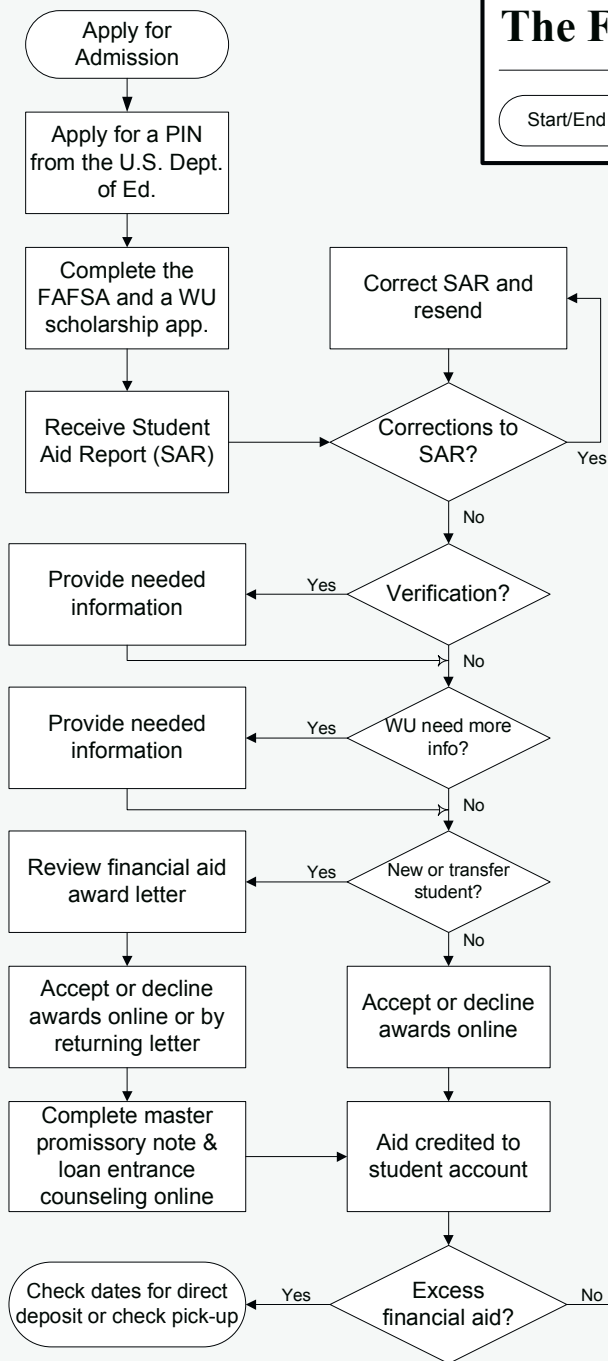
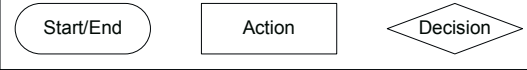


The Financial Aid Process



Important Notes

- ❖ The priority deadline for completing and submitting your FAFSA is February 15.
- ❖ Check with the Financial Aid Office for the process of Parent PLUS loans.
- ❖ If you have questions about your financial aid eligibility or the amount of your awards, contact the Financial Aid office at 785-670-1151.
- ❖ If you have questions about how your financial aid has been applied to your student account, contact the Business Office at 785-670-1156.

PAYING FOR YOUR COLLEGE EDUCATION at Washburn University

Where to find what you need to know

For Financial Aid Information/Assistance: Student Financial Aid Office

Gail Palmer, Director
Morgan Hall, Room 267
Phone: 785-670-1151
800-524-8447

Website: www.washburn.edu/financial-aid
Email: financialaid@washburn.edu

For Billing, Payment Information/Assistance:

Washburn Business Office
Richard Selden, Bursar
Morgan Hall, Room 205
Phone: 785-670-1156

Website: www.washburn.edu/business-office
Email: business-office@washburn.edu

The **most powerful tool** for Washburn students:

my.washburn.edu (no “www”)

TM

WHAT YOU NEED TO KNOW

FOR BOTH FINANCIAL AID AND STUDENT ACCOUNT INFORMATION:

- **my.washburn.edu** is the Washburn student portal (your gateway to important information) that is used for financial aid notifications, student billing account information, enrollment in classes, checking your grades, transcripts, important news, and relevant announcements for students
- **You will be assigned a Washburn Identification Number** commonly referred to as your WIN number. You will use your WIN number and a password to get into the self service area of my.washburn.edu. (Your WIN will be used in place of the Social Security Number in the Financial Aid Office and for all other student data; grades, student accounts, etc.)
- **To locate the self service area**, click on the student tab of My.Washburn.edu and then look for the self service links on the right side of the page. You will log in with your firstname.lastname and, (after your initial visit) a password that you have selected. This is where you will find all of your financial aid information, and be able to accept your financial aid awards on line.
- **Email is our preferred method of communication.** This means that you must keep your Washburn e-mail address current and make sure your electronic e-mail box stays below its designated quota. You must clear your e-mail box out routinely and also delete any messages in your trash folder. (Should you be unable to access your information electronically, please notify our office in writing so we may correspond with you with a hard copy of relevant financial aid information.)
- **Financial aid web page:** <http://www.washburn.edu/financial-aid>
You will also find important information on our web page. Students, this is where you will complete your Master Promissory Note (MPN) and complete Entrance Loan Counseling for your Stafford Loan or PLUS loan as a graduate student. Parents, you will complete your PLUS MPN at this site also. (MPN's are done only once while attending Washburn University.)
- **Your financial aid awards** may be updated due to any new awards that we become aware of such as "outside scholarships or veteran's benefits." You may view and accept your revised awards on line at My.Washburn.edu with your WIN and password access.
- **Don't forget** our priority deadline for academic scholarships and campus based financial aid such as work study, SEOG, and Perkins Loans is February 15. You must apply each year for financial aid.

- **Business office web page:** www.washburn.edu/business-office
The Business Office is responsible for Student Financial Accounts. This is where tuition and fees, housing, meal plans, book bucks, parking fines, etc., are charged, financial aid is credited and any excess disbursed to the student. Students who keep an eye on their accounts and contact the Business office with any questions or problems will benefit greatly.
- **PRINTED STATEMENTS ARE NOT MAILED** Washburn's relational database allows student access to enrollment; to grades; to online courses; to instructors via email; to financial aid assistance and to control of student financial accounts; to payment plans, scheduled payments, parent authorization and more. However, with all the information that may impact student accounts, statements can be rendered inaccurate before they can be mailed. (EBills are loaded after tuition and fees are set at the beginning of the academic year or after the last day of a semester for the next semester and are refreshed monthly throughout the semester)
- **Your student financial account is accessible through my.washburn.edu, students tab.** Click on the **IBOD (Ichabod Billing on Demand)** button to access your student account.
- **Using IBOD**, students can:
 - Print Statements of Account from the web
 - Set up an installment payment plan (\$30 set up fee) and pay for it online or with more traditional methods (mail, phone, Business Office dropbox, or in person at the counter)
 - Set up scheduled, online payments from a bank account or credit card and have reminder emails sent a specified number of days ahead
 - Set up direct deposit authorization for refunds of your credit balance (excess financial aid)
 - Set up parents or others as authorized users. These users can:
 - Ⓞ View the student's financial account
 - Ⓞ Set up payment arrangements or make payments online or by traditional methods
 - Ⓞ Legally discuss the student's account with the Business Office Staff (FERPA, the Family Educational Rights and Privacy Act, prohibits discussion without this permission, **even if the parent is paying the bill**)

Please check our public websites for payment and refund dates and for more complete information. And please call our offices or email with any questions you may have.

my.washburn.edu Login and use it. You'll be glad you did.