

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 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)



Banner@BuffaloState

Personal Information Student **Financial Aid** Faculty/Staff Services

Search

Financial Aid

Financial Aid Status

View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Eligibility

Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

Award

View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

E-Mail Buffalo State Financial Aid Office

Please include your Banner ID and complete name. Do not include your social security number

Buffalo State Financial Aid Web Site

Buffalo State Financial Aid Web Site

Online Textbook Deferment Request

Request a textbook deferment

Cancel Your Decision to Attend Buffalo State

Notify Buffalo State that you want to cancel your college application because you will not be attending Buffalo State.

NYS Award Information Sheet

New York State Financial Aid Award Information Sheet.

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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.

The screenshot shows the Banner@BuffaloState interface. At the top, there are navigation tabs for Personal Information, Student, Financial Aid (which is selected), and Faculty/Staff Services. Below the tabs are links for HELP and EXIT. The main heading is "Required Information Pages". A message states: "You must complete the following prior to accessing your **Award**. Click on the link below to continue." Below this message is a checkbox followed by the text "Financial Aid Terms and Conditions (Spring 2015)". The checkbox is currently unchecked.





Personal Information Student **Financial Aid** Faculty/Staff Services

[HELP](#) [EXIT](#)

Terms and Conditions of Your Aid

Name: Sandy Student

Students that receive federal financial aid at Buffalo State are responsible for understanding and adhering to the following terms and conditions that govern federal financial aid eligibility. The Financial Aid Office must receive a valid FAFSA prior to the last day of classes for the semester. Additionally, students must accept loans while they are still enrolled for at least 6.0 required credit hours.

READ ALL TERMS AND CONDITIONS; HIT ACCEPT

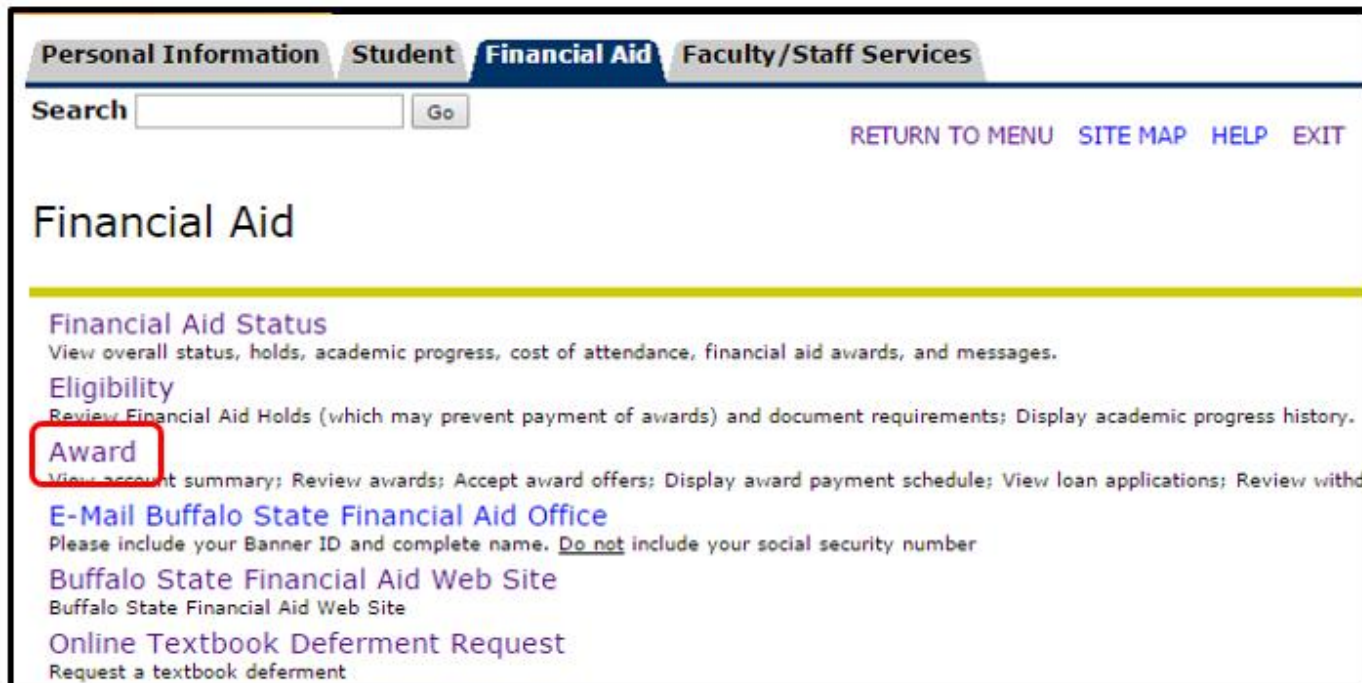
We assume that you will enroll full-time and your financial aid cost of attendance (budget) includes an allowance for tuition at a full-time rate. If you enroll less than full-time, your financial aid budget will be adjusted to reflect your actual enrollment. **You must be enrolled at least half-time (6 credit hours) in required coursework to be eligible for federal student loans for each term the loan covers.**

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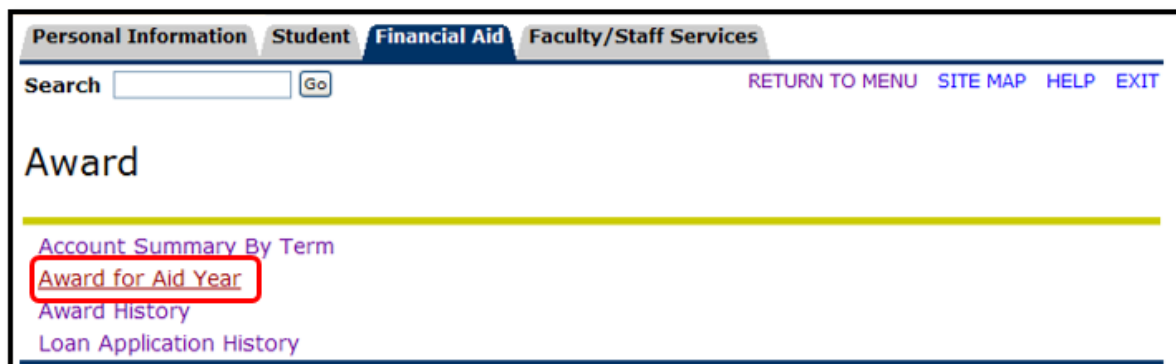
6. Once the Terms and Conditions have been agreed to, select **CLICK TO PROCEED** to return to the Financial Aid Menu.

7. Click on **AWARD**



The screenshot shows the Banner Financial Aid interface. At the top, there are navigation tabs: Personal Information, Student, Financial Aid (selected), and Faculty/Staff Services. Below the tabs is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Financial Aid'. A horizontal yellow line separates the heading from the content. The content includes several links: 'Financial Aid Status' (with a description), 'Eligibility' (with a description), 'Award' (highlighted with a red box), 'E-Mail Buffalo State Financial Aid Office' (with instructions), 'Buffalo State Financial Aid Web Site', and 'Online Textbook Deferment Request'.

8. Select **AWARD FOR AID YEAR** from the menu below



The screenshot shows the Banner Award page. At the top, there are navigation tabs: Personal Information, Student, Financial Aid (selected), and Faculty/Staff Services. Below the tabs is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Award'. A horizontal yellow line separates the heading from the content. The content includes several links: 'Account Summary By Term', 'Award for Aid Year' (highlighted with a red box), 'Award History', and 'Loan Application History'.



9. Select **AID YEAR** from the menu and then press SUBMIT.



Personal Information Student **Financial Aid** Faculty/Staff Services

Search Go

Aid Year

Select the aid year for which you are seeking information.

Select Aid Year **Not Applicable/No Value Found**

Submit

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- Award Year 2021-2022
- Award Year 2020-2021
- Award Year 2019-2020
- Award Year 2018-2019
- Award Year 2017-2018

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

Award Package for Award Year 2021-2022

General Information Award Overview **Accept Award Offer** Special Messages

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

General Information | Award Overview | **Accept Award Offer** | Special Messages

[Print SUNY Award Letter PDF](#)

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.

Award Decision

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Fed Direct Subsidized Loan	Offered to Student	Fall 2021	\$2,750.00		
	Offered to Student	Spring 2022	\$2,750.00		
	Fund Total: \$5,500.00			Accept	<input type="text"/>
Fed Direct Unsubsidized Loan	Offered to Student	Fall 2021	\$3,500.00		
	Offered to Student	Spring 2022	\$3,500.00		
	Fund Total: \$7,000.00			Accept	<input type="text" value="4000"/>
Educational Opportunity Program	Accepted Automatically	Fall 2021	\$1,438.00		
	Accepted Automatically	Spring 2022	\$1,437.00		
	Fund Total: \$2,875.00				

[Accept Full Amount All Awards](#)

[Submit Decision](#)

- **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.

- **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.

Unsatisfied Disbursement Requirements

Requirement	Status	As of Date	Fund
Federal Direct Loan Entrance Counseling		Required Nov 20, 2020	Fed Direct Subsidized Loan

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 Smartest Investment

The U.S. Department of Education's office of Federal Student Aid provides more than \$120 billion in financial aid to help pay for college or career school each year.

[Log In](#)

[Create Account](#)

Considering School

I'm thinking about going to college or a 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 Repayment

I have loans I need to repay.

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

- [Renew Your FAFSA® Form](#)
- [Apply for a PLUS Loan for Graduate School](#)
- [Complete a Loan Agreement \(Master Promissory Note/MPN\)](#)