Accessing the Self-Service Portal for Financial Aid

Accepting Federal and Other Aid

Completing Federal Loan Documents

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Log into Self-Service

Go online to www.wittenberg.edu.

Click on the **Menu** icon in the top right corner of the page:

Select the **Self-Service** Portal from the **Email and Portals** menu items:
Type in your Wittenberg email address and password, then click on Sign in on the second screen:

View your Financial Aid Page
You will arrive at your Self-Service homepage. Click on the Financial Aid Icon. Note, it can take a few moments for the financial aid section to load.

Once the page has loaded, you will be able to view the Financial Aid Home Page of Self-Service. From the home page, you can navigate to various options, including your financial aid offer, a list of documents required, and more. This is also where you will be able to accept or decline any federal loans or work-study offered to you for the award year. The Resources on the bottom right side of the screen take you to a variety of useful sites, such as [www.StudentAid.gov](http://www.StudentAid.gov), where you can complete your federal loan requirements and so much more.
In the top left corner, you will find the navigation menu in blue lettering. From this menu, you can go to each section of the Self-Service Portal for Financial Aid.

View your Financial Aid Awards
From the top menu, select My Awards. This view shows you all awards that have been added to your student account for the upcoming award year. The majority of your scholarships have been accepted on your behalf, but you will need to take action and accept or decline any federal loans and/or work-study offered to you.
Accept or Decline loan(s) and/or Work-Study Offers

To accept or decline your federal loan(s) and/or work-study, simply click on the Accept or Decline option at the bottom of each award. You can reduce the award amounts if you wish to borrow less than the full amount offered. You can also Accept or Decline All at once at the bottom of the award section.

If you accept your loan(s), you must also complete the federal documents needed for us to fully process your loan(s). The list of documents appears at the very bottom of the My Awards page and can also be viewed via the Required Documents section (step 10).
View Documents
From the top menu, select Required Documents. This page will show you any financial aid documents that we have received (marked as Received in green), as well as any document you may still need to submit to us (marked as Incomplete in red), to complete your financial aid file. The items are color-coded so that you know which items still need to be completed vs. which items we have already received. You can upload certain documents to the portal as well.

Upload Documents to the Financial Aid Office
To upload a document for the financial aid team to process, click on the Manage button (blue lettering) next to the document you intend to upload (accepted file formats are .pdf, .jpg, .png, .tif, .tiff, and .gif). Click the Choose File button, and then select the document from your device. Click Upload. When your file has successfully uploaded, you will see the second screen appear. You will see the document status has changed from Incomplete to Pending Review.

Contact the Office of Financial Aid
To email the Office of Financial Aid directly from the portal, click on the Contact Financial Aid Office icon located on the top right corner of every page. The email will be sent to the general Financial Aid email account, which is regularly monitored by our staff.
Complete the Federal Loan Documents
If you are a first-time Federal Loan borrower at Wittenberg University, you must complete BOTH steps listed below in order for us to be able to pay (disburse) the loans to your account. Log into your Federal Student Aid account online at www.StudentAid.gov, using your FSA ID - the same ID you used to sign and submit your FAFSA.

Alternatively, you can link directly to the two documents listed below by clicking on the direct links in the Resources menu on the right side of your self-service portal home page.

Please note: In order for them to attach to the student record, these documents have to be completed under the student FSA ID and not the parent FSA ID.

Entrance Counseling
This interactive webinar takes approximately 25-30 minutes to complete. The purpose of the webinar is to introduce you to financial terminology such as loan interest, repayment, budget, etc. You will be asked to enter fictional numbers in various categories, which in turn will demonstrate how your loan payment changes based on your income, rent payment, and more.

Select Loans and Grants from the top menu, then select Loan Entrance Counseling outlined in red in the image below. Next, select I am an Undergraduate Student, then select Start to begin the webinar. Please note: You must finish the webinar in one setting in order for it to be saved as a completed document. You will not be able to start the webinar, log out, and pick up where you left off at a later date.
Master Promissory Note
This is a legal document, indicating that you understand you are borrowing funds towards educational expenses and that you intend to repay the federal government when you leave school, regardless of whether you graduate or withdraw prior to earning your degree. This document takes only a couple of minutes to complete and submit.

Select Loans and Grants from the top menu, select Master Promissory Note (MPN) outlined in green in the image below. Next, select I am an Undergraduate Student, then select Start to access the document for your signature.

Please note: The federal direct loans will not pay to your account until both of these requirements have been completed and electronically submitted to Wittenberg University.

Parent PLUS Loans
The Parent PLUS loan is a federally-funded educational loan available to biological parents, step-parents, and adoptive parents of dependent, undergraduate students who are enrolled at least half-time (6 credit hours). Although the loan is borrowed on behalf of the student, it is issued in the parent’s name and the repayment responsibility lies with the parent. The annual
interest rate is a set rate that varies slightly from year to year. The rate is currently set at 7.54% but is subject to change after July 1, 2023 as decided by Congress.

Repayment starts within sixty (60) days of the final loan disbursement, so most often the loan comes into repayment during the spring semester. However, parents can defer while the student is enrolled in school by checking off the deferment option on the online loan application. The repayment can be deferred for all four years, providing the student is enrolled at least half time (6 credits) each semester. Interest will accrue during the deferment period and it is recommended that parents aim to pay the interest each year to avoid paying compound interest.

Returning PLUS Loan Borrowers
If you (Parent) have previously borrowed a Federal Direct PLUS Loan at Wittenberg University and plan to borrow for the upcoming academic year, you are required to complete a new Federal Direct PLUS Loan application. Please follow the guidance below to complete this process.

Please note: You do not have to complete another Master Promissory Note (MPN) as the one we have on file from previous year(s) can be used again.

First-time PLUS Loan Borrowers
For parents who are borrowing a Federal Direct PLUS Loan for the first time, it can be difficult to assess how much you may need to borrow. You can borrow enough to cover the balance due on your student’s account or you can ask for the maximum amount (the total loan amount is then determined by our staff).

If you wish to borrow for your student’s direct costs only (the balance due on the billing statement) please note the government takes out a 4.24% origination fee at the time of disbursement. To include the fee in your loan request, take the amount you need to borrow and divide by 0.96 (see example below). This is the total amount you will need to request for the semester. We recommend you borrow for both fall and spring at the same time, so please double the amount needed.

Example: Your balance due is $4,690 for the fall semester. Divide that by 0.96 to get the semester amount, then multiply that by 2 to get the annual amount needed.

\[ \frac{4,690}{0.96} = \$4,886 \times 2 = \$9,772 \]

is the total amount needed for the year.

If you want to cover books, travel, and other educational expenses, you can request the
maximum amount. We will then determine the loan amount based on your student’s cost-of-attendance and remaining budget.

PLUS Loan Application Instructions
Go online to www.StudentAid.gov and log in with your (Parent) FSA ID. It is important that you complete this with your FSA ID to avoid loan errors. You will list yourself as the borrower and your student as the student.

Once you have successfully logged in, select Loans and Grants from the top menu. Next, select the PLUS Loans: Grad PLUS and Parent PLUS option from the menu on the left.

Then select I am a Parent of a Student > Learn More.

Select the Start option listed next to I am a Parent of an Undergraduate Student. This will start the application. Be sure to sign and submit once you have responded to all questions. You will be notified instantly by the federal government whether the loan was approved or denied or, in some instances, that they need more information.
Approved Parent PLUS Loans – Documents
If your PLUS loan application has been approved, please be sure to complete and sign a PLUS Loan Master Promissory Note (MPN). Wittenberg University will not be able to pay the loan to your student’s account until we have received an electronic copy of the MPN.

On the federal aid site, www.StudentAid.gov, navigate again to Loans and Grants and select the Master Promissory Note (MPN) option on the left side of the menu options.

Under the options for Choose the Direct Loan MPN you want to preview or complete, select I’m a Parent of an Undergraduate Student. Then click Start.
Denied Parent PLUS Loans – Options
If you have been denied the Parent PLUS Loan, there are a few options still available to you. Below is a brief outline of each option, with more detailed information provided by the federal government via this link: PLUS Loan Denial

❖ You can opt to find an endorser. This would be any credit-worthy cosigner who agrees to apply for the loan in their name, on your and your student’s behalf.
❖ You can appeal the denial decision directly to the government if you have extenuating circumstances that may have led to your adverse credit.
❖ You can accept the PLUS Loan denial decision, and Wittenberg can then add an additional $4,000 in unsubsidized loan funding to your student’s award for the year.

Private Educational Loans
Private loans are issued in the student’s name but generally require a creditworthy cosigner to apply along with the student. The cosigner can be anyone known to the student including any family member or friend. The interest rate on the loan repayments will be determined by the creditworthiness of the cosigner. No payments will be required while the student is in school, but interest will accrue and it can be wise to make interest payments each year to avoid paying compound interest. The student can borrow up to their cost-of-attendance, minus any aid already offered. We recommend borrowing for both fall and spring at the same time.

Application Process
Go online to WU Private Loans, where you can review different lenders and loan options as well as link to each of their websites for more information.
You can select **Compare** next to as many lenders as you want to assess the differences between each loan offer, etc. Once you have decided on a lender, click the **Apply** option. The link will take you to your selected lender’s website, where you should find the application and any assistance you may need to complete it.

Once you submit your application, the lender will check your (or cosigner’s) credit immediately to determine whether you will be approved. If approved, the lender will forward the information to Wittenberg University for loan certification. Please note: It can take up to two weeks for the loan process to be completed.