

# Financial Aid — Quick Guide



Streamline your financial aid experience by completing the following steps:

1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Apply for the New York State Tuition Assistance Program (TAP)
3. Satisfy requirements listed in your HUB To Do List
4. Review and understand your award letter
5. Accept or decline your awards
6. Review your tuition, fees and other direct costs
7. Know your financing options

Don't forget to complete a FERPA form to allow financial and academic information to be shared with a parent or other third party!

## 1. The search for financial aid starts with the FAFSA! *UB's School Code is SUNY at Buffalo — 002837*

Completing the Free Application for Federal Student Aid (FAFSA) is the first step to notify schools that you are seeking financial aid. Complete your FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov).

## 2. The NYS TAP Application is separate from the FAFSA. *UB's School Code is SUNY Buffalo — 1010*

If you complete your FAFSA online you will be given the option to immediately apply for the TAP Grant from the FAFSA confirmation screen. If you do not apply through the FAFSA confirmation link, an application will be available at [HESC.ny.gov](https://HESC.ny.gov) within three business days after submitting your FAFSA. The TAP Grant is available to undergraduate residents of NY State. Award amounts are based on NY State net taxable income and tuition charges.

## 3. Check your To Do List in HUB Student Center.

Some awards, like loans, require additional steps before we can apply the funds to your account. We will notify you of those requirements by posting information to your To Do List. A guide to using the To Do List is available at: [buffalo.edu/hub/students/pdfs/todoList.pdf](https://buffalo.edu/hub/students/pdfs/todoList.pdf).

## 4. Review your financial aid awards.

If you are new to UB, your award letter will be mailed to your permanent address. If you are a continuing student, you will receive an email notifying you that your awards are ready to view in HUB Student Center. Refer to our website [financialaid.buffalo.edu/](https://financialaid.buffalo.edu/) to assist you with understanding your direct vs. indirect costs as well as the requirements for each type of award listed. If you have been offered federal Title IV awards such as Pell or Direct Loans, you will need to provide your authorization to apply the funds to all charges on your account or to apply the funds only to specific charges including tuition, fees, room and board. The authorization option will be presented to you when you view your awards in HUB Student Center.

## 5. Reduce, accept or decline your offered awards.

Loans and Federal Work-Study are the only awards that you will need to accept or decline. Your award letter will tell you the maximum amount you may borrow for each type of loan, but that amount may be more than you actually need. Refer to the Cost of Attendance ([financialaid.buffalo.edu/costs/index.php](https://financialaid.buffalo.edu/costs/index.php)) to estimate how much you may need to borrow. If you reduce your loans now but discover you need more during the year, you can complete a Loan Revision Request form to increase the loan amount up to your maximum eligibility. The form can also be used to decrease your loans if you borrow more than you need. Once you determine the needed loan amount, you will need to accept or decline each loan in HUB. A guide to revise, accept or decline your loans is available at [buffalo.edu/hub/students/pdfs/acceptDeclineAwards.pdf](https://buffalo.edu/hub/students/pdfs/acceptDeclineAwards.pdf). First time loan borrowers will be required to complete a *Master Promissory Note* and *Entrance Counseling* available at [studentloans.gov](https://studentloans.gov).

## 6. Charges begin posting in July.

Click on the Account Inquiry link in HUB Student Center to view your itemized charges, payments and/or financial aid posted by the Office of Student Accounts ([studentaccounts.buffalo.edu/](https://studentaccounts.buffalo.edu/)). A notification will be generated and emailed to you when your eBill is available. Financial aid that has not yet been posted to your account will be reflected as *anticipated aid*. Review your charges early and frequently to apply your financial aid effectively. Remember—borrow only what you need!

## 7. Explore your financing options.

Additional financing options including Federal Direct PLUS loans, private lender loans, and a payment plan offered through Nelnet are available if you need additional assistance with direct or indirect educational costs. Information on Direct PLUS loans is available at: [financialaid.buffalo.edu/aid/loans/index.php](https://financialaid.buffalo.edu/aid/loans/index.php) and a Private Lender Comparison is provided at: [financialaid.buffalo.edu/aid/loans/alternative.php](https://financialaid.buffalo.edu/aid/loans/alternative.php). Information on the payment plan can be found at: [studentaccounts.buffalo.edu/billing/paymentplan.php](https://studentaccounts.buffalo.edu/billing/paymentplan.php).

Our knowledgeable staff is always ready to assist you with all of your financial aid questions!  
(716)645-8232 or [UBFA@buffalo.edu](mailto:UBFA@buffalo.edu)

# Student Accounts — Quick Guide



Your student account reflects University tuition and fee charges, payments and anticipated financial aid. You can monitor your account activity online in HUB. Stay up-to-date with your account activity, know your payment options and avoid unnecessary fees by following these important steps!

1. Watch for your eBill notification sent to your UB email address
2. Waive your Student Medical Insurance if you have alternative coverage
3. See when your awarded financial aid has posted to your student account and check for any anticipated aid or changes in aid
4. Designate an Authorized Payer to allow a parent or spouse to make payments to your account
5. Enroll in the Payment Plan before the posted deadline
6. Be aware of eBill due dates to avoid late fees
7. Sign up for Direct Deposit

## 1. Your eBill is available online.

Your Student Account eBill is available online, along with real time account activity. An email notification will be sent to your UB email address. eBill creation and due dates can be found on the Student Accounts website at: [studentaccounts.buffalo.edu/billing/billingdates.php](http://studentaccounts.buffalo.edu/billing/billingdates.php).

## 2. Waive the Student Medical Insurance early.

UB students are required to have medical insurance coverage. If you are already covered under another provider, you can complete the Student Medical Insurance office's waiver that is available at: [subboard.buffalo.edu/insurance.html](http://subboard.buffalo.edu/insurance.html). The waiver is available for a limited time at the beginning of each academic year, so don't wait!

## 3. Review Posted Financial Aid and Anticipated Aid.

At the appropriate time, financial aid will be posted to your account and treated as a credit to reduce the amount owed. Anticipated financial aid is aid that has not yet been posted to the student account; however, this amount is also used to reduce the amount due. Review your account activity early and frequently to know what out-of-pocket expenses you will need to cover to avoid any late fees or holds on your account for an unpaid balance.

## 4. Designate an Authorized Payer to make online payments and receive eBills.

The student may not always be the person paying the bill, but before someone else can make an online payment on the student's behalf, the student must designate that person as an Authorized Payer. Students can establish an authorized payer by clicking on the "payment options" link in the Finances section in HUB Student Center. Information on what the authorized payer will be able to access can be found at: [studentaccounts.buffalo.edu/billing/authorizedpayers.php](http://studentaccounts.buffalo.edu/billing/authorizedpayers.php).

## 5. Need to pay your balance in installments? Enroll in the payment plan.

A payment plan offers easy online enrollment, flexible payment options and no interest. Enrollment in the payment plan is available for a limited time before each fall and spring term. The payment plan schedule is term-based, so students will need to enroll in fall and spring terms individually. A payment plan is not available for summer or winter courses. Details can be found at: [studentaccounts.buffalo.edu/billing/paymentplan.php](http://studentaccounts.buffalo.edu/billing/paymentplan.php).

## 6. Be aware of the eBill due dates to avoid late fees.

Avoid late fees and account holds by monitoring your account activity regularly! There are many variables that can increase or reduce your balance. Pay close attention to the eBill due dates (located in the upper right hand corner of your statement). Due dates are also posted on the Student Accounts website at: [studentaccounts.buffalo.edu/billing/billingdates.php](http://studentaccounts.buffalo.edu/billing/billingdates.php). Information regarding late fees is available at: [studentaccounts.buffalo.edu/nonpayment/latefees.php](http://studentaccounts.buffalo.edu/nonpayment/latefees.php).

## 7. Receive your refund faster by signing up for Direct Deposit!

If the payments and financial aid posted to your account exceed your amount owed you will be issued a refund. Refunds issued as paper checks will be mailed to your local address on file. To get your funds faster, and avoid lost or stolen checks, sign-up to have your refund electronically transferred into your existing U.S. bank account! Enrollment instructions can be found at: [studentaccounts.buffalo.edu/billing/directdeposit.php](http://studentaccounts.buffalo.edu/billing/directdeposit.php). You can also find information on when and where your refund will be sent at: [studentaccounts.buffalo.edu/billing/refunds.php](http://studentaccounts.buffalo.edu/billing/refunds.php).

Our knowledgeable staff is always ready to assist you with all of your student account questions!  
(716)645-1800 or [UBstudentaccounts@buffalo.edu](mailto:UBstudentaccounts@buffalo.edu)