options for "Forgot Password", "Reset Password", and "Web Department". The main content area features a large image of a gym. Below the image is a "LOGIN FORM" section. The form is titled "Utica College Login" and contains fields for "Username" (with the text "Reggie Trax") and "Password" (with masked characters). A red arrow points to the password field. There is a checkbox for "Remember username (requires cookies)" and a "Submit" button. A small text box on the right states: "Your login information is the same as your Utica College e-mail username and password."

UTICA COLLEGE

TRADITION. OPPORTUNITY. TRANSFORMATION.®

ADMISSIONS ACADEMICS STUDENT LIFE ABOUT SEARCH Site & Directory

LOGIN LINKS

Forgot Password

Reset Password

Web Department

LOGIN FORM

Utica College Login

Username Reggie Trax

Password

☒ Remember username (requires cookies)

Submit

Your login information is the same as your Utica College e-mail username and password.

The student initiates the process from by visiting:
www.utica.edu/consent

The student will then access the form using their Banner log in.

Your login information is the same as your Utica College e-mail username and password.

How is a password created?

- Students can change their password at any time.
- Students can terminate any individual or any topic at any time.
- Students can initiate the SFS Communication Consent Form on paper; however, the electronic form is the preferred method.

Please be advised that information provided on the FAFSA can only be discussed with the student and or parent listed on the FAFSA, regardless of the student's consent.

An SFS Communication Consent password should only be provided to a member of the Office of Student Financial Services!

Title IV Authorization

- All students who receive Federal Financial Aid (also called Title IV funds), must complete an authorization form
- All parents who receive a Parent (PLUS) Loan must also complete an authorization form
- Electronic form available at www.utica.edu/titleiv

Title IV Authorization

- Without a completed authorization we cannot disburse your Federal Aid to your account which could result in an unnecessary balance and, if eligible, a delay in receiving your excess funds.
- The Electronic Form can be used to accept or deny authorization

****Please be advised that a denial may result in a balance due at a later time ****



OFFICE OF STUDENT FINANCIAL SERVICES

Reggie Trax
1 Pioneer Dr.
Utica College, NY 13502

December 1, 2012
ID: 000100001
Dependent/On-campus/Full-time

Utica College is pleased to offer you the following in financial assistance for the 2012-2013 academic year. Your eligibility for financial aid was based on the information you listed on your Free Application for Federal Student Aid (FAFSA). Receipt of additional awards not listed below or changes to information submitted may change award eligibility or amounts. Please read the Statement of Conditions on the reverse side, as it pertains to your eligibility for financial aid. Your enrollment constitutes your acceptance of awards and agreement to the terms stipulated in the award notice and other Student Financial Services publications.

<u>Expected Annual Direct Costs</u>		<u>Possible Additional Expenses</u>	
Tuition*	\$ 15,445	Books**	\$ 642
Undergraduate Fees*	260	Transportation*	484
Room and Board**	6,209	Personal Expenses*	464
Total	\$ 21,914		\$ 1,590

*Based on your anticipated course load

**Cost of Attendance components are estimated and your actual costs may vary.

<u>Estimated Financial Aid Awards</u>	<u>Fall 2012</u>	<u>Spring 2013</u>	<u>Total Academic Year</u>
Transfer Achievement Award	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Residence Hall Grant	0.00	1,000.00	1,000.00
Utica College Grant	0.00	600.00	600.00
Federal Direct Subsidized Loan	0.00	2,250.00	2,250.00
Fed. Direct Unsubsidized Loan	0.00	1,000.00	1,000.00
Total Aid Offered	\$ 0.00	\$ 9,850.00	\$ 9,850.00

Please feel free to contact a staff member if you have any questions regarding your aid. Awards will be disbursed after verification of enrollment and upon completion of all required documentation. Information on Utica College payment options can be found at: www.utica.edu/sfs.

If you wish to DECLINE or REDUCE your federal direct Stafford Loan award(s) offered, please complete the "Federal Loan Decline Form" available in Student Financial Services or on the web at www.utica.edu/sfs under "Important Forms" and return to the Office of Student Financial Services.

1600 BURRSTONE ROAD UTICA, NY 13502-4892

VOICE: 315.792.3179 FAX: 315.792.3368

WWW.UTICA.EDU

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Financial Aid Award Letter



Scholarship Search



Search For Scholarships From Outside Sources That Fit Your Profile Using Free Services Offered On the Web. You May Need To Answer A Few Questions And The Services Will Give You A List Of Scholarships You Might Be Eligible For.

**DO NOT APPLY FOR
SCHOLARSHIPS THAT
REQUIRE A FEE**

<http://www.amsa.com/>

<http://www.fastweb.com/>

<http://www.collegenet.com/mach25/>

http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

<http://www.finaid.org/scholarships/unusual.phtml>

<http://www.uncf.org> - (For Minority Students

<http://www.hsf.net> OR

<http://www.chci.org> - For Hispanic Students)

<http://www.cbcfinc.org> - For African-American Students

<http://www.collegefund.org> - For Native-American Students

<http://www.scholarship.ihs.gov> - For Native-American & Alaska Native Students



Important Dates to Finalize Financial Aid

July 15 - All Verification Documentation Needs to be Submitted

- Application for Plus Loans and Alternative Loans Must be Completed

August 1 - Final High School Transcript Must be on File in the Admissions Office

- MPN (Master Promissory Note) and Entrance Interview for Federal Loans

MPN - www.studentloans.gov

Entrance - www.studentloans.gov

- New York State TAP Application - www.hesc.ny.gov

What is the next step?

- Waive Health Insurance
 - Payment Options
- Set up Payment Portal



To Waive Health Insurance
www.studentinsuranceprograms.com/utica

All Full-Time students are required to be covered by Health Insurance

Deadline to waive
Health Insurance
August 30, 2013

**If you do not waive coverage by the
deadline date of August 30, 2013
you will be responsible for the annual
premium on your Billing Statement**



Payment Requirements

Four Options:

- 1 - Payment in full
- 2 - Deferred Payment Plan
- 3 - Parent (PLUS) Loan
- 4 - Alternative Education Loan

If I choose Option 1 or Option 2 How do I make my payment?

Utica College offers a secure online payment portal where you can:

- Make Payments
- Receive Electronic Statements

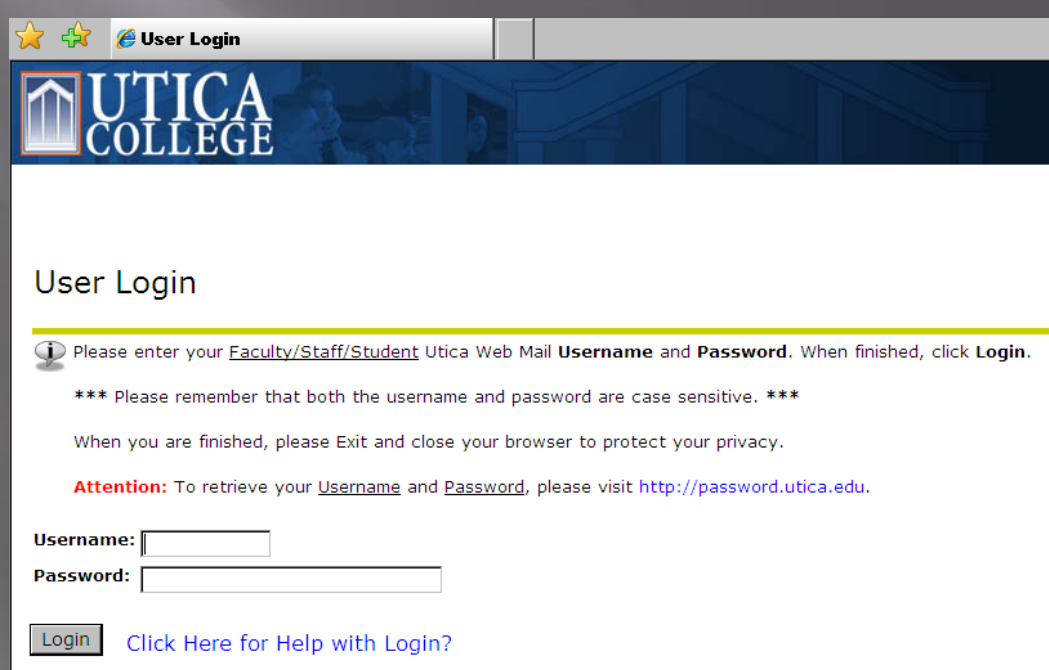
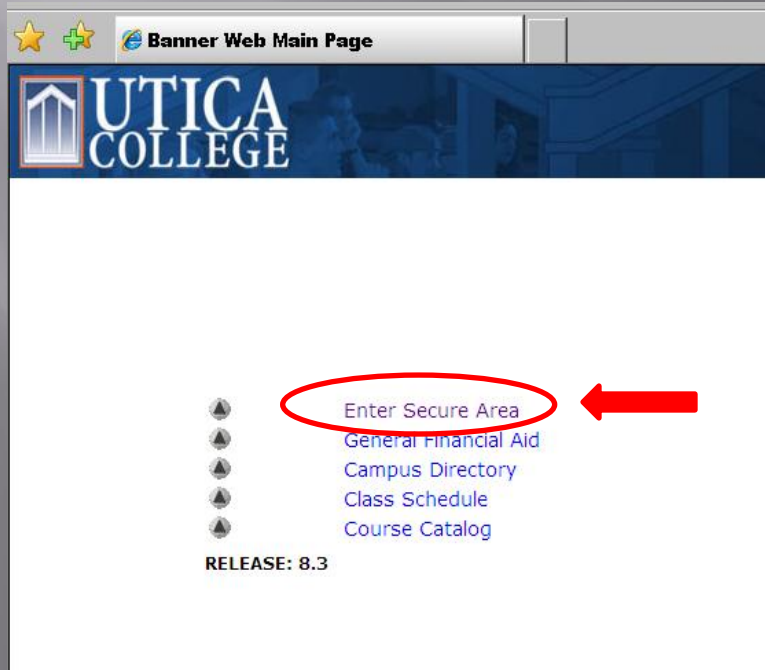
Our secure site is our preferred method of payment but mail and in person payments are still accepted.

Options Available Through Our Secure Payment Portal

- Make a Payment by Credit Card or Electronic Check
- Enroll in Utica College's Installment Payment Plan
- Give permission to authorized user(s) of your choice to have access to make payment and to receive statements
- Enroll in Direct Deposit of refunds

How do I access the secure portal to make my payment?

- The student will use their Banner log in at <https://bannerweb.utica.edu> and Enter Secure Area
- After logging in, click on Student and Financial Aid and then Student Account.



Reggie Trax

View Billing
Statement

Enroll in
Payment Plan

Authorize Users



UTICA COLLEGE

Office of Student Financial Services
1600 Burrstone Road
Utica, NY 13502
315-792-3179

Reggie Trax
1600 Burrstone Rd
Utica, NY 13502

PAYMENT SUMMARY

Statement Date:	05/22/2013
Student ID:	
Current Balance:	\$5,017.00
Due Date:	07/10/2013
TOTAL AMOUNT DUE:	\$5,017.00

If you are mailing a payment, include the top portion. Keep the lower portion for your records.

DATE	STATEMENT ACTIVITY	CHARGE	CREDIT
05/22/2013	BILL NUMBER: UCE0522130151722 Fall 2013		
	***** CHARGES *****		
	Health and Safety Fee	\$100.00	
	Student Health Insurance Fee	\$710.00	
	Transition Fee	\$150.00	
	Student Activities Fee	\$60.00	
	Technology Fee	\$100.00	
	Housing Charges	\$3,167.00	
	Gold Meal Plan Charges	\$2,800.00	
	Tuition - Day Program	\$16,140.00	
	Nursing Testing Fee	\$60.00	
	Science Lab Fees	\$50.00	
	***** ESTIMATED AID *****		
	Federal Direct Subsidized Loan		\$1,732.00
	Fed Direct Unsubsidized Loan		\$990.00
	Founders Scholarship		\$8,000.00
	Federal Pell Grant		\$948.00
	Residence Hall Grant		\$1,000.00
	Utica College Grant		\$5,100.00
	NYS Tuition Assistance Program		\$250.00
	***** DEPOSITS ON ACCOUNT *****		
	23812		\$200.00
	23812		\$100.00

TOTAL AMOUNT DUE:

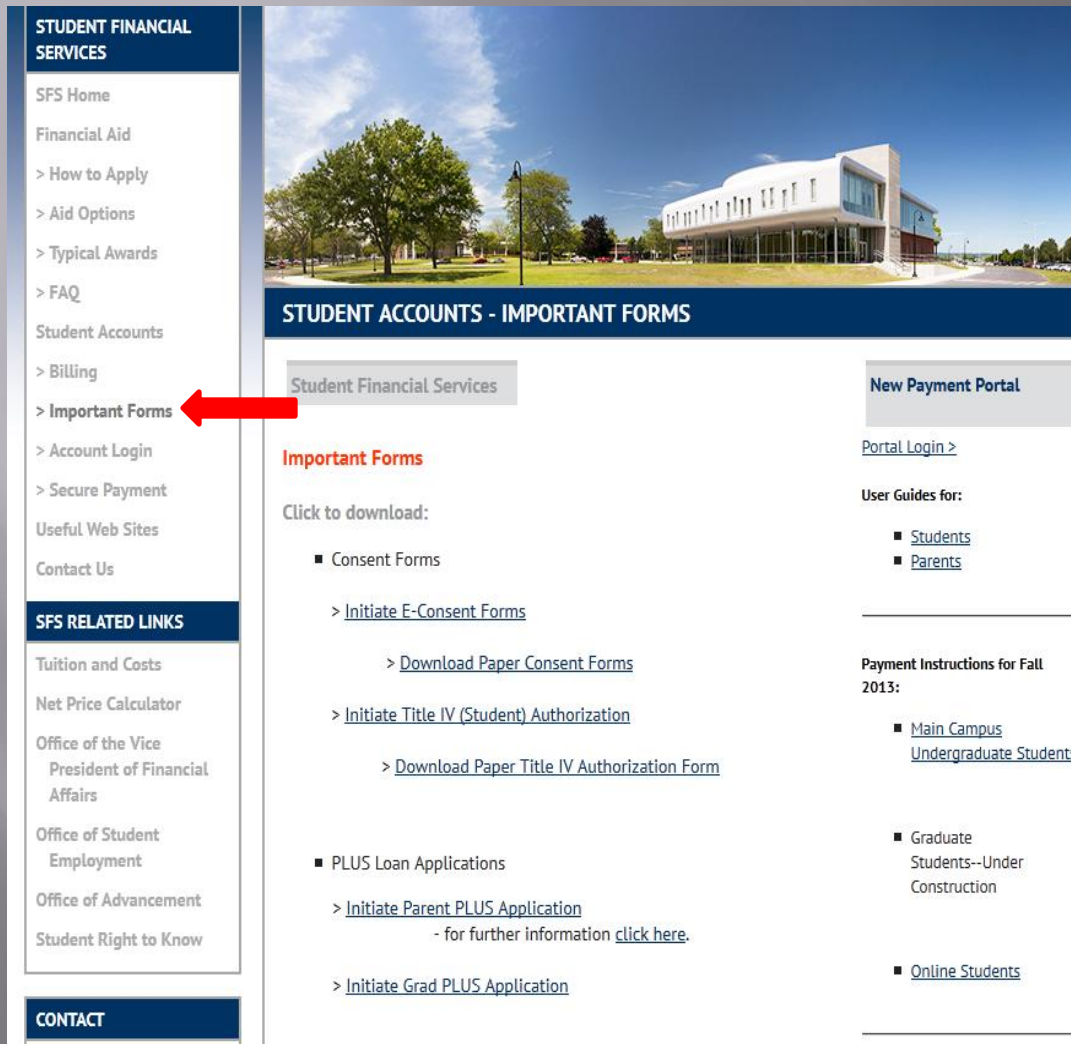
\$5,017.00

Billing Statement

Option 3: Parent PLUS Loan

To request a Parent PLUS Loan, the student must be enrolled in at least 6 credit hours

www.utica.edu/sfs
• Important Forms



STUDENT FINANCIAL SERVICES

- SFS Home
- Financial Aid
 - > How to Apply
 - > Aid Options
 - > Typical Awards
 - > FAQ
- Student Accounts
 - > Billing
 - > **Important Forms**
 - > Account Login
 - > Secure Payment
- Useful Web Sites
- Contact Us

SFS RELATED LINKS

- Tuition and Costs
- Net Price Calculator
- Office of the Vice President of Financial Affairs
- Office of Student Employment
- Office of Advancement
- Student Right to Know

CONTACT

STUDENT ACCOUNTS - IMPORTANT FORMS

Student Financial Services

Important Forms

Click to download:

- Consent Forms
 - > [Initiate E-Consent Forms](#)
 - > [Download Paper Consent Forms](#)
 - > [Initiate Title IV \(Student\) Authorization](#)
 - > [Download Paper Title IV Authorization Form](#)
- PLUS Loan Applications
 - > [Initiate Parent PLUS Application](#)
- for further information [click here](#).
 - > [Initiate Grad PLUS Application](#)

New Payment Portal

[Portal Login >](#)

User Guides for:

- [Students](#)
- [Parents](#)

Payment Instructions for Fall 2013:

- [Main Campus Undergraduate Students](#)
- Graduate Students--Under Construction
- [Online Students](#)

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- Initiate Parent PLUS Application
- Student must log in and provide parent borrower's email address.
- Parent must follow link in email to complete the application.



Option 4:

Alternative Education Loan

Search websites for best borrower benefits

Many websites available including

www.collegefinancecenter.org/student-loans.html

If I choose Option 3 or 4, how do I notify Utica College?

If you will be paying your balance with a Parent (PLUS) Loan or an Alternative Education Loan, the student must notify the Office of Student Financial Services by going to the following link by July 31, 2013.

www.utica.edu/loan_options

To allow for processing time, please complete loan applications by July 15, 2013



Important Payment Dates

Deadline to Waive Health Insurance – August 30, 2013

Installment Plan Due Dates

Down Payment Due – July 10, 2013

1st Payment Due – August 10, 2013

2nd Payment Due – September 10, 2013

3rd Payment Due – October 10, 2013

4th Final Payment Due – November 10, 2013

**Certification Requirements of Alternative Loans
and Parent Loan Documentation Complete – July 31, 2013**

If you are selected for Verification, all required documents MUST be submitted to SFS before any Federal Funds will be disbursed to your account.



Office of Student Financial Services

Questions???

www.utica.edu/sfs

Ph. 315-792-3179

Fax 315-792-3368

sfs@utica.edu

