"HOW TO" complete Aid Requirements and Accept Award Offers

Navigating Financial Aid in Student Banner:

- Go to "MYBUFFSTATE: STUDENTS": **https://suny.buffalostate.edu/students**
- In the TOOLBOX, Click on **Banner >**
- Sign into Banner using USERNAME and PASSWORD
- Verify account via text or phone
  (enter the six-digit code in the Verification Code box)
- In Banner, click on **Financial Aid** in the navigation list

Understanding the Section Tabs of the Banner Financial Aid page:

Home	Offer	Financial Aid History	Resources	Notifications	Satisfactory Academic Progress	College Financing Plan

- o **Home**
  - o **It is mandatory to COMPLETE ALL REQUIREMENTS**
    Failure to do so will prevent aid from being processed, sometimes resulting in late fees on the students bill and possibly preventing registration for the following semester

- o **Offer**
  - o **Student must decide to ACCEPT, DECLINE OR REDUCE AWARD OFFERS**
    - Loans <u>are not</u> automatically accepted
    - Federal work study <u>is not</u> automatically accepted (if eligible)
    - Failure to submit a decision regarding loan or work study offers will result in repetitive notices and eventually the cancellation of funds

- o **Financial Aid History -** View awards from prior semesters/years

- o **Resources**
  - ▪ **Terms and Conditions attached to certain awards/scholarships**
    - Provides awareness of what student must maintain to continue receiving certain awards (e.g., GPA, on-campus status, in-state student, full-time enrollment, and more)

- o **Notifications**
  - ▪ **Messages from BSU Financial Aid Advisor/Staff to individual student**
    - Important personalized notices to students with specific directives regarding aid or outstanding requirements

- o **Satisfactory Academic Progress**
  - ▪ **Student must be making acceptable academic progress toward completing a degree or certificate.**
    Understanding **SAP STATUS**
    - If progress is unsatisfactory, appeals are made through the Academic Standards Office
    - Get Academic Help

- o **College Financing Plan**
  - ▪ **Federal Award Information**
    - Currently re-directs to NYS SUNY Award sheet