

# FINANCIAL AID SELF- SERVICE GUIDE

# Financial Aid Home

**1** Financial Aid Application Being Reviewed  
Currently your financial aid application is being evaluated by the Financial Aid office to determine if you are eligible to receive any financial aid awards. You will receive a notification once this evaluation has been completed.

**2** Student Finance Account Summary  
Amount Due 12/7/2018 \$0.00  
Amount Overdue \$0.00  
Total Amount Due \$0.00  
[Go to Account Summary](#)

**3** Checklist

✓	Completed	<a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
✓	Completed	<a href="#">Complete required documents</a>
🔄	In-Progress	<a href="#">Your application is being reviewed by the Financial Aid Office</a>
⚠️	Action Needed	<a href="#">Review and accept your Financial Aid Award Package</a>
⚠️	Action Needed	<a href="#">Complete Direct Loan Entrance Counseling</a>
⚠️	Action Needed	<a href="#">Sign a Direct Loan Master Promissory Note</a>
✓	Available	<a href="#">Review your Financial Aid Award Letter</a>

**4** Loan History

00980000	\$21,133
00232500	\$19,241

**5** Resources

**5** Form Links  
[Grad PLUS Origination Form](#)

**6** Helpful Links  
[FAFSA Application](#)  
[Entrance Counseling](#)  
[Master Promissory Note](#)  
[NSLDS Information](#)  
[FAQ](#)

The financial aid home page provides a general overview for the student.

1. This banner will change depending on what step you are at in the financial aid process. Keep an eye out for any new updates
2. The Student Finance Account Summary will let you know the tuition due date and if you have a current balance
3. Your checklist will show completed items and items that need to be completed. Links listed in the checklist will take you to that associated page.
4. A brief summary of your loan history
5. Common forms that may be needed to complete the financial aid process
6. Helpful websites

The screenshot shows a student portal interface with a dark sidebar on the left containing navigation icons. The main content area is divided into several sections:

- Completed:** Sign a PLUS Loan Master Promissory Note. Your MPN Expires on 8/10/2027.
- Available:** [Review your Financial Aid Award Letter](#)
- Loan History:**

00980000	\$21,133
	\$19,241
<b>Total Loan Amount:</b>	<b>\$29,491</b>
- 7 Pell Lifetime Eligibility Used:**

Pell Lifetime Eligibility Used	0.000%
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- 8 Financial Aid Counselor:**

Office of Student Fin. Aid	<a href="tel:3129426256">3129426256</a>	<a href="#">Contact Financial Aid Office</a>
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At the bottom of the page, there is a footer: ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)





7. The Pell Lifetime Eligibility Used is only relevant to undergraduate students. This shows how much Pell the student has used.
8. The contact information for the Office of Financial Aid. Please reach out if you have questions!

# Required Documents

**Required Financial Aid Documents**

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Select an Award Year: 2018-19 Academic Year  [✉ Contact Financial Aid Office](#)

Incomplete	Complete
 <b>Incomplete</b>	 <b>Received</b> 07/16/2018
<b>18-19 M1 Credit Policy Stmt Test</b> All first year medical students are required to submit the Credit Policy Statement. This can be submitted in person, via fax, or email. <a href="#">Credit Policy Statement</a>	<b>18-19 Work-Study Paper Ret</b>
	 <b>Waived</b> 03/07/2018
	<b>18-19 Projected Enrollment</b> Please complete the online projected enrollment form at the link below. <a href="#">Projected Enrollment Form</a>
	 <b>Received</b> 03/06/2018
	<b>18-19 Fafsa</b> Please complete your 2018-2019 FAFSA online at the link below. <a href="#">FAFSA</a>

The “Required Documents” page will list your incomplete and completed documents for the selected academic year. In each section you will find more information about the document and a direct link to the document. Clicking on a link will open the document in a new page. These documents can be saved to a device or printed. Some documents may not have links and may require you to send our office an email. This can be done by clicking on the “Contact Financial Aid Office” link.

# My Awards

Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>College of Health Sciences Schol</b> ↳ <a href="#">View award</a>	Accepted	\$6,000.00	\$2,000.00	\$2,000.00	\$2,000.00
<b>Work</b> Money you work for 17%		\$7,560.00			
Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>Fed College Work-Study</b> ↳ <a href="#">View award</a>	Accepted	\$7,560.00	\$2,520.00	\$2,520.00	\$2,520.00
<b>Loans</b> Money you have to pay back 69%		\$10,250.00			
Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>Unsubsidized Loans</b> ↳ <a href="#">View loan</a>	In Review	\$10,250.00	\$0.00	\$0.00	\$10,250.00
<b>Award Total</b>					
Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>Total Awards</b> ↳ <a href="#">Accept or Decline All</a>		\$23,810.00	\$4,520.00	\$4,520.00	\$14,770.00
<b>Loan Requirements Checklist</b>					
⚠ Incomplete	<a href="#">Complete Direct Loan Entrance Counseling</a>				
⚠ Incomplete	<a href="#">Sign a Direct Loan Master Promissory Note</a>				
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On the “My Awards” page you will see all your awards for that selected year. You will first see all scholarships and grants, work study, and then loans. For each type of award you will see the name, status, total awarded amount and the amount per term.

Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
Fed College Work-Study <a href="#">View award</a>	Accepted	\$7,560.00	\$2,520.00	\$2,520.00	\$2,520.00
Loans Money you have to pay back		\$30,750.00			
Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
Unsubsidized Loans <a href="#">Accept or Decline</a>	Pending	\$30,750.00	\$10,250.00	\$10,250.00	\$10,250.00
Award Total					
Award	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS	
Total Awards <a href="#">Accept or Decline All</a>	\$44,310.00	\$14,770.00	\$14,770.00	\$14,770.00	
Loan Requirements Checklist					
	Incomplete	<a href="#">Complete Direct Loan Entrance Counseling</a>			
	Incomplete	<a href="#">Sign a Direct Loan Master Promissory Note</a>			
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There are two ways to accept your loans through the “My Awards” page

1. By term:
2. By year:

Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
Fed College Work-Study <a href="#">View award</a>	Accepted	\$7,560.00	\$2,520.00	\$2,520.00	\$2,520.00

**Loans**  
Money you have to pay back \$30,750.00

Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>Unsubsidized Loans</b> <a href="#">Close</a>	Pending	\$30,750.00	\$10,250.00	\$10,250.00	\$10,250.00
<b>Direct Unsub Stafford Loan</b>	Offered	\$20,500.00	\$10,250.00	\$10,250.00	\$0.00

*Check the terms you will be attending.*

2018 Fall: Con and Chs \$ 10,250.00

2019 Spring: CON and CHS \$ 10,250.00

2019 Summer: CON and CHS \$0.00

**Total** **\$20,500.00**

**Direct Unsub Stafford Loan** Offered \$10,250.00 \$0.00 \$0.00 \$10,250.00

*Check the terms you will be attending.*

2018 Fall: Con and Chs \$0.00

2019 Spring: CON and CHS \$0.00

2019 Summer: CON and CHS \$ 10,250.00

**Total** **\$10,250.00**

**Direct Unsub Stafford Loan**

*You may accept the entire loan amount, change the loan amount, or decline the entire loan amount.*

**About Direct Unsub Stafford Loan**

Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.

1. **By term: Clicking Accept or Decline, will open a new section under the selected loan. Above we see more details about the Direct Unsub Stafford Loan such as the amount that is offered per term. The option is given to accept the entire loan, change the amount of the loan or decline the entire loan amount.**

~ View Award

**Loans**  
Money you have to pay back \$35,027.00

Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>Unsubsidized Loans</b> ~ View Loan	In Review	\$10,250.00	\$0.00	\$0.00	\$10,250.00
<b>Grad PLUS Loans</b> ~ Accept or Decline	Estimated	\$24,777.00	\$9,816.00	\$9,815.00	\$5,146.00
<b>Award Total</b>					
		<b>Total Awarded Amount</b>	<b>2018 Fall: Con and Chs</b>	<b>2019 Spring: CON and CHS</b>	<b>2019 Summer: CON and CHS</b>
<b>Total Awards</b> ~ Close		<b>\$48,587.00</b>	<b>\$14,336.00</b>	<b>\$14,335.00</b>	<b>\$19,916.00</b>

This allows you to accept or decline any awards that are still Pending. Please review your awards package before accepting or declining all your pending awards.

**Loan Requirements Checklist**

▲ Incomplete	<a href="#">Complete Direct Loan Entrance Counseling</a>
▲ Incomplete	<a href="#">Complete PLUS Loan Entrance Counseling</a>
▲ Incomplete	<a href="#">Sign a Direct Loan Master Promissory Note</a>
▲ Incomplete	<a href="#">Sign a PLUS Loan Master Promissory Note</a>

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**2. By year: Likewise clicking “Accept or Decline” under Award Total will open a new section. This shows the total awards amount per term and only gives the option to Accept All or Decline All**



~ View award

**Loans** \$35,027.00  
 Money you have to pay back

Award	Status	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>Unsubsidized Loans</b> ~ View Loan	In Review	\$10,250.00	\$0.00	\$0.00	\$10,250.00
<b>Grad PLUS Loans</b> ~ Accept or Decline	Estimated	\$24,777.00	\$9,816.00	\$9,815.00	\$5,146.00

**Award Total**

Award	Total Awarded Amount	2018 Fall: Con and Chs	2019 Spring: CON and CHS	2019 Summer: CON and CHS
<b>Total Awards</b> ~ Close	<b>\$48,587.00</b>	\$14,336.00	\$14,335.00	\$19,916.00

This allows you to accept or decline any awards that are still Pending. Please review your awards package before accepting or declining all your pending awards.

### 3 Loan Requirements Checklist

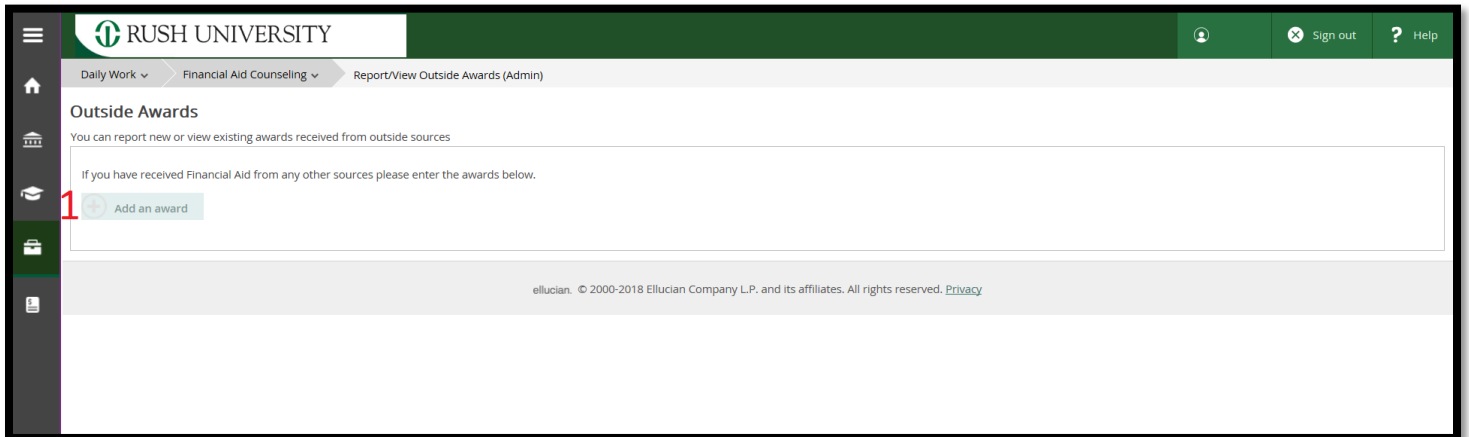
▲ Incomplete	<a href="#">Complete Direct Loan Entrance Counseling</a>
▲ Incomplete	<a href="#">Complete PLUS Loan Entrance Counseling</a>
▲ Incomplete	<a href="#">Sign a Direct Loan Master Promissory Note</a>
▲ Incomplete	<a href="#">Sign a PLUS Loan Master Promissory Note</a>

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3. Lastly the Loan Requirement Checklist displayed at the bottom of the page shows if the Master Promissory Notes or Entrance Counseling have been completed. Clicking the link will take the student directly to studentloans.gov, which is where they can be completed.

# Report/View Outside Award

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**This page will allow you to notify our office about awards you have been awarded outside of Rush University. Selecting “Add an Award” will bring up a new dialogue box.**

RUSH UNIVERSITY

Financial Information > Financial Aid > Report/View Outside Awards

dhughes4 Sign out Help

### Outside Awards

You can report new or view existing awards received from outside sources

Select an Award Year: 2018-19 Academic Year [Contact Financial Aid Office](#)

If you have received Financial Aid from any other sources please enter the details below

+ Add an award

#### Enter outside award details

Award \*  
Seniors Rotary Club Scholarship

Award Type  
Scholarship

Funding Source \*  
Rotary Club

Award Amount \*  
5,000.00

Cancel Add Award

**For example, you would use this form to notify our office of a \$5,000 scholarship you have received from your local rotary club. Be sure to select “Add Award” when done.**

# Request a New Loan

RUSH UNIVERSITY

Financial Information > Financial Aid > Request a New Loan

### Request a New Loan

You can request a new loan and review submitted loan requests.

Select an Award Year: 2018-19 Academic Year [Contact Financial Aid Office](#)

Enter Loan Amount | Select Periods | Review & Submit | Confirmation

#### Enter the Requested Amount

**1**  Request \$17,217.00 in loans

This is based on the current information we have on file.

Estimated Cost of Attendance	\$61,527.00
Potential Financial Aid	— \$44,310.00
Remaining Cost	= \$17,217.00

Comments

**2**  Request other amount:

\$ 5,000

Next

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When requesting a new loan you are presented with two options:

1. To request the remaining cost of attendance after potential financial aid. In the example above the student has \$17,217 they could request in new loans
2. A specified amount. In the example above the student wants to request \$5,000

RUSH UNIVERSITY

Financial Information > Financial Aid > Request a New Loan

**Request a New Loan**  
You can request a new loan and review submitted loan requests.

Select an Award Year: 2018-19 Academic Year [Contact Financial Aid Office](#)

Enter Loan Amount
  **Select Periods**
 Review & Submit
  Confirmation

**Select Award Periods**

Check the terms you will be attending:

<input checked="" type="checkbox"/> 2018 Fall: Con and Chs	\$1,667
<input checked="" type="checkbox"/> 2019 Spring: CON and CHS	\$1,667
<input checked="" type="checkbox"/> 2019 Summer: CON and CHS	\$1,666
<b>You are requesting</b>	<b>\$5,000</b>

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The next steps are to verify what terms you will be attending, then review and submit the request. The request will then be reviewed by a financial aid counselor. The office may contact the student to discuss the request.

# Award Letter

**RUSH UNIVERSITY** tflloyd1 Sign out Help

Daily Work > Financial Aid Counseling > Award Letter (Admin)

## Award Letter

Please review your award letter and contact the Financial Aid office for any questions

**Ms. Firstname Lastname**  
Student ID: 0000000  
[Change User](#)

Select an Award Year: 2018-19 Academic Year [Contact Financial Aid Office](#)

2018-19 Academic Year	\$57,983.00
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[Award Letter](#)

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**RUSH UNIVERSITY**

Rush University  
600 S Paulina St  
Suite 400  
Chicago, IL 60612  
3129426256

Ms. Firstname Lastname  
123 Anystreet Ave  
Anytown, IL 11111

Date: 12/7/2018  
Student ID: 0000000  
Award Year: 2018-19 Academic Year

The “Award Letter” page will allow you to view and print out your letter for the selected academic year. Clicking on the words “Award Letter” that is circled in red will open a new window. In this window, will be a PDF copy of your award letter than can either be saved on your chosen device or printed.