

# WASHINGTON & JEFFERSON COLLEGE

Office of Financial Aid

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## Financial Aid Self-Service Student Manual

( April, 2021)



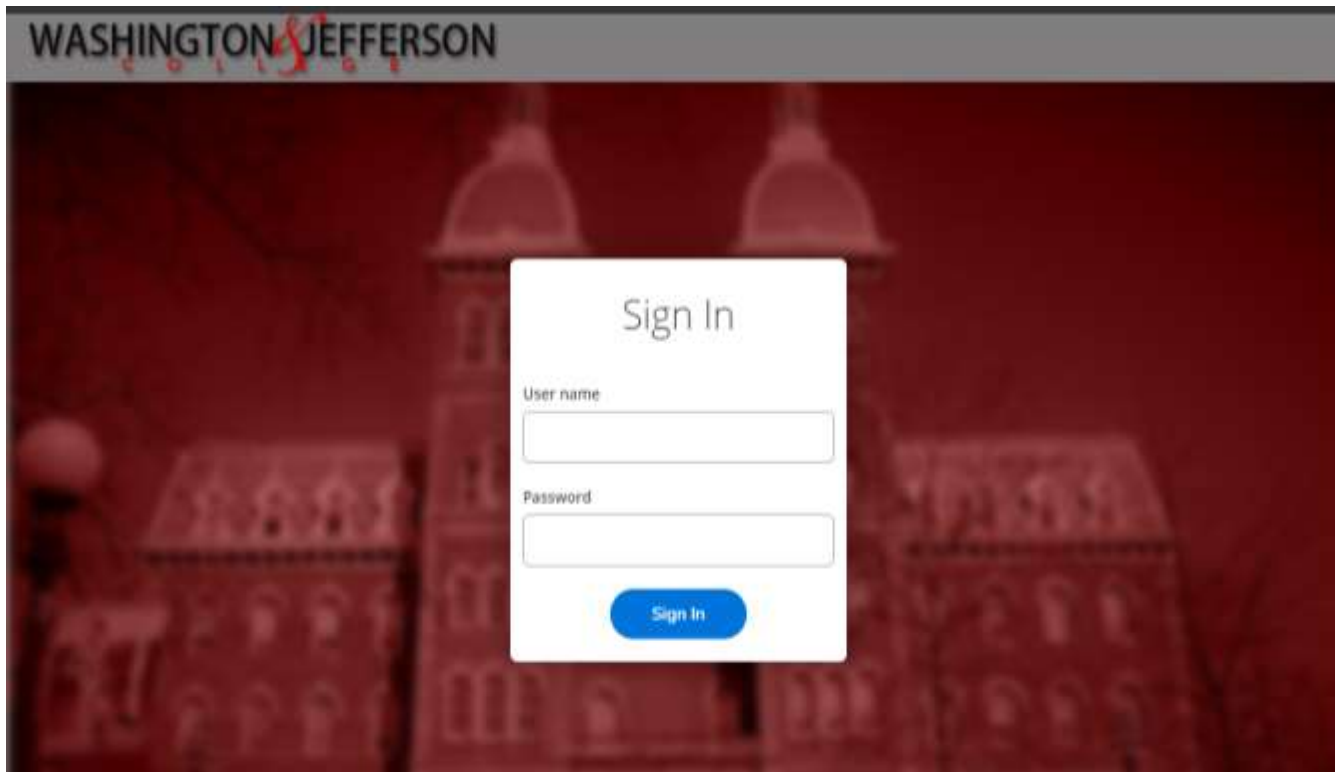
# Financial Aid Self-Service Student Manual

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## Financial Aid Self-Service

Login to <https://jaysource.washjeff.edu/Student>.

You will use the same username and password as your college E-mail account.










# Financial Aid Self-Service Student Manual

## Financial Aid Self-Service Home Page

Click on "Financial Aid" to get started.

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

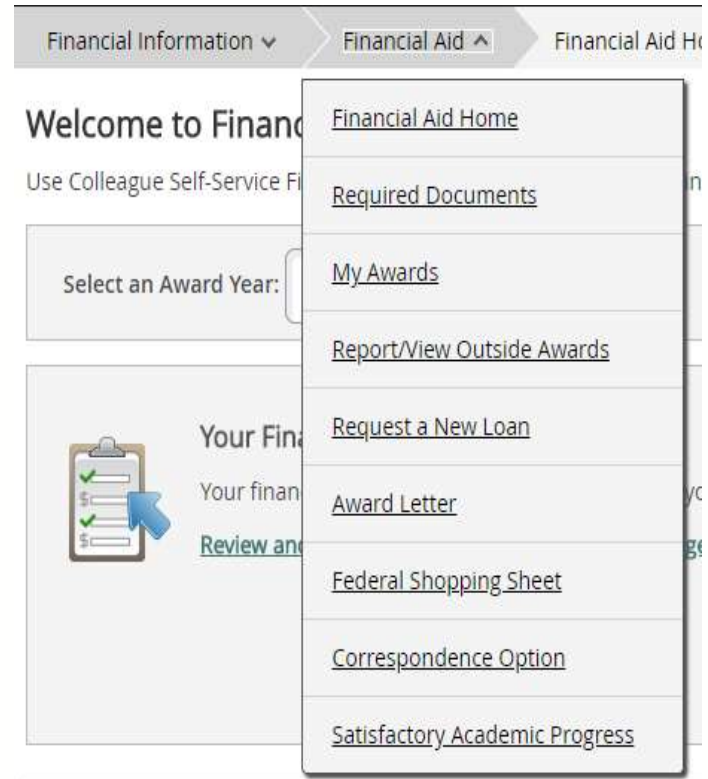
 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.
 <b>Enrollment Verifications</b> Here you can view and request an enrollment verification.	

# Financial Aid Self-Service Student Manual

## Financial Aid Menu

You can also access the financial aid tabs under the “Financial Aid” header.

- The FA Menu Includes:
  - Financial Aid Home
  - Required Documents
  - My Awards
  - Report/View Outside Awards
  - Request a New Loan
  - Award Letter
  - College Financing Plan (Federal Shopping Sheet)
  - Correspondence Option
  - Satisfactory Academic Progress





# Financial Aid Self-Service Student Manual


## Financial Aid Home Page

Select the academic year to review.

**Welcome to Financial Aid!**  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2019/2020 Academic Year  [Contact Financial Aid Office](#)

 **Your Financial Aid Package is now ready!**  
Your financial aid award package is now ready for your review and acceptance.  
[Review and accept your Financial Aid Award Package](#)

 **Student Finance Account Summary**  
Amount Due 7/13/2018  
\$0.00  
Amount Overdue  
\$0.00  
Total Amount Due  
\$0.00  
[Go to Account Summary](#)

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

**Resources**


**Helpful Links**

- [FAFSA Application](#)
- [Entrance Counseling](#)
- [Master Promissory Note](#)
- [PLUS Loan Application](#)
- [NSLDS Information](#)

# Financial Aid Self-Service Student Manual

## Complete Checklist Items


Click on the “Action Needed” items highlighted in yellow.



**You have missing documents!**

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

[Complete required documents](#)



**Student Finance Account Summary**

Amount Due 7/18/2018  
\$0.00

Amount Overdue  
\$0.00

**Total Amount Due**  
\$0.00

[Go to Account Summary](#)





Checklist	
✓	Completed Submit a Free Application for Federal Student Aid (FAFSA)
⚠	Action Needed <a href="#">Complete required documents</a>
	Not Available Your application is being reviewed by the Financial Aid Office
	Not Available <a href="#">Review and accept your Financial Aid Award Package</a>
	Not Available <a href="#">Review and sign your Financial Aid Award Letter</a>

Resources
Helpful Links
<a href="#">FAFSA Application</a>
<a href="#">Entrance Counseling</a>
<a href="#">Master Promissory Note</a>
<a href="#">PLUS Loan Application</a>
<a href="#">NSLDS Information</a>

# Financial Aid Self-Service Student Manual

## Complete Required Documents

Here you will be able to see the received and incomplete documents to be submitted. To submit a document please click on the “manage” button under the column titled “attachments”. You will then be able to upload an attachment.


Document	Explanation	Due Date	Status	Attachments
Verification Worksheet	Your Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Please submit a copy ... <a href="#">more</a>		Incomplete	
2018 Parent Tax Transcript	Please submit a copy of your parent's 2018 IRS tax return transcript to the Financial Aid Office. <a href="#">Internal Revenue Service</a>		Incomplete	
2018 Parent W2's	Please submit a copy of your parent's 2018 W2s to the Financial Aid Office. <a href="#">Internal Revenue Service</a>		Incomplete	
2018 Student W2's	Please submit a copy of your 2018 W2s to the Financial Aid Office. <a href="#">Internal Revenue Service</a>		Incomplete	
20/21 Electronic ISir	The Financial Aid Office has received your 2020-2021 Free Application for Federal Student Aid (FAFSA). <a href="#">FAFSA</a>	11/15/2019	Received	


# Financial Aid Self-Service Student Manual



## Review & Accept your Financial Aid Award Package

Select an Award Year:  [Contact Financial Aid Office](#)

 **Your Financial Aid Package is now ready!**  
Your financial aid award package is now ready for your review and acceptance.  
[Review and accept your Financial Aid Award Package](#)

 **Student Finance Account Summary**

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⚠	Action Needed	<a href="#">Sign a Direct Loan Master Promissory Note</a>
⚠	Action Needed	<a href="#">Review and sign your Financial Aid Award Letter</a>



Resources
<a href="#">Helpful Links</a>
<a href="#">FAFSA Application</a>
<a href="#">Entrance Counseling</a>
<a href="#">Master Promissory Note</a>
<a href="#">PLUS Loan Application</a>
<a href="#">NSLDS Information</a>
<a href="#">PHEAA</a>
<a href="#">Satisfactory Academic Progress</a>



# Financial Aid Self-Service Student Manual



## My Awards

Click “Accept or Decline” under the award name.

You only accept or decline awards in an “Offered” status.

**Work**  
Money you work for \$2,000.00

Award	Status	Total Awarded Amount	2018 Fall	2019 Spring
<b>Federal Work Study</b> <a href="#">▼ Accept or Decline</a>	Offered	\$2,000.00	\$1,000.00	\$1,000.00

*Check the terms you will be attending.*

<input checked="" type="checkbox"/> 2018 Fall	\$1,000.00
<input checked="" type="checkbox"/> 2019 Spring	\$1,000.00
<b>Total</b>	<b>\$2,000.00</b>

**You may accept or decline the amount.**

Reset Decline Accept

# Financial Aid Self-Service Student Manual



## Award Total

You can accept or decline any remaining awards that are pending by clicking “Accept or Decline All” under “Total Awards.”

Award Total			
Award	Total Awarded Amount	2018 Fall	2019 Spring
Total Awards ▼ <a href="#">Accept or Decline All</a>	\$2,000.00	\$1,000.00	\$1,000.00
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.			
		<input type="button" value="Decline All"/>	<input type="button" value="Accept All"/>

# Financial Aid Self-Service Student Manual

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## Report / View Outside Awards

Here you can notify the office of financial aid of any outside scholarship(s) you have received. You must also submit a paper copy of the award letter / notification from the scholarship organization.


### Outside Awards

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

Select an Award Year:

 [Contact Financial Aid Office](#)

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

 Add an award

# Financial Aid Self-Service Student Manual

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## Request a New Loan

Students will not be permitted to submit a new loan request using Financial Aid Self-Service.

The Office of Financial Aid will automatically award you any Federal Direct Loans you are eligible to receive.

You are required to accept or decline your loans using Financial Aid Self-Service

If you are requesting a private loan, your lender will notify the Office of Financial Aid of your loan request.


For more information please visit [our website](#).

# Financial Aid Self-Service Student Manual


## Award Letter

You can review and electronically sign your award letter.

Select an Award Year:  [✉ Contact Financial Aid Office](#)



**Your Financial Aid Package is now ready!**  
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[Review and accept your Financial Aid Award Package](#)



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<a href="#">Satisfactory Academic Progress</a>



# Financial Aid Self-Service Student Manual

Financial Information > Financial Aid > Award Letter

## Award Letter

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

Select an Award Year: 2019/2020 Academic Year

Contact Financial Aid Office

**i** Please read through and accept your award letter below or print and deliver to the Financial Aid Office.

2019/2020 Academic Year

\$2,000.00

 [Award Letter](#)

This is your Financial Aid letter for the above award year. Your budget and awards are based on our review of your completed financial aid application. Awards are made based on full-time enrollment. If you are enrolled in less than 12 units, your award will be less than the amount shown.

FOR PAYMENT DATES AND ADDITIONAL FINANCIAL AID INFORMATION, PLEASE READ THE ENCLOSED MATERIALS.

Award	Total	Fall	Spring
<b>Self Help</b>			
Federal Work Study	\$2,000.00	\$1,000.00	\$1,000.00
Total	\$2,000.00	\$1,000.00	\$1,000.00

Your total award is subject to the availability of funds from the appropriate agencies and the laws and regulations which govern these programs, and is thus subject to change.

\*ALL AWARDS ARE CONTINGENT ON BOTH YOUR ENROLLMENT AND YOUR SATISFACTORY ACADEMIC PROGRESS STATUS\*.

I verify that I accept the award package and electronically sign my award letter.

Accept

[Cancel and Return Home](#)





# Financial Aid Self-Service Student Manual

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## Resources & Helpful Links

Financial Aid Self-Service provides helpful links about different types of aid. You can also see the contact information for the Office of Financial Aid.

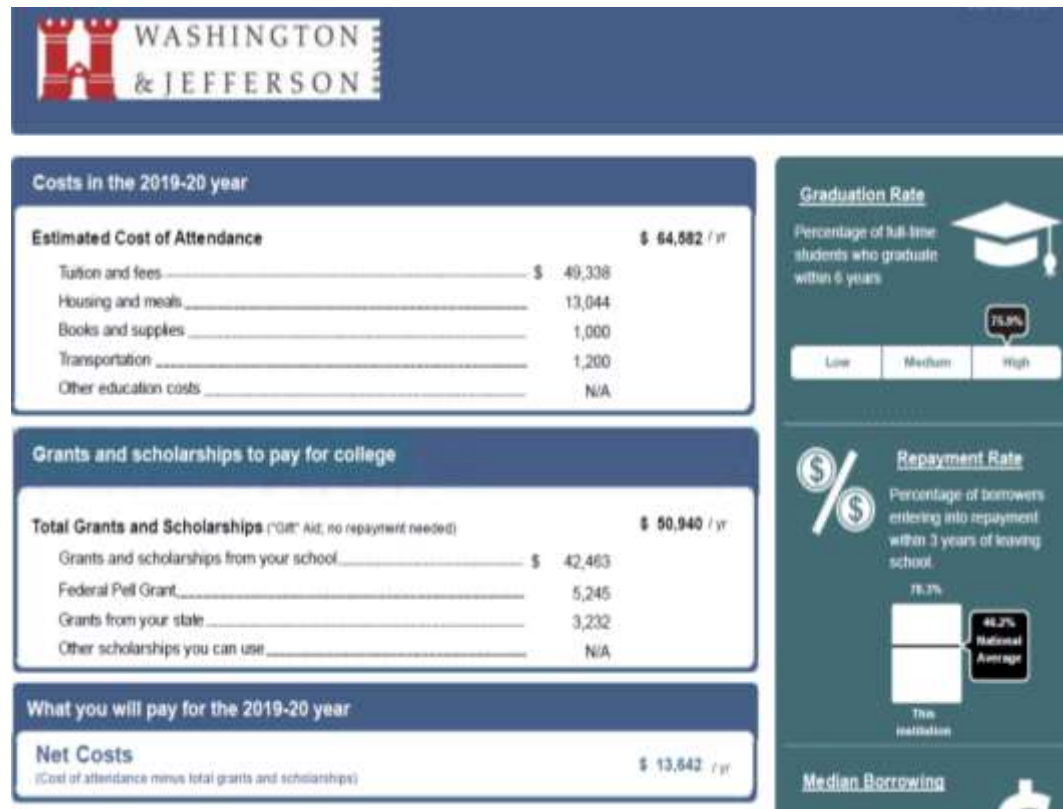
Financial Aid Counselor		
Office of Financial Aid	 <a href="tel:724-223-6019">724-223-6019</a>	 <a href="#">Contact Financial Aid Office</a>

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# Financial Aid Self-Service Student Manual

## College Financing Plan

The [College Financing Plan](#) is a consumer tool that is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school.





# Financial Aid Self-Service Student Manual

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## Correspondence Option

Here you can choose to receive paper copies of correspondence from the Office of Financial Aid.

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### Correspondence Option

You can choose to receive hard copies of your Financial Aid correspondence.

*By selecting this option, I am explicitly choosing to receive paper copies of my Financial Aid correspondence in addition to the electronic copies I currently receive. By not selecting this option, I understand that I will only receive electronic copies of my Financial Aid correspondence.*

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# Financial Aid Self-Service Student Manual



## Satisfactory Academic Progress

You can view your Satisfactory Academic Progress for an evaluation period.

### Satisfactory Academic Progress

You can view your Satisfactory Academic Progress for an evaluation period.



You are currently making satisfactory academic progress. Please contact your Financial Aid Counselor if you need further assistance.

SAP Status

*Date Reviewed: 5/30/2017*

Evaluation Period: 2016FAL - 2017SPG

Program: Open/Undecided

SAP Status:  Satisfactory

∨ *What does Satisfactory Academic Progress mean?*

### Contact

✉ [Contact Financial Aid Office](#)

### Helpful Links

[Satisfactory Academic Progress](#)

# Financial Aid Self-Service Student Manual

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## Questions

Contact the Office of Financial Aid

Phone: 724-223-6019

Email: [finaid@washjeff.edu](mailto:finaid@washjeff.edu)

Website: <http://www.washjeff.edu/financial-aid>