Fairfield University
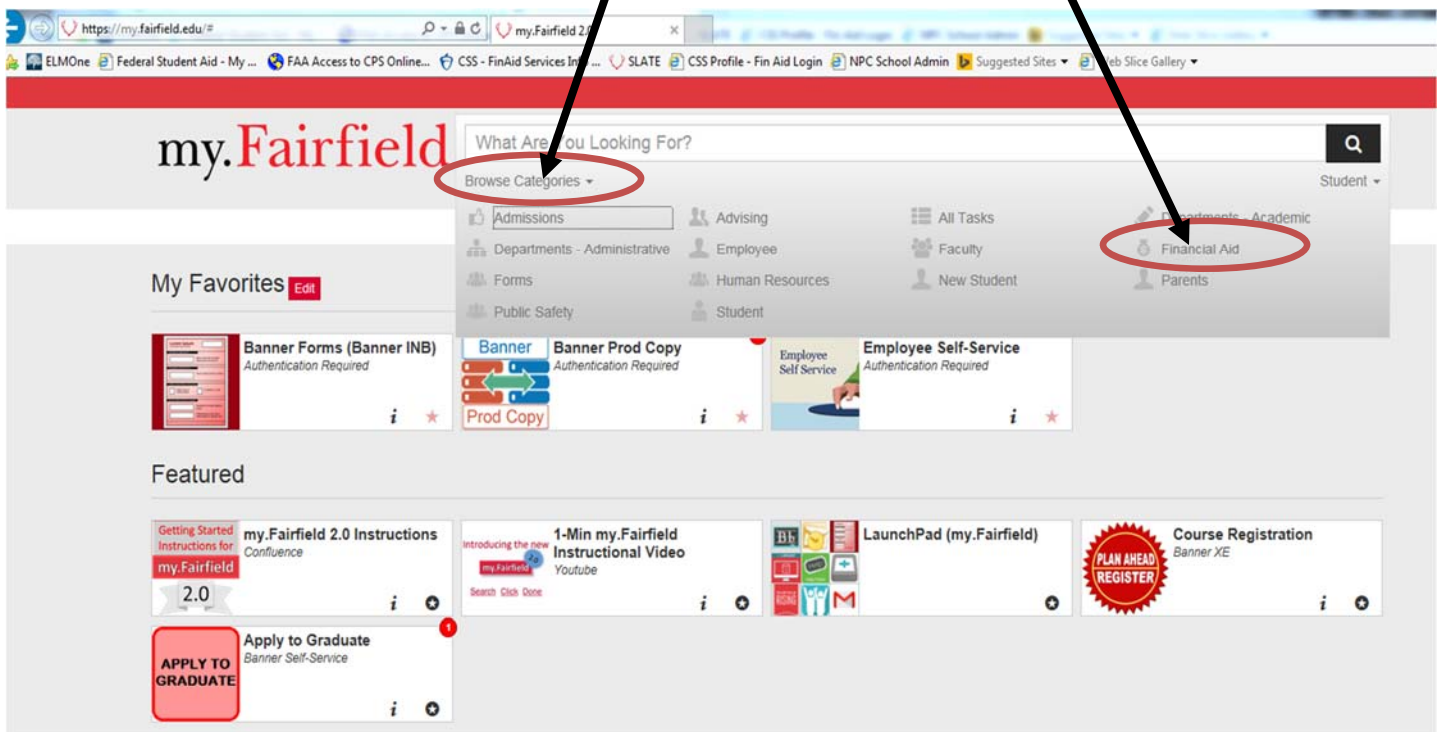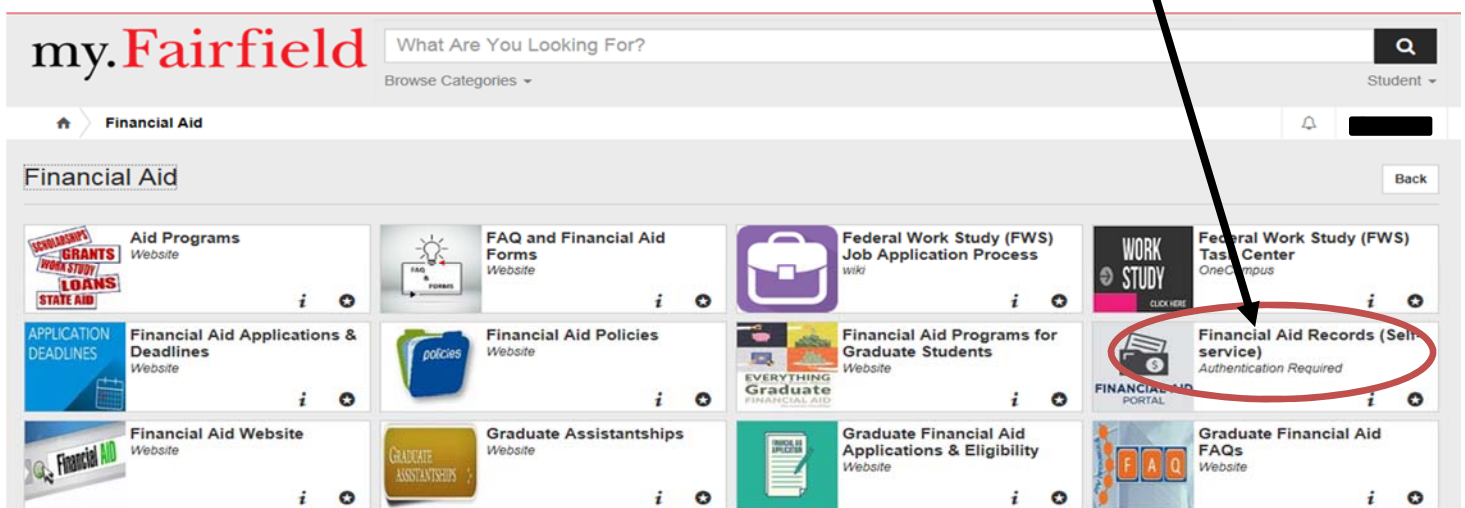## Office of Financial Aid

Your Financial Aid in my.Fairfield

The Fairfield University student portal, *my.Fairfield*, is one of the main forms of communication between students and the Office of Financial Aid. It is very important that students manage this account regularly and contact the Office of Financial Aid when assistance is needed. Refer to the navigation below to check financial aid status, awards, required documents, etc.

1. Log into *my.Fairfield* with Net ID/password (for NetID issues, contact itsfairfield.edu).

2. Once you are logged in, select **"Browse Categories"** and then click on **"Financial Aid."**
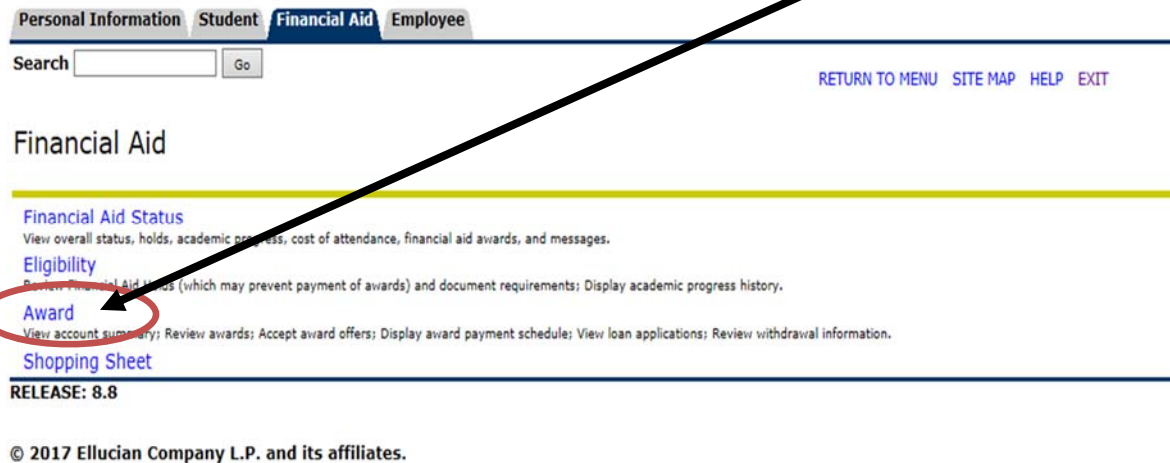

3. You will then be directed to the Financial Aid page. Once you are there, click on **"Financial Aid Records (Self – Service)."**
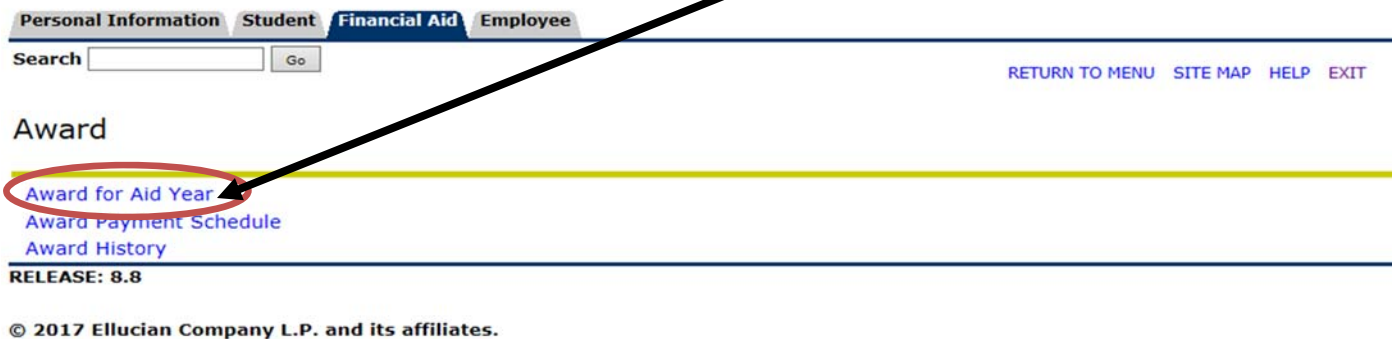
4. By selecting "Financial Aid Records (Self-Service)," a new window will generate. On this page ("Financial Aid"), you will find detailed information about your financial aid status – that is, if you review the links: **Financial Aid Status**, **Eligibility**, **Award**, and, if applicable, **Shopping Sheet** – for a desired academic year.

   To be able to view and take action on your Financial Aid Awards, click on <mark>**"Award."**</mark>

5. On this page ("Award"), you will be able to view information pertaining to your awards for a specified year clicking on the following links: **Award for Aid Year**, **Award Payment Schedule**, and **Award History**. To proceed with taking action on your financial aid awards, click on <mark>**"Award for Aid Year."**</mark>

6. On this page ("Aid Year"), you will be able to select – that is, **by clicking on the drop-down box** – a given academic year. Once an academic year has been selected, you will be able to view the financial aid awards for that given year.

Personal Information Student **Financial Aid** Employee

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Aid Year

💬 Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year | Not Applicable/No Value Found ▼
Submit
2017-2018
RELEASE: 8.21
© 2017 Ellucian 2015-2016 Financial Aid Year
2014-2015 Aid Year
2013-2014 Aid Year
2012-13 Aid Year
2011-2012 Aid year
2010-2011
2009-2010
2008-2009
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2006-2007
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1997-1998
1996-1997

7. On this page ("Award Package for 2017-2018" – or whichever academic year you have chosen), you will be able to view various aspects of your financial aid account. To take action – that is, either accept or decline – on your financial aid awards for the academic year, click on **"Accept Award Offer."**

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Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Award Package for 2017-2018

General Information Award Overview Resources/Additional Information Terms and Conditions Accept Award Offer Special Messages

📋 No award information is available for you at this time, please contact your financial aid office if you have questions.

Select Another Aid Year

[Award Messages | Overall Financial Aid Status | Award Payment Schedule | Award History]

IMPORTANT NOTE: **Some federal and state grants CANNOT be accepted in my.Fairfield.** These aid sources will automatically be accepted and disbursed to your account ONLY after your file is verified *and/or* your aid is confirmed by the Office of Financial Aid *and* by the appropriate federal/state agency.

Checking on your Financial Aid Status and/or Required Documents:

To check on your financial aid status and/or what required documents may be needed to confirm your financial aid eligibility, review either the **"Financial Aid Status"** or the **"Eligibility"** link.

If you clicked on the "Financial Aid Status" link, click on the **"Student Requirements"** link to view what documents are currently being requested for the academic year.

OR

If you clicked on the "Eligibility" link, click on the **"Student Requirements"** link to view what documents are currently being requested for the academic year.

Once you get to the "Student Requirements" page, you will find:

    a. Financial Aid Requirements
    b. Status of Requirements (required/incomplete/satisfied)
    c. Status Date (date the requirement was posted to your account)
    d. Fund Term (term that the requirement may apply to)

IMPORTANT NOTE: The *"As of Date"* for *Unsatisfied Requirements* is **NOT** the date the requirement is DUE. Most of all the required documents are due **August 1** for each academic year. Please contact the Office of Financial Aid if you have questions.

UNSATISFIED REQUIREMENTS:

    a. If the requirement appears **BLUE** and has a **STATUS** of **REQUIRED**, click on the **requirement** to:
        i. Open to a PDF document for you to print/complete, OR
        ii. Open a web site for details on how to satisfy this requirement.

    b. If a requirement appears **BLACK** and has a **STATUS** of **REQUIRED**, there will be instructions on how to satisfy this requirement next to the requirement name.

    c. To ensure proper receipt of all your submitted documents, it will be important for you to note your Fairfield ID number on ALL correspondence to our office.

    d. Submit requirements to the Office of Financial Aid no later than **AUGUST 1**, unless otherwise indicated.

SATISFIED REQUIREMENTS:

    a. If the requirement has a **STATUS** of **SATISFIED**, NO further action is required.

    b. Once ALL requirements are **SATISFIED**, the review/verification process will begin and may take between 4-6 weeks. You will be notified by university email when your financial aid is final.