



## SHIPPENSBURG UNIVERSITY

# **Financial Aid Office**

Convenient Location:

Old Main Building - Room 101

Contact us:

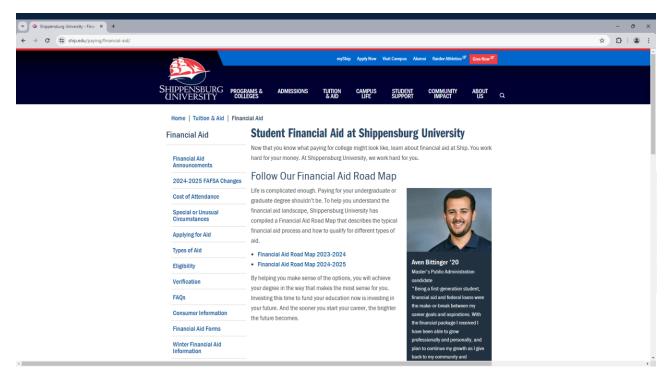
Email: finaid@ship.edu

Phone: 717-477-1131

Fax: 717-477-4028

Website: www.ship.edu/finanicial\_aid







#### SHIPPENSBURG UNIVERSITY

# Free Application for Federal Student Aid (FAFSA)

- FAFSA opened LATE 2023
   — www.studentaid.gov
   Used your 2022 Federal Tax information for the 2024/2025 FAFSA
- FAFSA qualifies student for Federal and State Aid
- FAFSA also qualifies student for some SHIP scholarships
- Recommend early filing each year to avoid missing out on FREE MONEY!!!





## YOUR Financial Aid at SHIP

- 3 5 business days for us to receive your FAFSA
  - Selected for FEDERAL VERIFICATION
  - Receive FINANCIAL AID OFFER

Federal Verification - Located in MyShip portal

- Create account/register account through the link in MyShip portal https://ship.verifymyfafsa.com
  - Student AND parent (if dependent on FAFSA)
    - Name and email must match from FAFSA <u>MUST be 2</u> <u>separate email addresses</u>
    - · Documents requested can be uploaded.

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## SHIPPENSBURG UNIVERSITY

# YOUR Financial Aid at SHIP

FINANCIAL AID OFFER - Located in MyShip portal

- · Login Instructions on our website
  - http://www.ship.edu/ss/





# YOUR Financial Aid at SHIP

nancial Aid Links
Financial Aid Requirements
Financial Aid Awards
Financial Aid Status
College Financing Plan
nancial Aid Information
inancial Aid Information  Financial Aid Information  Financial Aid Checklist  Eligibility
Financial Aid Information
Financial Aid Information Financial Aid Checklist Eligibility Financial Aid Home Page
Financial Aid Information Financial Aid Checklist Eligibility Financial Aid Home Page Forms



## SHIPPENSBURG UNIVERSITY

# Grants and Scholarships are FREE money

- Do not have to be paid back
- · Federal and State Grants are automatically accepted for you
- · Pennsylvania (PA) State Grant
  - Administered through PHEAA
  - Estimated amount listed NOW
  - Actual PA State Grant amount listed LATER
    - 2 Common Issues
      - · Selected for Income Validation
      - · Ship is not listed as first school choice on FAFSA





# Presidential Scholarship

- Valedictorian/Salutatorian graduate at any accredited PA High School
- Billing WAIVER; not a scholarship
  - On billing statement, not Financial Aid Offers!!!



All Tuition Discounts will be reflected on the bills published in July and November
They will not show on Financial Aid offers

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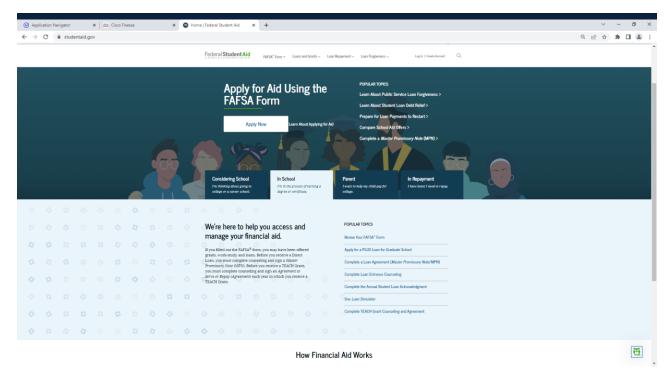
## SHIPPENSBURG UNIVERSITY

# Loans – Federal and Private

- Must be paid back and repayment normally begins after graduation
- All students are OFFERED a Federal Direct Student Loan
- · Student must ACCEPT loan in MyShip Portal AND
  - Must complete Master Promissory Note
  - Must complete Entrance Counseling
    - www.studentaid.gov









## SHIPPENSBURG UNIVERSITY

# YOUR Financial Aid at SHIP

## **Campus Employment**

- · Part-time jobs on campus help costs and possibly reduce loans
- All positions posted to SHIP Career Connection
   http://www.ship.edu/financial\_aid/work\_study
- · You will receive a bi-weekly paycheck for your work
- · Earnings do not subtract from bill





# **Additional Funding Options**

## Parent PLUS Loans - Applications open NOW

- · Parents may borrow a Federal Direct Parent PLUS loan
- · PLUS Loan application is credit based
  - Parents may pursue an endorser if denied
  - Repayment can begin 6 months after student's graduation
  - Origination fee of approximately 4.3%
  - If denied, the student's loan can be increased
    - \$4000 per year for freshman and sophomores
    - \$5000 per year for juniors and seniors
- Recommend you apply for fall and spring full year
- DO NOT LEAVE THE AMOUNT 'UNKNOWN/BLANK'
- Do not indicate "UNDECIDED" if denied We can't process
- Parents apply and complete Master Promissory Note using PARENT FSA ID at <a href="https://studentaid.gov">https://studentaid.gov</a>

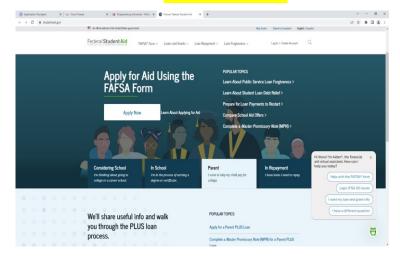


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## SHIPPENSBURG UNIVERSITY

# StudentAid.Gov - FOR PARENTS





# **Additional Funding Options**

#### **Private Alternative Loans**

- Private lending institution
  - Bank/credit union
- · Student is the borrower
- · Usually require a co-signer
- Repayment normally begins 6 months after graduation
- http://www.ship.edu/financial\_aid/loan\_programs/

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## SHIPPENSBURG UNIVERSITY

# Private Alternative Loan – Search for Lenders



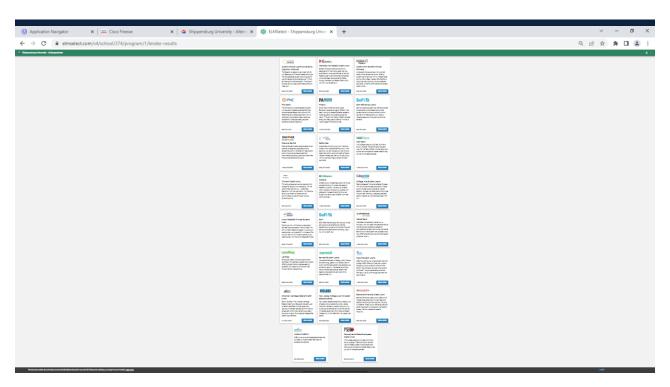
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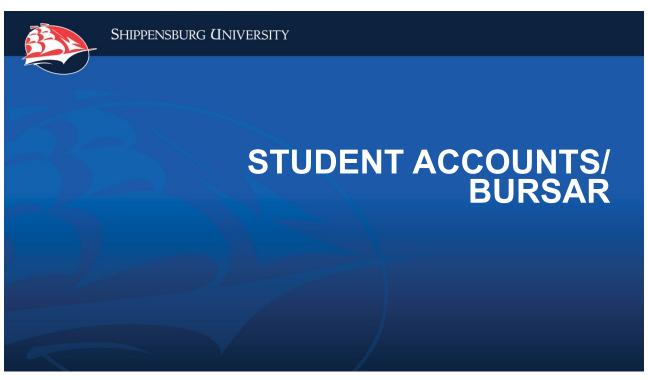


# Private Alternative Loan – Search for Lenders



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## SHIPPENSBURG UNIVERSITY

# **Student Accounts Office**

Location:

Old Main Building - Room 100

Contact us:

Email: studentaccts@ship.edu

Phone: 717-477-1211 Fax: 717-477-4018

Website: <a href="www.ship.edu/student\_accounts">www.ship.edu/student\_accounts</a>





# **Billing Process**

#### Board of Governors sets tuition rates for all 14 PA state universities.

- · Expect to set tuition in April.
- · Billing emails will then be sent to SU email addresses.
  - Email gives instructions on how to access bill online and how to pay.
- · No paper bills are sent.
- · Bills will be due August 12.
  - Billed for Fall semester only.
  - Spring semester will be billed in November, due January.



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## SHIPPENSBURG UNIVERSITY

# **Billing Process**

#### **TUITION AND FEES**

- Tuition and Fees are based on # of credits scheduled.
  - (Number of credits) X (cost per credit) = Tuition charged
  - Fees are also billed per credit up to 12 credits, then flat rate.





# **Billing Process**

#### **ROOM AND MEALS**

- · Students residing on campus are billed room and meals
  - Room charged based on room unit type
  - Must have a meal plan if residing on campus
    - Will be billed the 14 meal plan initially
    - Can change meal plan online AFTER bills are posted in June
      - · Changes made online update in real time on the bill.
    - Meals can be increased throughout the semester.
    - Meals can be reduced through 2<sup>nd</sup> week of the semester.
    - Students not residing on campus can also choose a meal plan.



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## SHIPPENSBURG UNIVERSITY

# **Billing Process**

#### **ACCESSING YOUR BILL**

- Bill can be viewed in your MyShip student portal.
  - Click on Student
  - Paying for College
  - Account Information/Pay Now

#### My Account Information

Account Information/Pay Now View/Change Meal Plan Statement and Payment History Clear My Bill Direct Deposit for Student Refunds

#### Billing Information

Payment Options
Pre-Payment Plan
Meal Plans
Tuition & Fees
Financial Aid Refunds
Withdrawal/Refund Schedule
1098 T Tax Information
FAQs



# **Billing Process**

#### **VIEWING YOUR BILL**

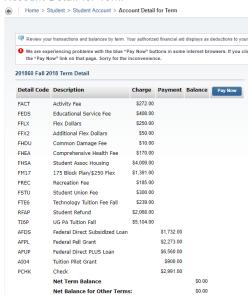
· Bill will show charges, financial aid and net balance.

Fall semester charges

minus - <u>Authorized or Memo'd Financial Aid</u> equals = Net Balance

- If Net Balance is positive, an amount is owed.
- If Net Balance is negative, a refund is due.

#### Account Detail for Term



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## SHIPPENSBURG UNIVERSITY

# **Billing Process**

#### **MAKING PAYMENT**

- If Net Balance is positive on bill, balance is owed.
  - Pay Online through our payment vendor ACI/Official Payments.
    - Credit card VISA, MC, Discover, AmEx 2.49% service fee
      - · Debit card 2.49% service fee
      - Electronic Check (ACH, E-check, bank account)
         NO fee!
  - Credit/Debit and E-check not accepted in the office or over the phone.
  - Pay with check or money order in office or through postal mail.







# **Billing Process**

# Confirm

#### No Balance Due? Confirm Your Attendance!

 If net Balance is negative on bill, your financial aid covers your charges and you do not currently owe any money to SU.

HOWEVER, you must still Confirm your Attendance!

- Follow instructions in your billing email to confirm your attendance online through your myShip portal.
  - · This "clears" you for the semester.

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## SHIPPENSBURG UNIVERSITY

# **Billing Process**

#### What Does "Cleared" Mean? You have satisfied your bill.

- If you pay your balance due, you are "Cleared" for the semester.
- If you Confirm your Attendance (because you have no balance due), you are "Cleared" for the semester.
- If you sign up for the payment plan and make your first installment, you will be "Cleared" for the semester.
- · Being "Cleared" means:
  - Your ID card will be activated for the residence halls and ShipRec.
  - Your ID card will be activated in the dining halls.
  - Your financial aid will disburse to your account.
  - Your classes will remain on your schedule and will not be dropped.





## **Refund Process**

- If the Net Balance on your bill is negative, your financial aid is greater than
  the amount of your charges and you will be due a REFUND.
- · Financial Aid Office begins disbursing aid 10 days before school starts.
  - Actual aid is now posted to accounts as real payments.
- If all aid paperwork is completed and your aid disburses early, you could receive your refund in time to purchase books by the start of school!
- Keep in mind if you ADD CREDITS after aid disburses and refunds have been distributed, you may owe some of the refund back to the university!



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#### SHIPPENSBURG UNIVERSITY

# **Refund Process**

#### **REFUNDS CONTINUED**

- Refunds are issued by the Student Accounts Office within a few days after disbursement.
  - Sign up for Direct Deposit in the Student Accounts Office.
    - Money securely sent directly to your bank account
      - · No lost checks!
      - Direct Deposit form is available at

#### https://www.ship.edu/student\_accounts/forms/

- Fill it out and deliver to the Student Accounts Office.
- Must show your student ID card also.
- If no Direct Deposit, paper checks are mailed to local addresses.
- Parent Plus refunds go to parent borrower
  - · If designated in Plus application, refund can go to student.
  - · If refund goes to parent, paper check must be issued.

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## **FERPA**

#### FERPA - Family Educational Rights and Privacy Act

- Students age 18 or older, or when they enter a post-secondary educational institution regardless of age, have a right to privacy (similar to HIPAA)
  - Includes all school records, as well as billing information
  - Students must give written permission for Student Accounts Office to speak to parents or others about their bill,
- Information Release Form is online at <a href="https://www.ship.edu/student\_accounts/forms/">https://www.ship.edu/student\_accounts/forms/</a>.
  - Fill out form, sign and email it to studentaccts@ship.edu or drop off in Old Main room 100.
  - Email MUST include a copy of your SU ID card or valid picture ID.
- Information Release Forms also available any time in the Student Accounts Office.
  - Student must be present with valid picture ID.
- Covers BILLING ONLY. No other school records.



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#### SHIPPENSBURG UNIVERSITY

# Other Billing Related Items

#### **SCHOLARSHIP CHECKS**

- · Should be sent or given to the Student Accounts Office
  - If co-payable, make sure you endorse the back of the check!

#### **TAP 529 ACCOUNTS**

- · Complete & submit forms according to instructions from the agency.
- · Deduct the requested amount from the balance due on the bill.
  - If TAP 529 covers balance, email <a href="mailto:studentaccts@ship.edu">studentaccts@ship.edu</a> and tell us!
  - If TAP 529 does NOT cover balance,
    - Pay net amount online and email us to let us know TAP has been requested, or
    - Pay through mail and send copy of the bill with note regarding TAP amount deducted.



