How to navigate the Molloy University Financial Aid Portal to complete your Terms and Conditions and other functions.

Step 1. Login into your Molloy University portal using your Username and Password

Step 2. Once logged in, please open the tab called My Financial Aid Portal, then scroll down and click on the link.

Step 3. Once in your portal, check the **top right corner** to confirm what academic year you would like to view.

Step 4. Next, select the Menu button located on the **top left corner**. The following steps are to be done in order starting from the top to the bottom.

Step 5. Please click on Financial Aid Disclosure. Review the information carefully as it is a breakdown of your estimated tuition, fees, cost of attendance and your aid for the selected Academic year.

Step 6. Next click on the *FERPA Agreement*, complete the **two** fillable fields. Once done Click **Save and Submit**.

*Note this agreement allows the Financial Aid Office to disclose financial information about your account to a third-party (i.e.: Parent(s)/Guardians). Please note down your FERPA passphrase

Step 7. Next Review your *Financial Aid Offer*, this tab further breakdowns your aid giving you the estimated amounts for the academic year.

Step 8. After you have reviewed your Aid click on the tab *Accepting your Financial aid offer(s).* Please read and then select *I agree to these Terms and Conditions* then click submit.

Step 9. After submitting your Terms and Conditions you will be able to view all your aid being offered. Please review all aid and then either Accept, Decline, or Reduce. Once all aid is no longer in *pending* status, please click submit. * Note if any aid status is still **pending,** this form is considered **incomplete**.

Step 10. Lastly select *Documents and Messages* to review any missing documents the office still requires from you. To access your missing document please click on the document name. Also all documents are available on our website in PDFs: https://www.molloy.edu/admissions-aid/financial-aid/printable-forms or via the Forms and Links tab in the Menu dropdown on the top left-hand corner. *Note always check the Academic year before filling out any forms.

See Below the Step-by-Step Guide with Images on how to navigate the Molloy University Financial Aid Portal

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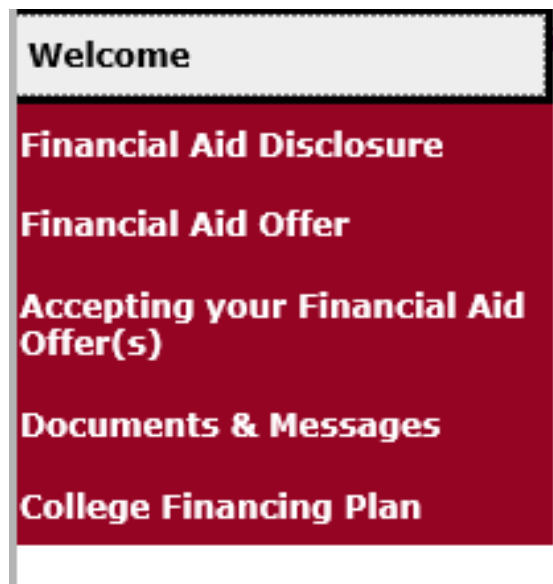
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Student Refunds: Students with credit balances can choose to have their refunds deposited directly into a bank account by going to Refund Selection dates, by filing a formal written notice with the Office of the Registrar, appropriate refunds will be granted for tuition only; fees are non-refundable. The whenever the proper authorities deem such changes necessary. Students are liable for all costs in the collection of delinquent accounts and all late fees

Return of Title IV Federal Student Aid Policy: Students receiving Federal Title IV (Loans & Grants) funds, who withdraw completely from Molloy, wi based upon the number of days in attendance. The amount of assistance that a student has earned is determined on a pro rata basis. Students, who did the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds to avoid incurring additional debt. Molloy may a loan funds, if the student accepts the funds) for tuition, fees and charges (as contracted with the school). **Students will still be liable for any balance o1** regardless of the amount of Federal Title IV funds that have to be returned to the federal programs (see University Catalog for additional information on and graduate degree programs at one of the top colleges in America.

Federal and State Satisfactory Academic Progress: To be eligible for Federal and State Financial Aid, the student must maintain satisfactory academic : to receive funding under the Federal and State aid programs. There are two distinct measures of satisfactory academic progress: a "quantitative" measu measure, the student's cumulative grade average. Students are required to meet both standards to remain in good academic standing. Please refer to the University: Affordable undergraduate and graduate degree programs at one of the top colleges in America. for additional information or contact our offi student must maintain to be eligible to receive Federal Aid.

This form must be saved and submitted. By agreeing and submitting the Terms and Conditions, you acknowledge that you understand the terms and and institutional regulations while attending Molloy University

☐ I agree to these Terms and Conditions ⟵

Submit

Step 9. After submitting your Terms and Conditions you will be able to view all your aid being offered. Please review all aid then either Accept, Decline, or Reduce. Once all aid is no longer in *pending* status, please click submit.

*Note if any aid **status** is still **Pending** this form is considered **Incomplete**.

have two ** next to its message, indicates award is estimated.

For students that are selected for VERIFICATION by the Department of Education, the Financial Aid offer are **ESTIMATED** until all required documents are submitted and approved. Please refer to Menu drop down and look for the documents link. You must complete all required verification documents **before** your award can be FINALIZED. Your Financial Aid will not be disbursed to the Burs. Office until this process is complete. Accepting your offer does not waive this process and your Financial Aid offer may change if any of your information changes after VERIFICATION.

Please check the documents tab to determine if you must complete verification.

For payment   o help you cover any account balances after your Financial Aid is applied to your bill, go to the Menu drop down and select *Disbursement*, for further assistance.

Your Awards					
Award	FA 2023	SP 2024	Total	Message	Status
Molloy Grant				Click to View Message	Accepted
Total					

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