FINANCIAL AID SELF-SERVICE GUIDE
Financial Aid Home

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
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!
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.
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.
There are two ways to accept your loans through the “My Awards” page

1. By term:
2. By year:
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.
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
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.
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.
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.
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
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.
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.