

Policies for the Office of Student Financial Aid

Subject

Automatic Packaging (J)

Office of Student Financial Aid/Scholarships

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Students apply for financial aid through the Free Application for Federal Student Aid with the Federal Processing Center.

NSU receives the student information on those students that listed NSU as one of the schools that they may attend via download from the Department of Education Processor.

NSU Information Systems uploads the student information from the EDE system into the student information system (Banner).

The tracking screen (RRAAREQ) indicates the information that has been loaded, along with any other required documents. Missing information emails are generated by the Banner System to those students who are lacking documentation, such as an NSU Title IV Authorization Form or Tax information for those students who have been selected for verification. Email notifications are sent every 21 days.

Upon completion of all requested documents, and verification (if applicable) the Banner system will pick up those students and create some title IV awards according to the information uploaded from the system and the eligibility of the student.

This packaging aspect of the Banner system (UC4) generates transactions and produces reports that should be checked. The Federal Direct Loan will be awarded after any gift aid (grants, scholarships, waivers, etc.) to complete the applicant's package based on the remaining needs, annual and aggregate limits. All Direct loans are processed through Direct Lending with the Department of Education.

Types of funds that could be awarded during the Packaging Process:

Pell

SEOG

FWS

Go Grant

Perkins

Subsidized Direct Loans

Unsubsidized Direct Loans

FWS and Students loans are awarded students as an "offered" status. Students must accept, partial accept, or decline these awards within MyNSU, completing and Aid Adjustment Form or email the NSU Financial Aid office using their student email address only. Students who accept any loan funds may have to complete the Master Promissory Note and Entrance Counseling if determined by the Department of Education.