BUFFALO STATE
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HOW TO ACCEPT FINANCIAL AID IN BANNER

THIS GUIDE WILL SHOW STUDENTS HOW TO:

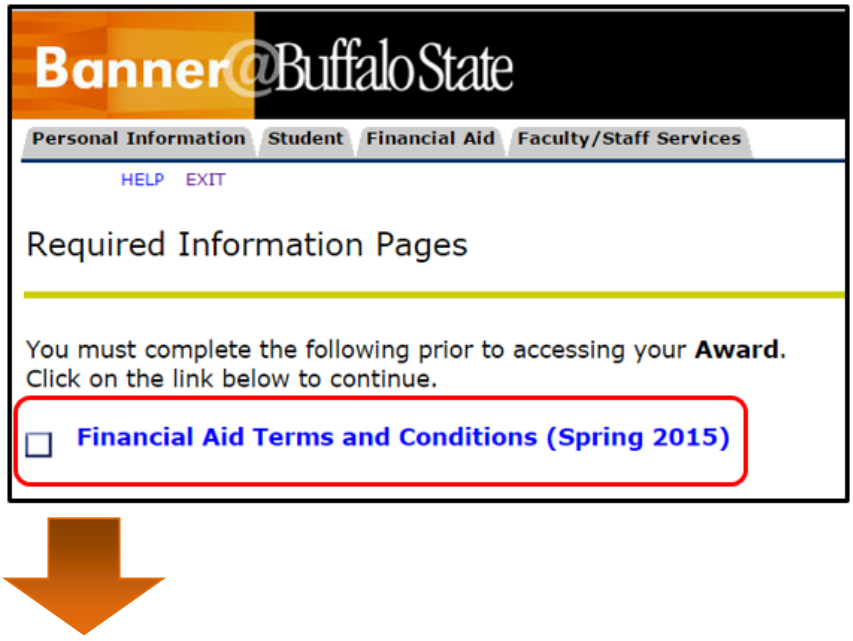
- Print your SUNY Award Letter
- View financial aid awards
- Accept / reduce / decline loans and other aid

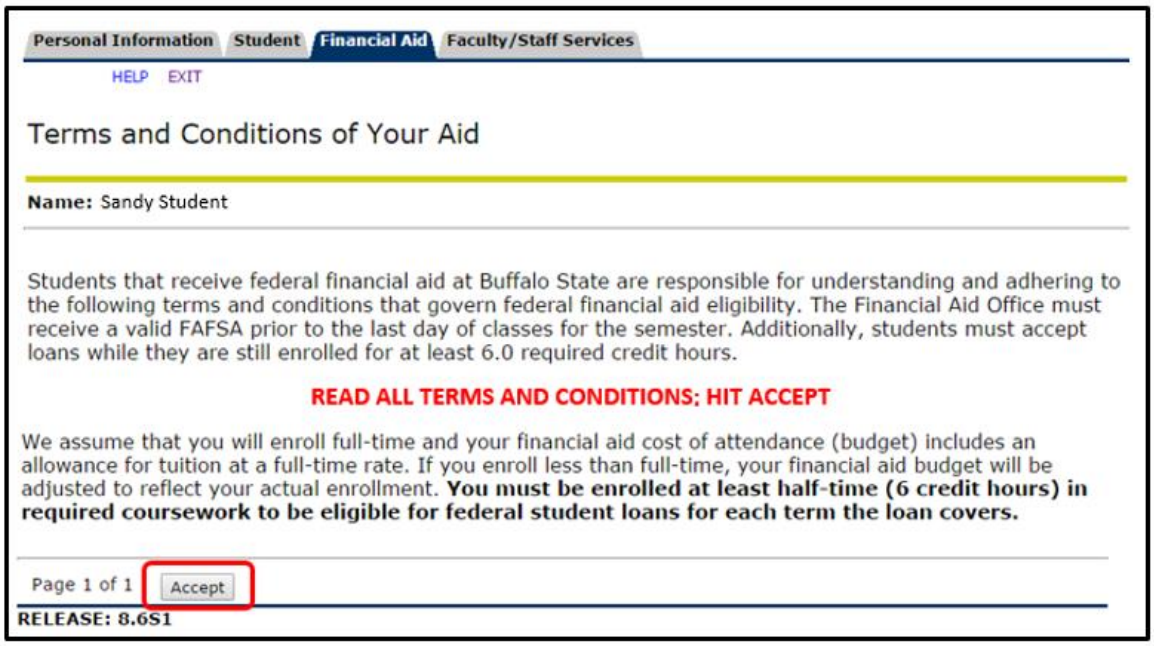
IMPORTANT NOTES:

- 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 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)

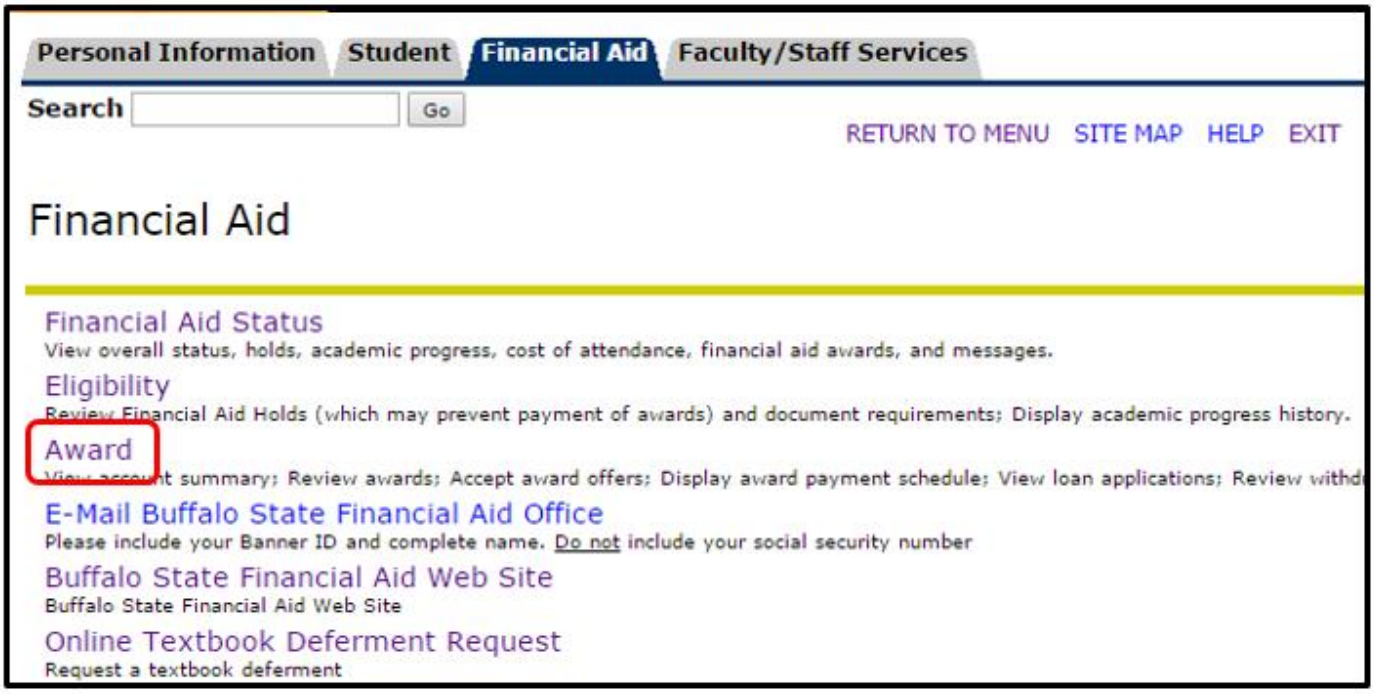
6. If prompted, agree to the TERMS AND CONDITIONS of Financial Aid for the applicable terms. Students must agree to this before they may view their aid.



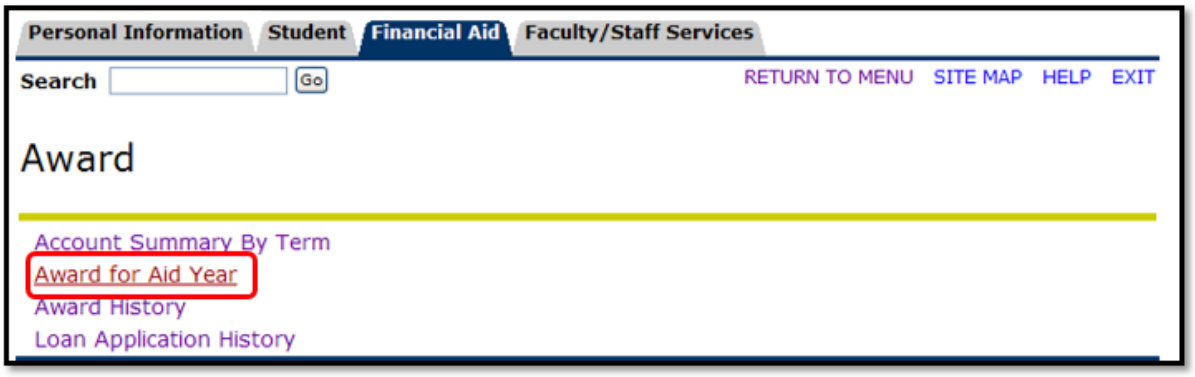


6. Once the Terms and Conditions have been agreed to, select CLICK TO PROCEED to return to the Financial Aid Menu.

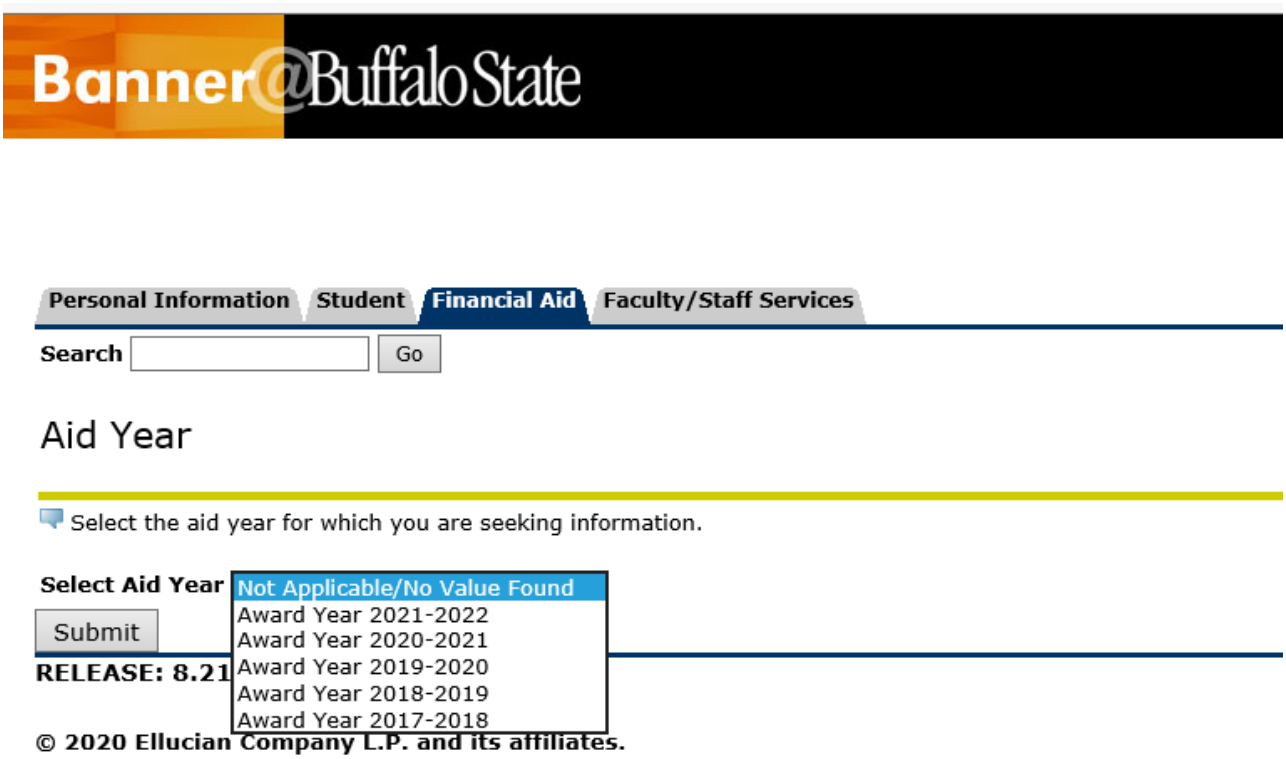
7. Click on AWARD



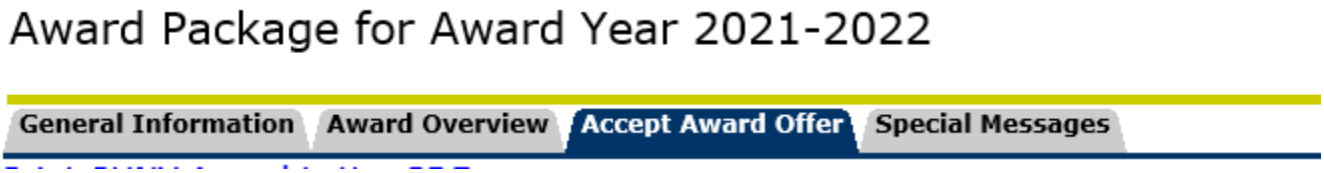
8. Select AWARD FOR AID YEAR from the menu below



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



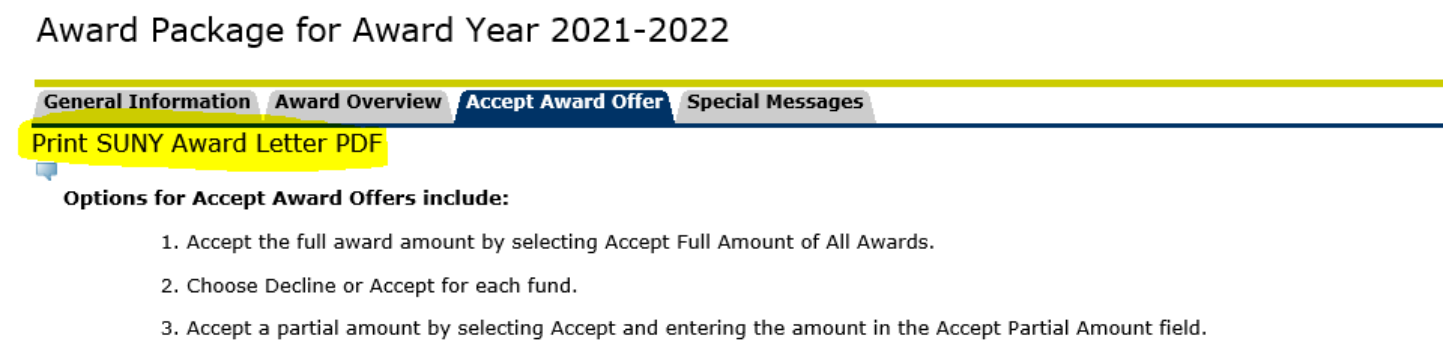
10. Select the ACCEPT AWARD OFFER tab.



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.



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	
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	4000
Educational Opportunity Progrm	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.

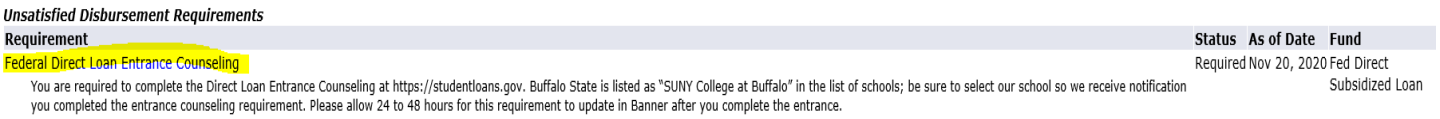
- UNSUBSIDIZED LOAN: Since the student chose Accept and typed 4000 in the Accept Partial Amount box, $4,000 of the $7,000 will be accepted. The loan will be split between the fall and spring semesters for $2000 each.

Select ACCEPT FULL AMOUNT ALL AWARDS or SUBMIT DECISION.

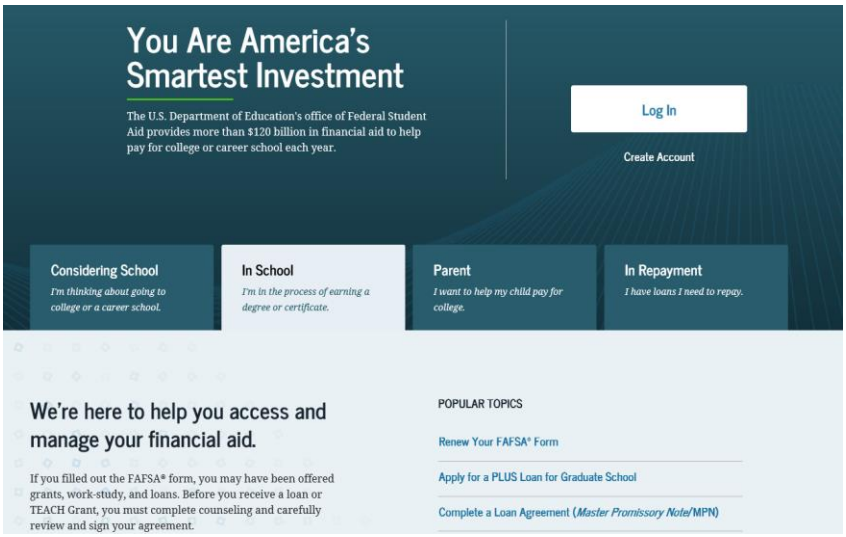
- Choose ACCEPT FULL AMOUNT ALL AWARDS if you want to accept *everything* offered to you.
- Choose SUBMIT DECISION if you want to accept only specific awards and/or amounts and have indicated those choices using the drop-down menus and input boxes (as in the above example).
- Once you have submitted 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).

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