

ACCEPTING FINANCIAL AID

2023-24 Academic Year

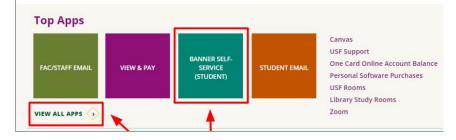
View and Accepting Your Financial Aid on myUSF

Before you log on at <u>https://myusf.usfca.edu/</u> you will need to use your account information provided by the Law Admissions Office. If you have yet to receive instructions to set up your **myUSF** account and you are recently admitted, contact the Law Admissions Office at <u>lawadmissions@usfca.edu</u> or call 415.422.6586. If you have received your **myUSF** account information but you are having issues logging into your account, contact the USF ITS Help Desk at (415) 422-6668 for assistance.

Once you are logged on, on the right hand side you will find your username. Click on your username and you will see the Dashboard.

myUSF 🚸	STUDENT SERVICES	ACADEMIC RESOURCES	CAMPUS LIFE	SCHOOLS + CENTERS	OFFICES	٩	eaquino 👻
							Dashboard
							MyApps

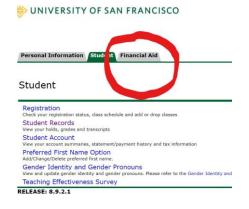
After clicking on Dashboard, you will see a window with all of your apps and look for "BANNER Self-Service (Student)".



Or if you select "MyApps", select "Student Self-Service".



Click on the "Financial Aid" tab at the top of the page.



Select the **appropriate award year** (Award Year 2023-2024). Select the award year on the top right corner of the **Home** Financial Aid Dashboard page.



Before selecting Award Offer option, please find the "Terms and Condition" POP-UP on top of the Award Offer page or select **Resources** to review the "Terms and Conditions" and Authorized your financial aid. Please review this information in order to ensure that you understand your eligibility for aid at a given time.

Responses to Questions		
Question	Answer	Status
Under federal law, the University must receive y If you do not complete this Authorization Fo If you "restrict" use of your financial aid func	Lauthorize.	NOT YET REVIEWED
You will be asked for your consent annually. If \boldsymbol{y}_{\cdots}		
Under federal law, the University must receive y • If you do not authorize the University, we m • If you "restrict" use of your financial aid func	1	NOT YET REVIEWED
You will be asked for your consent annually. If $\boldsymbol{y}_{\mathrm{ss}},$		
If you are a dependent student living with your	No.	NOT YET REVIEWED
If you are a dependent student living with your	No.	NOT YET REVIEWED

* You MUST answer the authorization questions prior to accepting your financial aid.

On the *Award Offer* tab, you will see all the necessary information regarding your award package, including the Cost of Attendance used in determining your award, your anticipated housing and enrollment status, which correspond to your answers from the FAFSA application, your actual Financial Aid Award by term, and the status (offered/accepted/declined) of each fund that you have been awarded.

Award Offer Tab	Select the Award Year	
Financial Aid		Award Year: Award Year 2022 🗸
Home Award Offer Financial Aid History	Resources Notifica	tions Satisfactory Academic Progress College Finance View your Award Payment Schedule
Expected Enrollment Status @	Þ	Housing Status ®
Full Time		Campus Housing
Cost of Attendance ® Non Billable Items		^
Туре		Amount
Tuition and Fees Room and Board		\$55,532.00 \$22,490.00
Books and Supplies Transportation		\$1,152.00 \$1,296.00

On the Award Offer page, roll down at the botton of the page to Accept or Decline your financial aid. Review each section. Grants and scholarships are automatically accepted.

Work 👁			/
Туре	Fall 2022	Spring 2023	Amount
Federal Work Study	\$3,000.00	\$3,000.00	\$6,000.00 ACCEPTED
	\$3,000.00	\$3,000.00	\$6,000.00
			-\$6,000.0
Loans ®			-
Туре	Fall 2022	Spring 2023	Amount
Federal Direct Subsidized Lo	\$1,750.00	\$1,750.00	\$3,500.00 ACCEPTED
Fed Direct Unsubsidized Loan	\$1,000.00	\$1,000.00	\$2,000.00 ACCEPTED
	\$2,750.00	\$2,750.00	\$5,500.00
			-\$5,500.0

Reviewing and Submit Outstanding Documents

Click on the "Financial Aid" tab at the top of the page.



Select the **appropriate award year** (Award Year 2023-2024) on the top right corner and Click **Home Tab** and navigate to the **Student Requirements** section.

Unsatisfied Requirements shows outstanding tasks that need to be completed prior to financial aid disbursement. You may click the link on each task to take you to the appropriate site to complete the requirement. Satisfied Requirements shows tasks that you have already completed.

	1	Select the Award Year		
Home Tab		Awaru rear		
Fina	ncial Aid			Award Year: Award Year 2022 🗸
Home	Award Offer Financial Aid History	Resources	Notifications	Satisfactory Academic Progress College Finance
Student Requirements Unsatisfied Requirements				
•	Verification Documents Needed Last update: 01/30/2023			NEEDED
Satisfie	d Requirements			
\odot	Complete FAFSA Last update: 03/07/2022			RECEIVED
0	Loan Counseling Last update: 06/16/2021			COMPLETE AND SATISFIED
0	Master Promissory Note Last update: 06/16/2021			COMPLETE AND SATISFIED

For a step-by-step video tutorial of your myUSF Student Self-Service financial aid portal, please visit the Financial Aid website at https://myusf.usfca.edu/financial-aid/accept-offer.

Youtube Video: https://www.youtube.com/watch?v=THjgWHu0-yg

Click on each fund name for a description. Review the status of each fund. Most of the financial aid offered to you will remain in an "offered" status until you accept or decline. After census date, which is the last day to drop each semester, the Financial Aid office may cancel any financial aid that is still in an offered status.

You can accept or decline all or part of an offered award under the **Accept Award Offer** tab. After accepting your award, you may view your outstanding requirements at the Financial Aid tab page.

Your options include:

- 1) Accepting the **full** amount of **all** your awards
- 2) Choosing to fully or partially accept and/or decline individual awards
- 3) Choosing to accept partial amounts of an award by selecting accept, then entering the amount you would like in the accept partial field. Please be advised that the amount that you accept is for the <u>Fall 2023/Spring 2024 Academic Year</u>. The amount will be divided equally between the Fall and Spring semesters.
- 4) To receive the Graduate PLUS Loan, you must first accept the full Unsubsidized Loan amount. The Federal Grad PLUS is a credit based loan and you must be credit approved by the Department of Education (DOE) in order to receive PLUS Loan aid. The University Financial Aid Office will submit your PLUS Loan application with the amount requested to the Federal Student Aid DOE on your behalf for credit review. PLUS Loan credit review will begin in early May for continuing students and late June for new admits (after 2nd deposit is paid). You will receive an email from DOE if approved or denied.
 - a. If approved, you must now complete a Master Promissory Note (MPN) for the Direct PLUS Loan (if a PLUS MPN has not previously been completed at USF).
 - b. If you are credit-denied, the Department of Education will inform you of your options via email.

Important note: Before receiving a Graduate PLUS loan, you must be awarded and <u>accept</u> the <u>full</u> Unsubsidized Loan amount first on your myUSF student portal at <u>https://myusf.usfca.edu/</u>.

To submit outstanding USF financial aid documents, click on the *Financial Aid tab* at the top of the page. Click on the *Complete Verification/Upload Documents* link to upload any unsatisfied/outstanding financial aid requirements. Once your required documents have been received by our office, they will be reviewed and we will notify you if additional information is required.

Completing Entrance Counseling and Master Promissory Notes

Log onto <u>www.studentaid.gov</u>, click the *LOGIN* button, and enter your login information. If you are accepting <u>both</u> Unsubsidized and Grad PLUS, you have to sign *two* MPNs: one for each loan type.

Entrance Counseling

Entrance Loan Counseling takes up to 45 minutes to complete

- Click on Complete Aid Process
- Click on Complete Entrance Counseling
- Click the *LOG IN to Start* button. Select University of San Francisco as your school to notify
- Select Graduate/Professional student as your student type (will satisfy both Unsubsidized Loan and Grad PLUS loan)

Master Promissory Notes

Each Master Promissory Notes take up to 15 minutes each to complete

- Click on Complete Aid Process
- Select MPN for Unsubsidized Loans AND
- Select MPN for Grad PLUS Loans
- Select start, then complete the *Borrower Information*
- Select University of San Francisco as your school to notify

USF will begin updating loan disbursement completion requirements in late June for new admits (after you have paid your 2nd deposit).