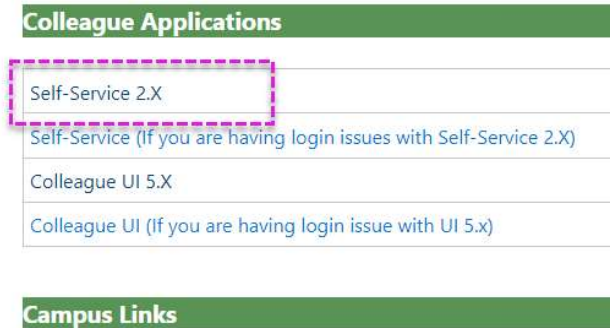


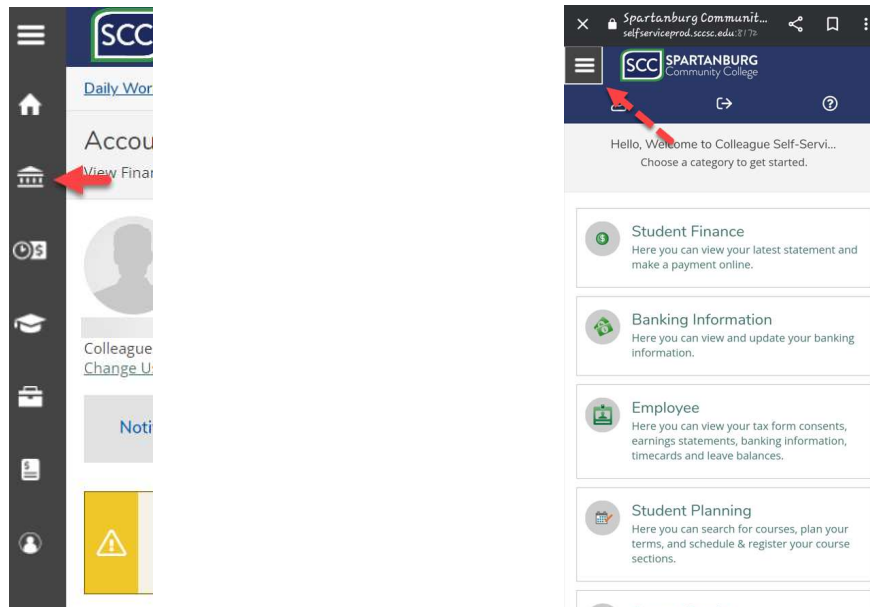
Instructions for Viewing your Financial Aid Balance

With the last update to the systems within financial aid, **the way that students check the balance on their account has changed slightly** and you may have to look a little further than you have in the past.

In order to locate your most accurate balance, you will need to look at your Account Activity screen within the Self-Service section of your portal.



Once in Self-Service, in order to view your account activity, locate the gray bar on the left of your computer screen within self-service that acts as a menu (it is at the top of the screen with 3 lines if you are using a mobile device) Click on the bank (3rd icon down) then Student Finance, then Account Activity. This page will show you what charges you have incurred and how your financial aid is anticipated to be applied to your account. You will then need to follow the instructions from the PDF attached to this email and click on the blue calculator beside the “restricted award” notation to view accurate balance information before accounts are updated each semester when the funds come into the college.



If you are anticipated to be awarded a Pell grant that covers the cost of your tuition and fees, you will simply check the circles on your Account Activity screen for your anticipated balance.

If other restricted awards (like state awards or the Live to Chase Initiative) are necessary to cover the cost of your tuition, here are the steps that you must follow:

- Once in your Account Activity Screen in Self-Service, click on the gray bar that says Financial Aid.

Account Activity (Admin)

View Financial Activity for Account Holders

Student Name
Colleague ID: [redacted]
Change User

Alert: As you register for classes, you can pay online. A 2% service fee will be applied to all payments. The minimum service fee will be \$0.25. There is no convenience fee for e-check transactions. Anticipated Financial Aid information is updated nightly based on your selected courses. If you are registering for classes or otherwise changing your schedule, please check the "Make a Payment" screen the following day for your current balance. For additional information click on "Account Activity".

Term: Fall Reporting Term 2022 - Balance: \$1,148.00

Charges: \$3,029.00
Payments: \$8.00
Financial Aid: \$1,873.00
Balance: \$1,148.00

| | |
|----------------|-------------------|
| Charges | \$3,029.00 |
| Payments | \$8.00 |
| Financial Aid | \$1,873.00 |
| Balance | \$1,148.00 |

- The types of aid that you qualify for will be listed there. On the far right, some of the awards are marked as restricted.

Term: Fall Reporting Term 2022 - Balance: \$1,148.00

Charges: \$3,029.00
Payments: \$8.00
Financial Aid: \$1,873.00
Balance: \$1,148.00

| Award | Awarded | Term | Disbursed | Anticipated | Other Terms | Loan Fee | Currently Ineligible |
|-------------------------------------|------------|--------------------------|-----------|-------------|-------------|----------|-----------------------------|
| Pell Grant - D7 | \$1,873.00 | Fall Reporting Term 2022 | | \$1,873.00 | | | \$1,873.00 |
| Lottery Assistance D7 | \$1,275.00 | Fall Reporting Term 2022 | | | | | \$1,275.00 Restricted Award |
| SCWINS - Tuition - Regular Students | \$975.00 | Fall Reporting Term 2022 | | | | | \$975.00 Restricted Award |
| Free Tuition Initiative | \$3,243.00 | Fall Reporting Term 2022 | | | | | \$3,243.00 Restricted Award |
| Total | | | \$0.00 | \$1,873.00 | | | |

Balance: \$1,148.00

- Beside that note is a little blue calculator. When you click on the calculator, it brings up another small window that shows what your anticipated balance will be for the fall.

This is an example that does not accurately portray each student's financial aid balance.

Estimated Amount

This is a potential amount and does not reflect actual aid.

Your estimated award amount is:

| | |
|--|-------------------|
| Lottery Assistance D7 | \$1,058.00 |
| SCWINS - Tuition - Regular Students | \$0.00 |
| Free Tuition Initiative | \$0.00 |
| Total | \$1,058.00 |
| Based on this calculation, your remaining balance would be: | \$390.00 |

Anticipated balance

Charges: \$3,029.00
 Payments: \$8.00
 Financial Aid: \$1,873.00
 Balance: \$1,148.00

Because of the changes to the system, **when you go to pay your balance online, your portal is not showing the correct balance**, as it is not taking into account the restricted awards. The balance circles will not update until funds come into the college in October for the fall semester, March for the spring, and June for the summer.

If you owe a balance and would like to go ahead and make a payment on that balance through your student portal, you will need to **manually change the amount to the number showing in the window that appears after you click on the calculator in your Account Activity screen**, and then process the payment. You can also contact the Business Office at 864-592-4690 to process your payment over the phone.

****Please contact the Financial Aid Office before setting up a payment plan if you have questions about your aid or balance. 864-592-4810 OR fa-questions@scsc.edu ****