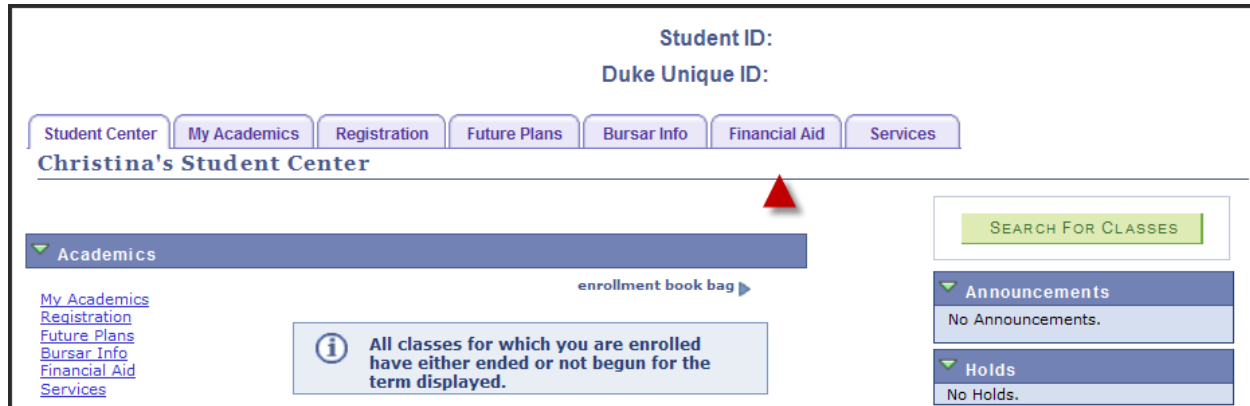


As of June 2009, the manner in which students access their Financial Aid information at Duke University has changed. Students are now able to review almost all financial aid information online, and can accept or decline most awards. The document below explains how to move through these pages.

New Tab Structure

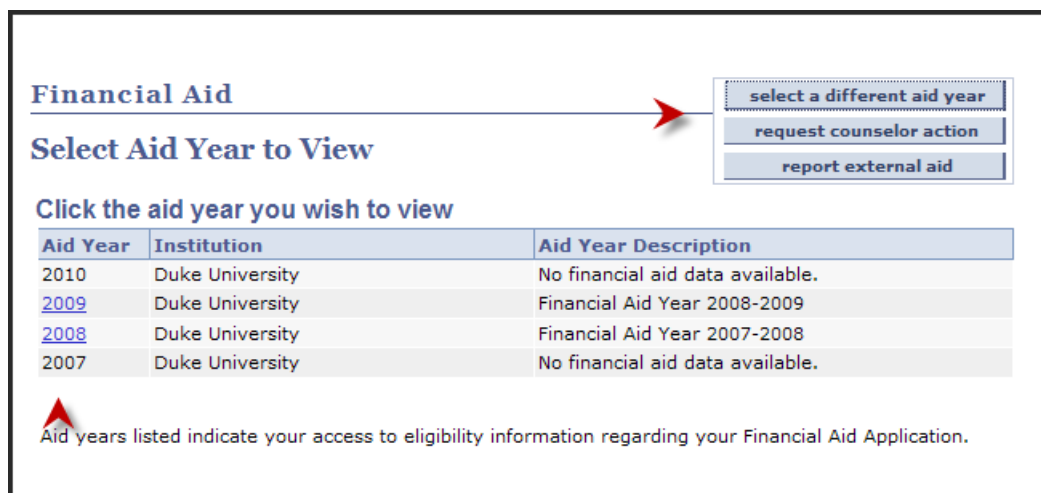
- You will be able to see your Financial Aid information in a tab format



The screenshot shows the 'Christina's Student Center' interface. At the top, there are fields for 'Student ID:' and 'Duke Unique ID:'. Below these are navigation tabs: 'Student Center', 'My Academics', 'Registration', 'Future Plans', 'Bursar Info', 'Financial Aid', and 'Services'. The 'Financial Aid' tab is highlighted. Underneath, there's a section for 'Academics' with a sub-tab 'enrollment book bag'. A message box states: 'All classes for which you are enrolled have either ended or not begun for the term displayed.' To the right, there are sections for 'SEARCH FOR CLASSES', 'Announcements' (No Announcements), and 'Holds' (No Holds).

Aid Year Selection

- When you click the Financial Aid tab, you will be asked to select an Aid Year.
- Active Aid Years will be visible as blue hyperlinks.
- If your award package is not yet complete, you will see the aid Year, but it will not act as a link
- There are a set of buttons presented at the top of each page. These will allow you to move to another Aid Year, to send your Financial Aid Office an email, or to report external aid to a counselor.
 - The Aid Year button will return you to this selection page
 - The other two buttons will activate a pop-up window that will let you send an email to your financial aid office. You will be CC:ed on the email.



The screenshot shows the 'Financial Aid' section with the heading 'Select Aid Year to View'. A red arrow points from the 'Financial Aid' heading to a button labeled 'select a different aid year'. Below this are two other buttons: 'request counselor action' and 'report external aid'. The main content area says 'Click the aid year you wish to view' and contains a table with the following data:

Aid Year	Institution	Aid Year Description
2010	Duke University	No financial aid data available.
2009	Duke University	Financial Aid Year 2008-2009
2008	Duke University	Financial Aid Year 2007-2008
2007	Duke University	No financial aid data available.

A red arrow points to the '2009' and '2008' links. Below the table, a note states: 'Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.'

Estimated Budget

- You will be presented budget information on this first page. It will be displayed by term, with Aid Year total

Financial Aid

Estimated Financial Aid Budget

Financial Aid Year 2008-2009

Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

2009 Spring Term

Category Description	Amount
Books	550.00
Board	2,320.00
Housing	3,220.00
Miscellaneous	920.00
Transportation	215.00
Tuition	18,035.00
Fees	730.00
Term Total	25,990.00

2008 Fall Term

Category Description	Amount
Books	550.00
Board	2,320.00
Housing	3,220.00
Miscellaneous	920.00
Transportation	215.00
Tuition	18,035.00
Fees	730.00
Term Total	25,990.00
Total Cost of Attendance	51,980.00

Currency used is US Dollar.

The items listed above are based on costs associated with your academic program. These costs are estimates only and are subject to change based on changes to academic standing, as well as other factors impacting tuition and fees.



Expected Family Contribution

- UGRD and Med students will see their Estimated Family contribution on this page.
- All other careers will see a message instructing them to contact their Financial Aid Office for EFC Information.

Financial Aid		
Expected Family Contribution		
Financial Aid Year 2008-2009		
The Expected Family Contribution is an estimate based on the information you submitted.		
EFC Parent - Acad Year		
	Academic Year	Non Standard Per.
Contribution from Parents	10,530.00	0.00
Contribution from Student	2,200.00	0.00
Total Expected Contribution	12,730.00	0.00
Currency used is US Dollar.		
The information is a break down of what you and/or your parents are expected to contribute to your estimated costs. The Parent and student contribution is calculated based on information provided on your financial aid application. You are required to report any changes to the Financial Aid Office within 2 weeks of the change.		

Accept / Decline Financial Aid Awards

Step 1

- You will see your awards on this page
 - You can click on the item type description to read the associated award message
 - If your award has any specific requirements, they should be visible under this link
 - Click the *Category* link to see information useful in understanding student loans
- Click the Accept or Decline check box next to the Award
- For loans, you can also reduce the award
 - Students can never increase an award
- Awards will be grayed out if –
 - The award is a grant or scholarship, and is made in a “Accepted” status
 - The award has disbursed to your account
 - Loan information is being processed at your lender
- If an award is grayed out, you will need to speak to a counselor to make a change

Financial Aid

Award Package

Financial Aid Year 2009-2010

Your acknowledgment and/or changes were successfully processed. Please review your awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Additional information about your awards can be found via the hyperlinks below.

Description	Category	Career	Offered	Accepted	Accept	Decline
School of Law Awards	Grant	Law School	5,000.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Law Summer Award	Grant	Law School	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Sub Stafford Loan A	Loan	Law School	8,500.00		<input type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan A	Loan	Law School	12,000.00		<input type="checkbox"/>	<input type="checkbox"/>
Alt. Loan / Grad-Prof PLUS Ln	Loan	Law School	33,152.00		<input type="checkbox"/>	<input type="checkbox"/>
Federal Perkins Loan	Loan	Law School	3,000.00		<input type="checkbox"/>	<input type="checkbox"/>
Total			63,652.00	0.00		

select a different aid year

request counselor action

report external aid

Currency used is US Dollar.

accept all

decline all

clear all

update totals

SUBMIT



Financial Aid Self Service for Students

Step 2

- After you submit your Award package, you will see a summary page

Accept/Decline

Below is a list of your Financial Aid choices

Description	Category	Amount Accepted
School of Law Awards	Grant	5,000.00
Law Summer Award	Grant	2,000.00
Federal Sub Stafford Loan A	Loan	8,500.00
Federal Unsub Stafford Loan A	Loan	12,000.00
Alt. Loan / Grad-Prof PLUS Ln	Loan	0.00
Federal Perkins Loan	Loan	3,000.00
Total		30,500.00



Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

YES

NO

Step 3

- After you submit your award successfully, you will return to the Accept /Decline page.
- If you are a **First-Time Borrower** at Duke, you will be presented with a pink prompt box, asking you to review your loan information.
 - Click the *Review Loans* button to go the View my Loan Info page
- If you are a **Returning Borrower**, no pink prompt box will display. The lender from your previous loans will be automatically selected, unless you direct your Financial Aid Office otherwise.
 - You can contact you Financial Aid Office by clicking the “Request Counselor Action” button at the top of the page.

Financial Aid

Award Package

Financial Aid Year 2009-2010

Your acknowledgment and/or changes were successfully processed. Please review your awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Additional information about your awards can be found via the hyperlinks below.

select a different aid year

request counselor action

report external aid

You have accepted one or more loan awards. Please click the button to review your loans. **review loans**

Description	Category	Career	Offered	Accepted	Accept	Decline
School of Law Awards	Grant	Law School	5,000.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Law Summer Award	Grant	Law School	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Sub Stafford Loan A	Loan	Law School	8,500.00	8,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan A	Loan	Law School	12,000.00	12,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alt. Loan / Grad-Prof PLUS Ln	Loan	Law School	33,152.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Perkins Loan	Loan	Law School	3,000.00	3,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			63,652.00	30,500.00		

Currency used is US Dollar.

accept all
decline all
clear all
update totals

SUBMIT



View Awards

- Note – If you clicked the “Review My Loan Info” button, you will be taken to the next page in this document. You can return to the View Awards page at any time..
- You can review your Financial Aid awards on this page
- You can review the associated award messages by clicking the Award Description
- Your awards can be seen by Aid Year and by Term

Financial Aid

Award Summary

Financial Aid Year 2009-2010

Please review each award and corresponding message, via hyperlink.

select a different aid year

request counselor action

report external aid

Aid Year

Award Description	Category	Offered	Accepted
School of Law Awards	Grant	5,000.00	5,000.00
Law Summer Award	Grant	2,000.00	2,000.00
Federal Sub Stafford Loan A	Loan	8,500.00	8,500.00
Federal Unsub Stafford Loan A	Loan	12,000.00	12,000.00
Alt. Loan / Grad-Prof PLUS Ln	Loan	33,152.00	0.00
Federal Perkins Loan	Loan	3,000.00	3,000.00
Aid Year Totals		63,652.00	30,500.00

Currency used is US Dollar.

Terms

2010 Spring Term

Award Description	Category	Offered	Accepted
School of Law Awards	Grant	2,500.00	2,500.00
Law Summer Award	Grant	1,000.00	1,000.00
Federal Sub Stafford Loan A	Loan	4,250.00	4,250.00
Federal Unsub Stafford Loan A	Loan	6,000.00	6,000.00
Alt. Loan / Grad-Prof PLUS Ln	Loan	16,576.00	0.00
Federal Perkins Loan	Loan	1,500.00	1,500.00
Term Totals		31,826.00	15,250.00

2009 Fall Term

Award Description	Category	Offered	Accepted
School of Law Awards	Grant	2,500.00	2,500.00
Law Summer Award	Grant	1,000.00	1,000.00
Federal Sub Stafford Loan A	Loan	4,250.00	4,250.00
Federal Unsub Stafford Loan A	Loan	6,000.00	6,000.00
Alt. Loan / Grad-Prof PLUS Ln	Loan	16,576.00	0.00
Federal Perkins Loan	Loan	1,500.00	1,500.00
Term Totals		31,826.00	15,250.00

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

View my Loan Info

- **First-Time Borrowers** will see pink prompt boxes
 - You will see a prompt box for your Stafford, GradPLUS or Perkins loans
 - Follow all directions to complete loan requirements for each type of loan you have
- If you are a **Returning borrower**, no pink prompt box will display. The lender from your previous loans will be automatically selected, unless you direct your Financial Aid Office otherwise.
 - You can contact you Financial Aid Office by clicking the “Request Counselor Action” button at the top of the page.
- **Please note the following –**
 - The pink prompt boxes will not go away immediately after you have completed lender selection or Entrance Counseling. The Student Loan Office must be notified by your lender that these requirements have been completed before this page will be updated. This process typically takes several days. To verify these requirements are completed, review your ToDo list in the Student Center, or return to this page.
 - Your lender will not immediately populate on this page. It will take one or two days for this information to move through the loan systems. To verify your lender selection, return to this page in several days.

Financial Aid

View My Loan Info

Financial Aid Year 2009-2010

Please contact your financial aid office if you have questions or need to make changes to any information listed on this page. (NOTE: You may have to wait up to FIVE BUSINESS DAYS To see recent lender selections).

select a different aid year

request counselor action

report external aid

Federal Student Loans

⚠ You have accepted a Stafford loan award which requires completion of the lender selection process.

complete processing for this loan

Description	Lender Name	Accept Amount
Federal Sub Stafford Loan A		8,500.00
Federal Unsub Stafford Loan A		12,000.00

Perkins

⚠ You have accepted a Perkins loan award. You will need to complete Entrance Counseling for this loan.

complete processing for this loan

Description	Lender Name	Accept Amount
Federal Perkins Loan		3,000.00

Total for Aid Year

Total		23,500.00
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View Scheduled Disbursements

- You will be able to see the scheduled disbursements for your awards
- These are the scheduled disbursement dates, but may not be the actual dates, if you have applied for a loan later in a semester
- Non-disbursing aid (Work-Study, stipends, etc) will not show on this page.

Financial Aid

Scheduled Disbursements

Financial Aid Year 2008-2009

select a different aid year

request counselor action

report external aid

Terms

2009 Spring Term

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal Pell Grant	Grant	2,040.50	0.00	2,040.50	01/01/2009
Federal SEOG Grant	Grant	2,000.00	0.00	2,000.00	01/01/2009
Academic Competitive Grant 2	Grant	650.00	0.00	650.00	01/01/2009
Federal Perkins Loan	Loan	850.00	0.00	850.00	01/01/2009
Araskog Family Endowment	Scholarship	13,184.50	0.00	13,184.50	01/01/2009

2008 Fall Term

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal Pell Grant	Grant	2,040.50	0.00	2,040.50	08/15/2008
Federal SEOG Grant	Grant	2,000.00	0.00	2,000.00	08/15/2008
Academic Competitive Grant 2	Grant	650.00	0.00	650.00	08/15/2008
Federal Perkins Loan	Loan	850.00	0.00	850.00	08/15/2008
Araskog Family Endowment	Scholarship	13,184.50	0.00	13,184.50	08/15/2008

Currency used is US Dollar.