

## IMPORTANT FINANCIAL AID Reminders

1. In order for you to be offered any Federal Financial Aid, you must be meeting Satisfactory Academic Progress (SAP).
2. If you attend **Summer school** and it is determined that you are not meeting SAP at the conclusion of Summer, then your Financial Aid Award will be cancelled. However, you will need to submit a Financial Aid Appeal to our Office of Administration & Finance—Admin. Bldg. Room 301.
3. If you stop attending classes or resign from the university, then you may be subjected to a Return of Title IV (please refer to the current catalog for a detailed explanation.)
4. If you decide NOT to attend for the next semester, you must notify the Financial Aid Office in writing before the 1<sup>st</sup> day of classes to avoid the possible calculation of a Return of Title IV (please refer to the current catalog for a detailed explanation.)
5. In order for you to receive a student loan, you must be enrolled in at least 6 credit hours. This applies to Undergraduate and Graduate Students.
6. **In order for your Federal funds to be disbursed, your attendance must be verified by your course instructors.** NOTE: If you cross-enroll, please inform your instructor to send an email regarding your class attendance to [financialaid@suno.edu](mailto:financialaid@suno.edu) so your attendance may be sent to Registrar for update.
7. Your Financial Aid (grants and student loans) will be disbursed according to your class attendance that is verified by your course professor(s). If you only attend some classes and not all, then your financial aid will only disburse for the classes that are verified by your professor(s).
8. **FIRST Time Borrowers**—per the U. S. Department of Education, ALL first-time loan borrowers (Undergraduate and Graduate) have a 30-day delay on disbursements—This is posted on the Loan Data Form
9. **If you do not attend any class, then your financial aid will not be disbursed.**
10. If you stop attending classes and/or resign from the university, then you may be subjected to a Return of Title IV Calculation (please refer to the current catalog for a detailed explanation.)
11. REFUNDS are issued by the Comptroller's Office and not the Office of Student Financial Aid. ---
12. ALL Financial Aid AUTHORIZED by 5:00 p.m. every Tuesday should be available for the refund process. Students must allow the Comptroller's Office up to 14 business days from the AUTHORIZED day to issue refunds—it is NOT 14 days from the 1<sup>st</sup> of classes.

If we can be of any further assistance, please contact the Financial Aid Office. The Financial Aid Counselors are assigned according to the *first letter of your **Last Name***:

<u>Last Name</u>	<u>Financial Aid Counselor</u>	<u>E-mail Address</u>	<u>Contact Number</u>
A—F	Ms. Joyce Scott-Clippis	<a href="mailto:jclippis@suno.edu">jclippis@suno.edu</a>	(504) 286-5270
G—I	Ms. Sonita Boyd	<a href="mailto:sboyd@suno.edu">sboyd@suno.edu</a>	(504) 284-5436
K—Q	Ms. Victoria Jones	<a href="mailto:vjones@suno.edu">vjones@suno.edu</a>	(504) 286-5265
J, R—Z	Ms. Aline Bianchini	<a href="mailto:abianchini@suno.edu">abianchini@suno.edu</a>	(504) 286-5266

# How to review your Financial Aid Status in the Banner Secure Area?

- To Log into Banner (go to [www.suno.edu](http://www.suno.edu)) and click on the **Current Students** link.  
([https://selfservice.suno.edu:9010/prod8/twbkwbis.P\\_GenMenu?name=homepage](https://selfservice.suno.edu:9010/prod8/twbkwbis.P_GenMenu?name=homepage) (Press the link and CTRL)
- Then click on **Banner** The SUNO Login will appear.
- Click on *Enter the Secure Area*.
  - Enter your username (Example: SUNO ID Number) and password (your 6-digit birthday (Example: MMDDYY), then click on **Sign In**.
  - **Note:** If you get locked out, then contact the Registrar's Office (ADMIN Room 212) to have your password reset.
- On the left-hand side, you will see the title, Main Menu. Please click on "**Financial Aid**", then select Award. You will be prompted to select an aid year: please select **Academic Year 2017-2018**
- Click on **Terms and Conditions** to review your obligations before accepting your Financial Aid Award. **If you do not accept your Terms and Conditions, then your disbursement and refund process will be delayed.**

NOTE: If you have a loan offered to you and you do not want to accept it, please decline the loan.