



**Holy Family**  
UNIVERSITY

# Money Matters

Orientation 2022

# Partnership

- Financing an education is a partnership between the student, their family, and the Financial Aid and Office of Student Accounts.
- Webster defines a partner as “a person who takes part in some activity in common with another or others”.
- Our common activity is the financing of the students’ education.

# Separation of Duties

- The Financial Aid Office spends the money.

Questions about the financial aid application process, checking on the status of aid, and all other financial aid questions.

- The Office of Student Accounts collects the money.

Questions about Statement of Account and amounts due to the University; book store credits; flex dollars, refunds, payment plans and general billing information.

We partner together with students and families to help finance their education.

# Important Financial Aid Deadlines

- Reapplication for financial aid is required every year.
- FAFSA for 2023-24 is available as early as October 1st.
- Holy Family's priority filing deadline is April 1 for the following academic year.
- Students, along with parents, should be involved with completing the forms so they become familiar with them.

# Outside Scholarship Searches

Internet sources for scholarship information:

[www.fastweb.com](http://www.fastweb.com)

[www.finaid.org](http://www.finaid.org)

[studentaid.gov](http://studentaid.gov)

[www.educationplanner.org](http://www.educationplanner.org)

[www.collegeboard.org](http://www.collegeboard.org)



# Additional Scholarships

- Students may apply for the “Named Scholarships” listed on-line and in our University catalog.
- This application process is separate from applying for other forms of financial aid.
- Applications are available on our web site, [www.holyfamily.edu](http://www.holyfamily.edu) in mid to late October and are usually due by late November. Scholarship recipients are chosen during the Spring semester and the scholarships are used for the following academic year.

# Additional Requirements

- By the end of August, Federal Work-Study (FWS) eligible students will receive an email message about finding on-campus positions. This email will be sent to their Holy Family email account. They may also review the document “How Does FWS Work at Holy Family University?”, located at the web site listed below.
- Additional forms for FWS will be required and instructions for obtaining them will be on the FWS contract (W4, I-9, Workmen’s Compensation and PA residency certification). The I-9 form requires specific original forms of identification. All of these forms are available at <https://www.holyfamily.edu/admissions-aid/financial-aid/federal-work-study-program>. Students may wish to complete these during the summer and have them ready when they begin school.
- FWS questions? Email [work-study@holyfamily.edu](mailto:work-study@holyfamily.edu).

# Additional Requirements

- The Office of Student Accounts utilizes a servicer for processing Nursing Loans (University Accounting Service – UAS). UAS will send emails to the student's Holy Family email account, for all **Federal Nursing Loan** recipients with information about signing the promissory note (<https://www.uasconnect.com/auth/register>).
- The promissory note must be signed prior to the Federal Nursing Loan disbursing to the account. Students cannot go to the web site and sign their promissory note for this until they receive the email from UAS.
- **Federal Direct Loan** recipients must complete entrance counseling prior to the loan disbursing to the account. If the entrance counseling has not yet been completed, it can be completed on-line at [www.studentaid.gov](http://www.studentaid.gov), select "Complete Aid Process".



# Satisfactory Academic Progress (SAP)

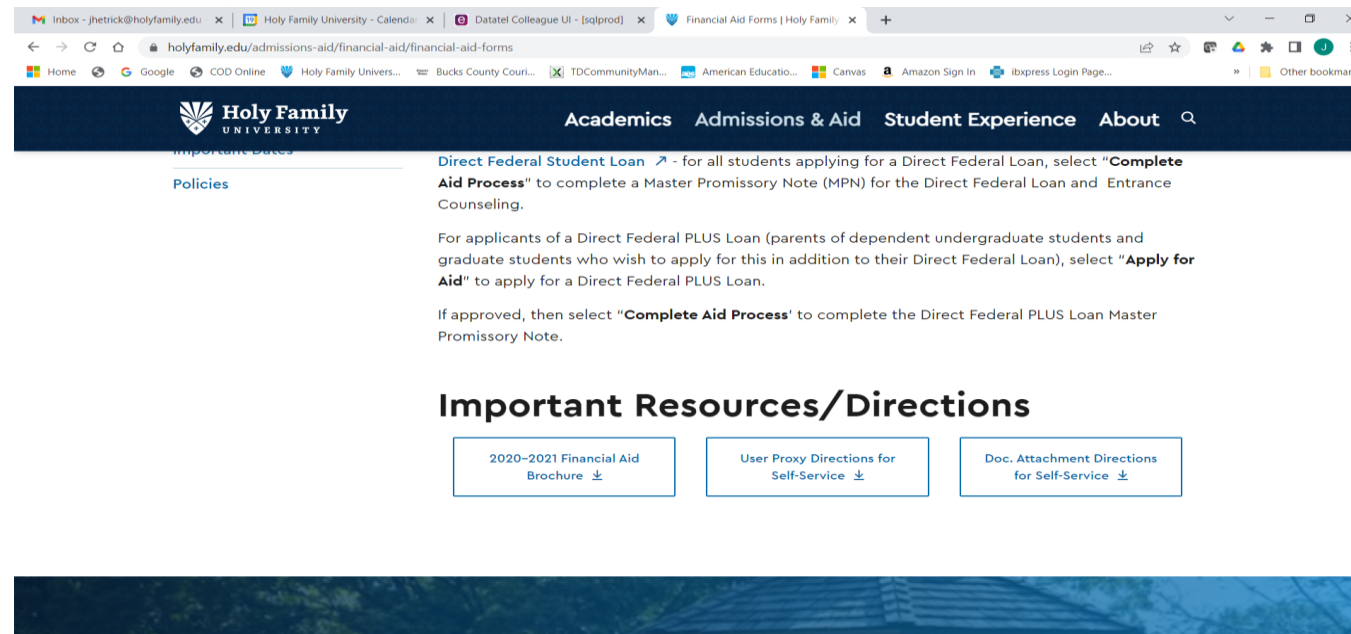
- Students must maintain Satisfactory Academic Progress to continue to receive any form of financial aid including student loans.
- The Presidential Scholarship, Trustee's Scholarship, Dean's Award, and University Award also require that students maintain a specific cumulative grade point average (GPA) for renewal.
- We check SAP at the end of every Spring semester.

# Satisfactory Academic Progress (SAP)

- It is important that you are familiar with these requirements and understand how academic performance can jeopardize a student's ability to receive financial aid in subsequent years.
- It is also important that you realize how dropping courses during the semester can also jeopardize a student's ability to receive financial aid in subsequent years.
- Detailed information about our SAP policy can be found in the University Catalog.

# User Proxy

Students can authorize access for their parent(s) or third parties to view information or make payments in our system. The access is available in several areas of our website – here is one area you can find it  
<https://www.holyfamily.edu/documents/user-proxy-directions> :



# Self-Service Financial Aid

Financial Aid - Holy Family Univer x

selfservice.holyfamily.edu/Student/FinancialAid/Home


Apps Home Google COD Online Test Datatel UI 4.5 - Datatel Coll... Bucks County Couri... Holy Family Univers... Financial Aid Forms... Pennsbury Instrume... Other bookmarks


mmouse Sign out Help

Financial Information · Financial Aid · Financial Aid Home

Welcome to Financial Aid!  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid.

Select an Award Year: 2020/2021 Academic Year Contact Financial Aid Office


**Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) No Progress status and you may be at risk of losing your Financial Aid funding. Please contact the Financial Aid Office for assistance.**



### FAFSA Application

Currently, we have no federal financial aid application from you for the current year. If you are interested in applying for federal financial aid you must first:

[Submit a Free Application for Federal Student Aid \(FAFSA\)](#)





### Student Finance Account Summary

Amount Due	\$0.00
Amount Overdue	\$637.00
<b>Total Amount Due</b>	<b>\$637.00</b>

[Go to Account Summary](#)


#### Checklist

 Action Needed	<a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
 Completed	Complete required documents

#### Resources

#### Form Links

[UFH Financial Aid Forms](#)

 **Holy Family**  
UNIVERSITY

# Billing Timelines

- Fall Semester:

Initial bill – mailed to home & available in Self-Service mid-July

Payment due by August 15<sup>th</sup>

2nd Bill – mailed to home after aid disbursed 3rd week of class mid-September

- Spring Semester:

Initial bill – mailed to home & available in Self-Service mid-November

Payment due by December 15<sup>th</sup>

2nd Bill – mailed to home after aid disbursed 3rd week of class mid-January

- Students are able to see up-to-date status of their accounts through Self Service 24/7
- Students are able to grant access to parents/guardians via User Proxy in Self Service to view statements, make payments, etc.
- Students will receive e-mail reminders and phone calls in reference to past due balances prior to the next registration period.



# Invoice –Self Service



Mr. Mickey Mouse  
212 Main Street  
Philadelphia, ME 19114

Name	Mr. Mickey Mouse
Student ID	0060456
Total Balance	\$10,701.89
Amount Overdue	\$637.00
Amount Due 8/26/2019	\$4,880.36
Total Amount Due	\$5,517.36
Amount Enclosed	

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 7/15/2019

## Account Activity Summary - 2019 Fall 1 8-Week

	<b>Previous Balance</b> (Charges before 2019 Fall 1 8-Week)	<b>\$636.00</b>
	<b>Charges</b>	
	Miscellaneous Charges	\$4,881.36
+	<b>Total Charges</b>	<b>\$4,881.36</b>
=	<b>2019 Fall 1 8-Week Balance</b>	<b>\$4,881.36</b>
=	<b>Total Amount Due</b>	<b>\$5,517.36</b>
	<b>Future Balance</b> (Charges after 2019 Fall 1 8-Week)	<b>\$5,491.53</b>
	<b>Other Balance</b>	<b>-\$307.00</b>
	<b>Total Balance</b>	<b>\$10,701.89</b>

## Account Activity Details - 2019 Fall 1 8-Week

### Miscellaneous Charges

Invoice ID	Date	Description	Amount
000425775	7/10/2019	Registration - 2019FA1	\$4,881.36
<b>Total</b>			<b>\$4,881.36</b>

**Balance** **\$4,881.36**

# Student Finance – Self Service

## Account Summary (Admin)

[View Account Summaries for Account Holders](#)



Mr. Mickey Mouse  
Colleague ID: 0060456  
[Change User](#)

### Account Overview

Amount Overdue

\$637.00

= Total Amount Due

\$637.00

[Make a Payment \(Admin\).](#)

Total Account Balance

\$0.00

[Account Activity \(Admin\).](#)

[2019 Fall 2 8-Week](#)

\$0.00

[2019 Fall 1 8-Week](#)

\$0.00

[Fall 2019](#)

-\$1.00

# Student Finance – Self Service

[Daily Work](#) • [Student Finance Admin](#) • Account Activity (Admin)

## Account Activity (Admin)

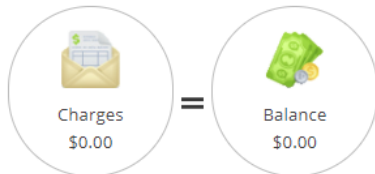
View Financial Activity for Account Holders



Mr. Mickey Mouse  
Colleague ID: 0060456  
[Change User](#)

Term 2019 Fall 2 8-Week - Balance: \$0.00 ▼

[View Statement](#)



[Expand All](#)

Charges

\$0.00



# Payment Methods

- Debit/Credit Card (Visa/Master Card/AMEX/Discover)\*
- E-Check\*\*
- Check
- Cashier's Check
- Money Order
- Cash

\* All debit/credit cards have a 2.75% convenience fee – in person, over the phone or through Self Service

\*\* E-check only through Self Service – NO fee

# Payment Methods

- Check/Money order payments can be brought to the office and dropped in a secure slot in the door 24/7. The box is checked regularly during office hours and all receipts are available in Self Service. Students will be able to obtain a receipt through their Self Service.
- Cash payments will be accepted by appointment or during regular office hours. Please see our Web site to make the appointment.



# Payment Options

- HFU currently offers 2 payment plans via CashNet Payment Plan Services
- Tuition Payment Plan Features:
  - No interest.
  - Nominal enrollment fee for each semester payment plan. Once you are enrolled, HFU will be notified electronically.
  - No credit check or co-signer needed (this is **NOT** a loan).
  - Payment plans are only for the current semester, not prior due balances.

# Payment Options

- Payment plan 1:
- Full-Time Undergraduate 5 -Month Payment Plan
- For full-time undergraduate students (12 credits or more a semester)
- 5 month, single semester payment plan beginning on July 1 for the Fall semester or December 1 for the Spring semester.
- There is a \$35 fee due at the time of registration for either plan.
- Payment Plans are created via the [Student Self Service Portal](#)

## Payment Plan 2:

- 4- Month Payment Plan (Other than Full Time Undergraduate)
- 4 month, single semester payment plan beginning on August 1 for the Fall semester or January 1 for the Spring semester.
- There is a \$35 fee due at the time of registration for each of the plans.
- Payment Plans are created via the [Student Self Service Portal](#)

# Account Status

- Residents will not be clear to move on campus until their account is financially secure – paid in full, covered 100% by financial aid or on a payment plan.
- All students need to have their account financially covered (either paid in full, 100% covered by financial aid, on a payment plan or a combination of these) by the end of add/drop period or a hold will be placed on their account
- Paid in full = Total charges minus all approved financial aid.
  - Please note: Federal Work Study cannot be deducted from your bill due to the fact that you need to work and earn the money. Also, a 1.057% fee is deducted from the gross amount of the Direct Loan and a 4.228% fee is deducted from the gross amount of Direct PLUS Loans, so you may need to calculate that amount and add it to your total payment.

# Other Financing Options

- PLUS Loan - apply on-line at [studentaid.gov](https://studentaid.gov), select “Apply for Aid” to apply for the parent loan (PLUS), and select “Complete Aid Process” to complete the PLUS master promissory note if you are approved.
- Private Education Loan – information can be found at <https://www.holyfamily.edu/admissions-aid/financial-aid/loan-programs>, scroll down to “Private Education Loan Programs”.

# Tiger Tag/Flex Dollars

- Students may transfer up to \$500 to their Tiger Tag from excess Financial Aid per semester for books in Holy Family's book store, as long as the refund amount is showing on their account.
- If books are in excess of \$500, a receipt from the book store is needed to have the additional funds transferred to the Tiger Tag.
- Students must send an e-mail to [studentaccounts@holyfamily.edu](mailto:studentaccounts@holyfamily.edu) from their Holy Family e-mail for the request and attach the receipt if applicable, or to come in person to the Office of Student Accounts (HFH 202).



# Tiger Tag/Flex Dollars (cont.)

- Additional Flex Dollars can be added 3 ways: 1) through Self Service, 2) by going to <https://eacct-holyfamily-sp.transactcampus.com/eaccounts/AnonymousHome.aspx> or 3) by coming in person to Holy Family Hall, Room 202.
- Flex Dollars are able to be used in the book store, vending machines and at the Tiger Cafe and Cub Café.
- Flex Dollars stay on the student's ID and do not expire. They will be refunded at graduation, when they are no longer a student, or at the student's written request.

# Direct Deposit

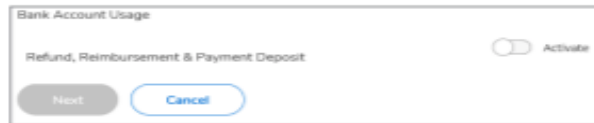
**STEP 1:** Log into Self Service from Holy Family's Web Site and click on the Banking Information Tab



**STEP 2:** Click Add an Account



**STEP 3:** Slide the Activate Button and Click NEXT



**STEP 4:** Enter your Bank Information and Click SUBMIT!

A screenshot of a web form titled "Edit Bank Account Details". The form contains the following fields: "New Account" (text input), "Country of Bank" (dropdown menu showing "United States"), "Routing Number \*" (text input with a help icon), "View sample check image" (link with an icon), "Bank Account Number \*" (text input with a help icon), and "View sample check image" (link with an icon).

# Contact Information

- Financial Aid Office:
  - Email: [finaid@holyfamily.edu](mailto:finaid@holyfamily.edu)
  - Phone: 267-341-3233
  - Fax: 215-599-1694
  - HFH Room 203
- Office of Student Accounts:
  - Email: [studentaccounts@holyfamily.edu](mailto:studentaccounts@holyfamily.edu)
  - Phone: 267-341-3202
  - Fax: 215-281-1690
  - HFH Room 202