

How do I get ready for the upcoming Financial Aid Process?

Please read the entire document before starting this process.

1. Set the Financial Aid program to look at the Student's Next Year information

Maintenance - Administration Maintenance

Which student information should keep current year FA data up to date? - set this to **Next Year**

Click **OK**

2. Run the End-of-Year Update in Financial Aid

Maintenance - End-of-Year Update

The new Financial Aid year should default to your next Financial Aid year.

Next Year Initialization

- Automatically reapply last year's applicants - check this box only if you wish to pull in all the families that applied for FA last year
- Skip students with Group - You will want to select all groups that should not be pulled into FA. (Withdrawn, Graduate, etc.)

- Reassign Student and Parent Status to – This dropdown will allow you to set all FA records to a specific status. (i.e. Pending)

The bottom section of the screen allows you to set the initial FA Letter for the families based on their FA Status from last year. Be sure to delete any blank lines and any lines with a duplicate status listed.

Click **OK**

3. Delete or Add family records for the new FA year.

Click the Financial Aid button (icon).

If you chose to reapply last year's applicants during the End-of-Year Update, you may have some records in your new year that really shouldn't be there. Highlight the family and click Delete.

Alternately, there may be a family that hasn't applied before but would like to this year. Click New and add the family.

Alternately, you can use the **Transfer Student** option in the Maintenance menu to add your records into FA. Create a query that pulls any student that received Aid last year, and also a query to pull applicants that are applying for FA with a current Admissions Year.

4. Set the Tuition and Other amounts in Financial Aid

These amounts need to be set in the System Administration program.

File - Global Update - For Financial Aid

Select a category: Student

Select an item to update: Tuition Amt (or Other Amt)

Select those with this value: choose last year's amount or choose (All)

Update to this value: type in the new amount

Query List

Click the rolodex and choose a query for the group of records you wish to update.

Click **OK**

You are now ready to start processing Financial Aid and begin sending out your initial FA Packets.