HOW TO ACCEPT FINANCIAL AID IN BANNER

THIS GUIDE WILL SHOW STUDENTS HOW TO:

- Print your SUNY Award Letter
- View financial aid awards
- Accept / reduce / decline loans and other aid

IMPORTANT NOTES:

- In most cases, the loan amounts accepted will be split evenly between the fall and spring semesters.
- If you want to accept a loan for one semester only, email the Financial Aid Office at finaid@buffalostate.edu. Include your Banner ID and name.
  - If you are graduating in the fall, email the office at finaid@buffalostate.edu to have your aid revised for one semester.

1. Access Banner at: http://bscbanner.buffalostate.edu/
2. Click on LOGIN TO BANNER (SSB) on the left-hand side.
3. Select Log in to Banner
4. Enter User ID and PIN
   - User ID is the student’s Banner ID with an UPPERCASE ‘B’ followed by eight digits.
   - PIN is your date of birth the first time you log in in the MMDDYY format. You will be prompted to change your PIN after your first log in.
5. Select Financial Aid (either on gray tab along top or under Main Menu)
6. If prompted, agree to the **TERMS AND CONDITIONS** of Financial Aid for the applicable terms. Students must agree to this before they may view their aid.
6. Once the Terms and Conditions have been agreed to, select **CLICK TO PROCEED** to return to the Financial Aid Menu.
7. Click on **AWARD**

8. Select **AWARD FOR AID YEAR** from the menu below
9. Select **AID YEAR** from the menu and then press **SUBMIT**.

10. Select the **ACCEPT AWARD OFFER** tab.

**Award Package for Award Year 2021-2022**

11. Carefully review the **ACCEPT AWARD OFFER** form which is broken into three sections.

**Section 1: Print the SUNY Award Letter (optional)**

- Oftentimes, students need a copy of their award letter to give to scholarship donors, apartment complexes, or other organizations. Students are encouraged to use the feature in Banner to print a copy of their award letter.
Award Package for Award Year 2021-2022

Options for Accept Award Offers include:

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Section 2: Accept, Reduce, or Decline the Amounts Offered

- Always accept subsidized loans before accepting unsubsidized loans.
- Awards are displayed by semester. The amounts accepted will be divided evenly between the semesters displayed.
- Contact the Financial Aid Office at finaid@buffalostate.edu to request a one-semester loan or if you will be graduating and need your aid revised.
- You may accept a partial amount by typing in the amount requested in the box indicated (see example below).
- To decline a loan, choose the Decline option in the dropdown menu.

<table>
<thead>
<tr>
<th>Award Decision</th>
<th>Status</th>
<th>Term</th>
<th>Amount</th>
<th>Accept Award</th>
<th>Accept Partial Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Direct Subsidized Loan</td>
<td>Offered to Student</td>
<td>Fall 2021</td>
<td>$2,750.00</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offered to Student</td>
<td>Spring 2022</td>
<td>$2,750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Total: $5,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fed Direct Unsubsidized Loan</td>
<td>Offered to Student</td>
<td>Fall 2021</td>
<td>$3,500.00</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td></td>
<td>Offered to Student</td>
<td>Spring 2022</td>
<td>$3,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Total: $7,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Opportunity Program</td>
<td>Accepted</td>
<td>Fall 2021</td>
<td>$1,438.00</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td></td>
<td>Accepted</td>
<td>Spring 2022</td>
<td>$1,437.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Total: $2,875.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **SUBSIDIZED LOAN**: The full amount offered, $5,500, will be accepted and split between the fall and spring semesters. The student will receive $2,750 each semester.
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- **UNSUBSIDIZED LOAN:** Since the student chose Accept and typed 4000 in the Accept Partial Amount box, $4,000 of the $7,000 will be accepted. The loan will be split between the fall and spring semesters for $2000 each.

Select **ACCEPT FULL AMOUNT ALL AWARDS** or **SUBMIT DECISION**.
- Choose **ACCEPT FULL AMOUNT ALL AWARDS** if you want to accept everything offered to you.
- Choose **SUBMIT DECISION** if you want to accept only specific awards and/or amounts and have indicated those choices using the drop-down menus and input boxes (as in the above example).
- Once you have submitted your decision, you cannot change it on your Banner. To make subsequent changes, contact the Financial Aid Office at finaid@buffalostate.edu from your Buffalo State email address. Include your Banner ID in all correspondences. You may also submit change requests in writing via the US mail, fax, or in-person at Moot Hall 230.

**Section 3: Review Unsatisfied Disbursement Requirements**

- Note that certain awards have additional requirements that must be completed in order for the funds to disburse. These Disbursements Requirements will appear under the “Submit Decision” button and also in the Eligibility Requirements section of Banner.
- The most common Disbursements Requirements are for Federal Direct and Perkins Loans and include completing Entrance Counseling and signing an electronic Master Promissory Note.

<table>
<thead>
<tr>
<th>Unsatisfied Disbursement Requirements</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Loan Entrance Counseling</td>
<td>Required Nov 20, 2020</td>
<td>Fed Direct Subsidized Loan</td>
<td></td>
</tr>
</tbody>
</table>

You are required to complete the Direct Loan Entrance Counseling at https://studentloans.gov. Buffalo State is listed as “SUNY College at Buffalo” in the list of schools; be sure to select our school so we receive notification you completed the entrance counseling requirement. Please allow 24 to 48 hours for this requirement to update in Banner after you complete the entrance.

- Click the link for the Direct Loan Entrance Counseling and Master Promissory Note and a new web browser will be opened and take you where you need to go to complete the requirement(s).
You Are America’s Smarter Investment

Considering School
I’m thinking about going to college or career school.

In School
I’m in the process of earning a degree or certificate.

Parent
I want to help my child pay for college.

In Receival
I have been found to qualify.

We’re here to help you access and manage your financial aid.

If you filled out the FAFSA® form, you may have been offered grants, work-study, and loans. Before you receive a loan or TEACH Grant, you must complete counseling and carefully review and sign your agreement.

Popular Topics

- Review Your FAFSA® Form
- Apply for a PLUS Loan for Graduate School
- Complete a Loan Agreement (Master Promissory Note/MPN)

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