

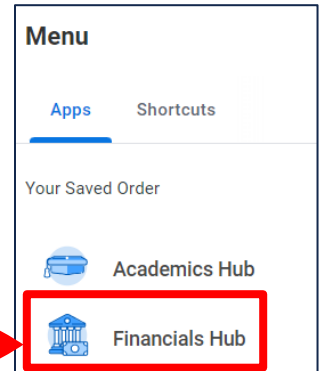
Description: This quick guide demonstrates how to view your financial aid package.

Applies to: Students

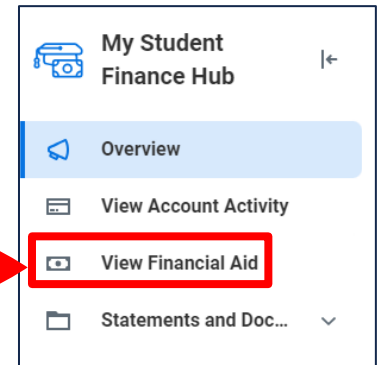
VIEW FINANCIAL AID

Students can view their Financial Aid package in Workday through the Financials Hub.

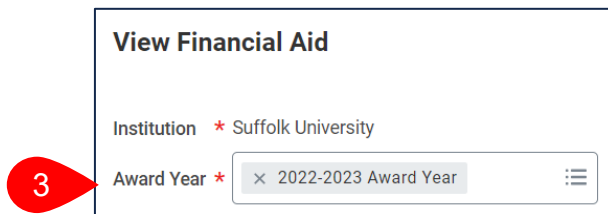
1. From the Global Navigation Menu, select the **Financials Hub**.



2. Select **View Financial Aid** on the left hand navigation pane.



3. Select the **Award Year**. Click **OK**.



4. The **View Financial Aid** report opens.

a. Select the **Excel icon** to export the report to an Excel spreadsheet.

b. Select the **PDF icon** to export the report to PDF and print for your records.

The screenshot shows the 'View Financial Aid' report page. On the left is a table of financial aid details. On the right is a bar chart showing estimated financial aid for Fall 2022 and Spring 2023. Callout 'a' points to the 'Export to Excel file' button, and callout 'b' points to the 'Export to PDF' button.

Estimated Financial Aid	
Grants and Scholarships	30,100.00
Loans	0.00
Employment	0.00
Total Financial Aid	30,100.00
Total Estimated Costs	43,332.00
Out of Pocket Without Loans	13,232.00
Out of Pocket With Loans	13,232.00

Term	Grants and Scholarships	Loans	Employment
Fall 2022	15,000	0	0
Spring 2023	15,000	0	0

5. Navigate to the **Financial Aid Overview** tab to view your **Award Year Summary**.
 - a. All awards are automatically accepted. If you wish to decline your financial aid award(s), select **Accept/Decline Awards**.
 - b. Select **Print Offer** to print a PDF of your Financial Aid Offer letter.
 - c. Select **Print College Financing Plan** to print a PDF of your financing plan.

5 **Financial Aid Overview** Estimated Costs

2022-2023 Award Year Summary

Total Amount Offered 30,100.00
 Total Amount Accepted 30,100.00

2 items

Academic Period	Amount Offered	Amount Accepted
Fall 2022	15,050.00	15,050.00
Spring 2023	15,050.00	15,050.00

a Accept/Decline Awards b Print Offer c Print College Financing Plan

6. Navigate to the **Awards Breakdown** section to review awards by academic period.

6 **Awards Breakdown**

Fall 2022 Awards

3 items

Award Type	Amount Offered	Amount Accepted	Status	Disbursement Schedule	
				Anticipated Disbursement Date	Anticipated Disbursement Amount
Deans Scholarship	11,000.00	11,000.00	Accepted	06/08/2023	11,000.00
Family Discount Plan	250.00	250.00	Accepted	06/08/2023	250.00
Gleason Archer Scholarship	3,800.00	3,800.00	Accepted	06/08/2023	3,800.00

Spring 2023 Awards

3 items

Award Type	Amount Offered	Amount Accepted	Status	Disbursement Schedule	
				Anticipated Disbursement Date	Anticipated Disbursement Amount
Deans Scholarship	11,000.00	11,000.00	Accepted	06/08/2023	11,000.00
Family Discount Plan	250.00	250.00	Accepted	06/08/2023	250.00
Gleason Archer Scholarship	3,800.00	3,800.00	Accepted	06/08/2023	3,800.00

7. Navigate to the **Estimated Costs** tab to review estimated cost of attendance.

Financial Aid **7** **Estimated Costs**

Estimated Cost Summary 2022-2023 Award Year

Total Estimated Costs 43,332.00

2 items

Academic Period	Total Estimated Institutional Costs	Total Estimated Non-Institutional Costs
Fall 2022	21,666.00	0.00
Spring 2023	21,666.00	0.00

8. Navigate to the **Estimated Cost Breakdown** to review estimated costs by academic period.

8 **Estimated Cost Breakdown**

Fall 2022 Estimated Costs

2 items

Cost Type	Estimated Institutional Costs	Estimated Non-Institutional Costs
Tuition	21,395.00	0.00
Mandatory Fees	271.00	0.00

Spring 2023 Estimated Costs

2 items

Cost Type	Estimated Institutional Costs	Estimated Non-Institutional Costs
Mandatory Fees	271.00	0.00
Tuition	21,395.00	0.00