



Review & Pay Your E-Bill

- New York Tech does not send out paper billing statements. For information on how to make payments, enroll in a payment plan and acceptable payment methods visit: <https://www.nyit.edu/bursar/payments>
- For payment due dates and deadlines visit: https://www.nyit.edu/bursar/important_dates_and_deadlines
- Review Insurance Charges and Waiver Deadlines: https://www.nyit.edu/bursar/insurance_charges



Review Your Financial Aid

- Complete the FAFSA at studentaid.gov/fafsa using New York Tech's school code: 002782. You must complete the FAFSA each year. For information on how to apply for financial aid visit: nyit.edu/apply4finaid
- To ensure that your FAFSA is imported successfully, log into the Student Service HUB at my.nyit.edu to review/update your Social Security Number.
- Use the Direct Data Exchange when completing the FAFSA to submit your Federal Tax Information.
- Students must annually complete the Financial Aid Disclosure in the Student Service HUB. Hint: it's under "Tasks" then under "Holds."



Complete Requirements to Receive Financial Aid and/or Scholarships

Note: Anticipated aid is not guaranteed aid. Anticipated aid is what you may be eligible for if you meet all the requirements.

Tips:

- Accept/Decline: You must either accept or decline (in full or partial amounts) financial funding that was offered to you in order to have "anticipated aid" moved to "authorized aid" that can be applied towards your bill.
- Complete the Financial Aid Disclosure in the Student Service HUB. Once you Accept/Decline, you must annually read and complete the Financial Aid Disclosure. Hint: it's under "Tasks" then under "Holds." Once you complete this task, the hold will be released immediately.
- Accepting Federal Loans? Be sure to complete Loan Entrance Counseling and a Master Promissory Note (MPN) online at studentaid.gov under 'Loans and Grants'. You must complete this step in order to receive the loans. <https://studentaid.gov/h/manage-loans>
- Dependent students: If your parent wants to borrow a Parent Plus Loan, accept the desired Estimated Parent PLUS loan amount via your Student Service HUB. Then, your parent borrower must apply for a PLUS loan* and complete a Master Promissory Note (MPN) online at studentaid.gov.
- Graduate students: If you accept the Estimated Graduate PLUS loan offer, you must apply for a PLUS loan* and complete a PLUS MPN online at studentaid.gov.
- *If borrowing a PLUS loan, a PLUS application must be completed each year at studentaid.gov.
- New York State Residents Only: Complete the NYS Tuition Assistance Program (TAP) application. Each year, you must complete an application to receive a TAP grant. Undergraduate school code: 2120. For information on how to file visit: <https://www.hesc.ny.gov/>
- If your anticipated aid is not posted to your account after the drop/add period, there may be an issue. Visit https://www.nyit.edu/bursar/account_balance_faqs or contact us at bursar@nyit.edu.

✓ Review Holds & To Do List Items in the Student Service HUB

- Navigate to the Student Service HUB online at my.nyit.edu and find "My Tasks" to see if you have any outstanding items.

✓ Check Your Student Email Frequently

- Find your student email (ending in @nyit.edu) at my.nyit.edu.
- Most communications from faculty and staff will come to you via your student email. Check your student issued email to avoid missing time sensitive information.

✓ Familiarize Yourself With the Student Service HUB— Your Home for University Business

- The Student Service HUB is where you can manage the business side of being a student:
 - Register for classes
 - Pay your bill
 - Manage your financial aid
 - Check your grades
 - Get reminders about outstanding items
 - And much more.
- To view online tutorials on how to use your online Student Service HUB visit https://www.nyit.edu/bursar/enrollment_videos

✓ Complete the FERPA Student Release Form, If You Choose

- If you want to grant a third-party member of your choice (parent/guardian/etc.) access to certain educational records, you will need to complete the FERPA Student Release Form.
- Follow these steps to complete the form:
 - Log in to Student Service HUB
 - Choose My Profile select "FERPA Student Release Form"
 - The form will automatically populate your phone and address information. Please confirm that this is correct or update it if it is outdated by following the "Update Home Address" or "Update Mobile Number" links.
 - Once you have completed all of the required fields, you may submit the FERPA which will remain in effect until you revoke the authorization. You may revoke the FERPA online if need be. Please click here for more information on the Family Educational Rights and Privacy Act (FERPA).

Resources

- Contact us:
 - Email: bursar@nyit.edu
 - Phone: 516.686.7510
- View important dates & deadlines: https://www.nyit.edu/bursar/important_dates_and_deadlines
- View step-by-step videos to complete certain tasks: https://www.nyit.edu/bursar/enrollment_videos
- Student Service HUB: my.nyit.edu