

How to navigate the Molloy University Financial Aid Portal to complete your Terms and Conditions and other functions.

Step 1. Login into your Molloy University portal using your Username and Password

Step 2. Once logged in, please open the tab called My Financial Aid Portal, then scroll down and click on the link.

Step 3. Once in your portal, check the **top right corner** to confirm what academic year you would like to view.

Step 4. Next, select the Menu button located on the **top left corner**. The following steps are to be done in order starting from the top to the bottom.

Step 5. Please click on Financial Aid Disclosure. Review the information carefully as it is a breakdown of your estimated tuition, fees, cost of attendance and your aid for the selected Academic year.

Step 6. Next click on the ***FERPA Agreement**, complete the **two** fillable fields. Once done Click **Save and Submit**.

*Note this agreement allows the Financial Aid Office to disclose financial information about your account to a third-party (ie: Parent(s)/Guardians).

Step 7. Next Review your **Financial Aid Offer**, this tab further breakdowns your aid giving you the estimated amounts for the academic year.

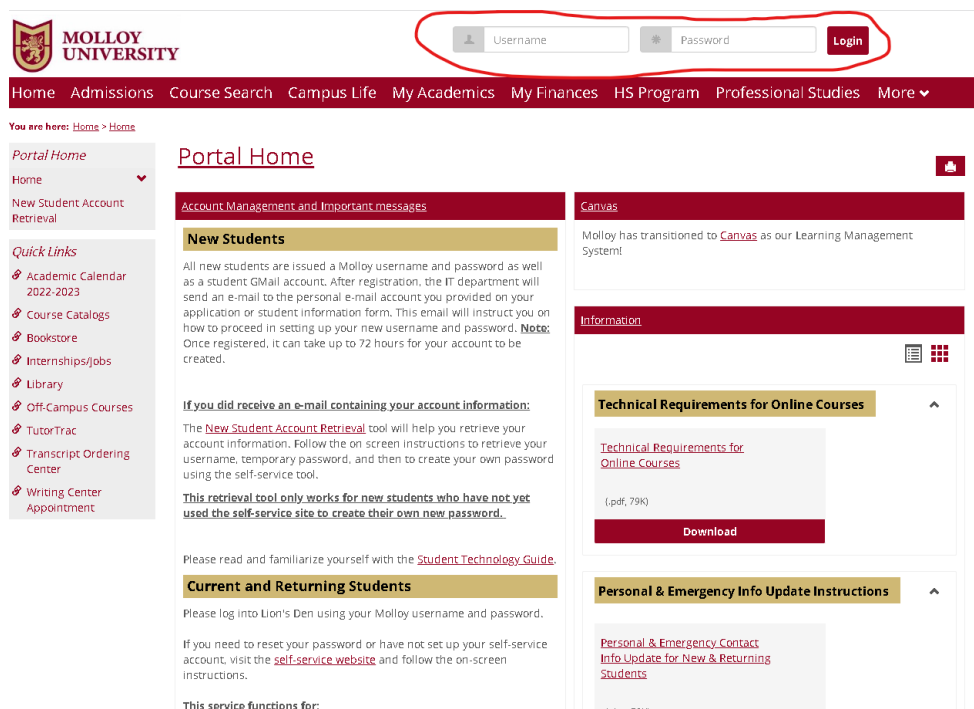
Step 8. After you have reviewed your Aid click on the tab **Accepting your Financial aid offer(s)**. Please read and then select **I agree to these Terms and Conditions** then click submit.

Step 9. After submitting your Terms and Conditions you will be able to view all your aid being offered. Please review all aid and then either Accept, Decline, or Reduce. Once all aid is no longer in *pending* status, please click submit. * Note if any aid Status is still **pending** this form is considered **incomplete**.

Step 10. Lastly select **Documents and Messages** to review any missing documents the office still requires from you. To access your missing document please click on the document name. Also all documents are available on our website in PDFs: <https://www.molloy.edu/admissions-aid/financial-aid/printable-forms> or via the Forms and Links tab in the Menu dropdown on the top left-hand corner. *Note always check the Academic year before filling out any forms.

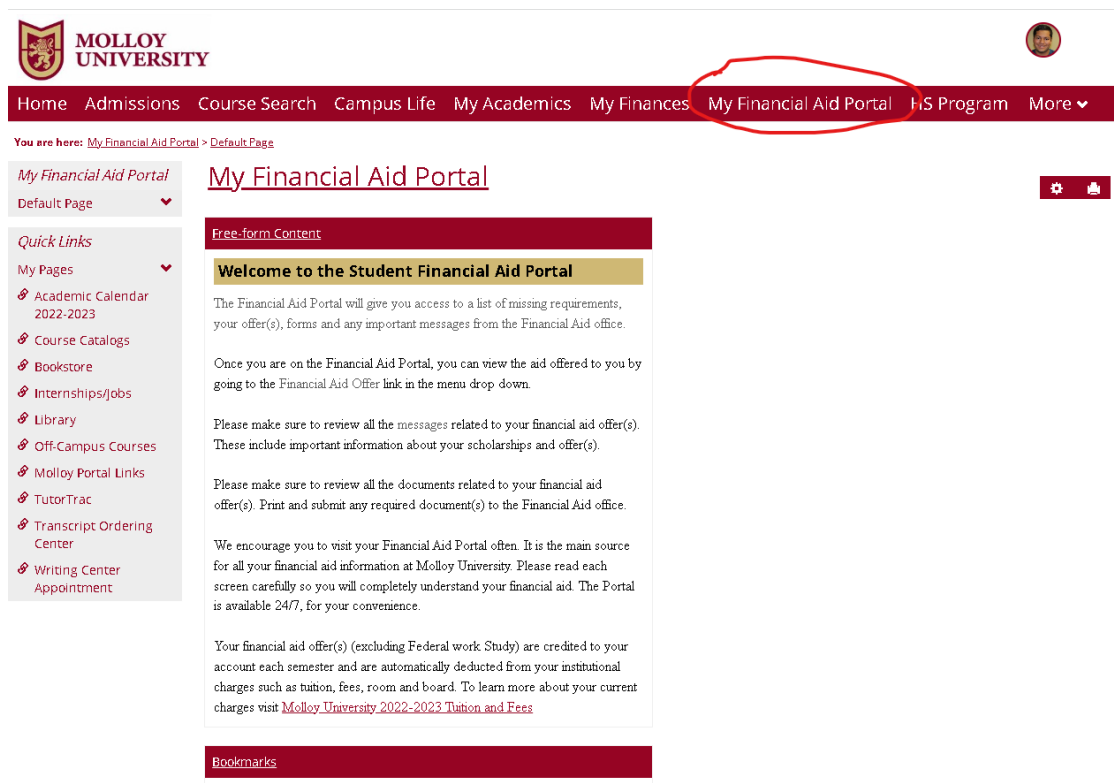
See Below the Step-by-Step Guide with Images on how to navigate the Molloy University Financial Aid Portal

Step 1. Login into your Molloy University portal using your Username and Password



The screenshot shows the Molloy University portal home page. At the top, there is a navigation bar with links for Home, Admissions, Course Search, Campus Life, My Academics, My Finances, HS Program, Professional Studies, and More. Below the navigation bar, there is a login section with fields for Username and Password, and a Login button. The Username and Password fields are circled in red. Below the login section, there is a section for New Students, which includes information about account creation and retrieval. There is also a section for Current and Returning Students, which includes information about logging in and resetting passwords. The page also features a sidebar with Quick Links and a main content area with various sections like Account Management and Important messages, Canvas, Information, Technical Requirements for Online Courses, and Personal & Emergency Info Update Instructions.

Step 2. Once logged in please open the tab called My Financial Aid Portal, then scroll down and click on the link.

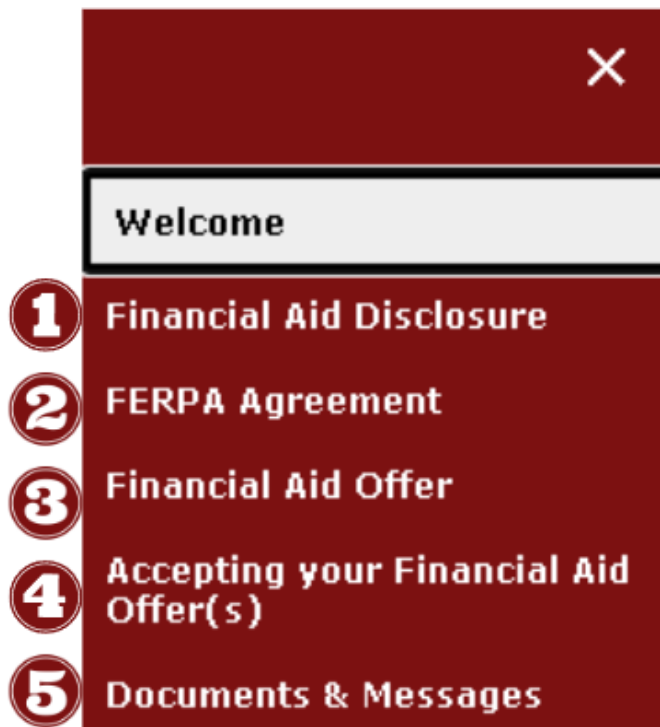


The screenshot shows the Molloy University portal My Financial Aid Portal page. At the top, there is a navigation bar with links for Home, Admissions, Course Search, Campus Life, My Academics, My Finances, My Financial Aid Portal, HS Program, and More. The My Financial Aid Portal link is circled in red. Below the navigation bar, there is a section for My Financial Aid Portal, which includes a Welcome to the Student Financial Aid Portal message. The message explains that the Financial Aid Portal will give access to a list of missing requirements, offer(s), forms, and important messages from the Financial Aid office. It also provides instructions on how to use the portal, including reviewing messages and documents related to financial aid offer(s). The page also features a sidebar with Quick Links and a main content area with sections like Free-form Content, Welcome to the Student Financial Aid Portal, and Bookmarks.

Step 4. After confirming the year select the Menu button located on the **top right corner**. The following steps are to be done in order starting from the top to the bottom.



Step 4. After confirming the year select the Menu button located on the top left corner. The following steps are to be done in order starting from the top to the bottom.



Step 5. Please click on Financial Aid Disclosure. Review the information carefully as it breakdowns your estimated tuition, and your aid for the selected Academic year.

Step 6. Next click on the ***FERPA Agreement**, complete the **two** fillable fields. Once done Click **Save and Submit**.

***Note** this agreement allows the Financial aid office to disclose financial information about your account to a third-party (ie: Parent(s)/Guardians).

FERPA Application - Award Year 2023/2024

In compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), Molloy University is committed to of your personal (non-directory) related information to only you (the student) and those who you authorize.

If you need to contact the Molloy University financial aid office, we will ask you to verify your identity (if in person you will be asked to do so before we can disclose any personal information.

The security passphrase is intended to protect your privacy. This passphrase should only be provided to a third

Please note, if you grant permission to someone like your parent(s) to speak on your behalf, that person will be data reported on the FAFSA form. For example, (Social security number, date of birth, full name, address, driver's license, our office will not be able to disclose any financial aid information.

****The security passphrase is required even if you (student) is the only one calling the office****

By completing this application you are acknowledging that you understand the terms and conditions set forth and the implications of such

All fields marked with an asterisk are required.

1. Financial Aid Security Passphrase *



2. Release information to Third Party (ie: Parent(s)/Guardians) YES or NO *



Clicking **Save** stores your application data. You can return any time to finish filling out your application before consideration.

Clear Save **Save and Submit**

Step 7. Next Review your **Financial Aid Offer**, this tab further breakdowns your aid giving you estimated amounts for the academic year.

Step 8. After you have reviewed your Aid click on the tab *Accepting your Financial aid offer(s)*. Please read and then select *I agree to these Terms and Conditions* then click submit.


The following disclosures are required by federal regulations.


Student Refunds: Students with credit balances can choose to have their refunds deposited directly into a bank account by going to [Refund Selection](#) dates, by filing a formal written notice with the Office of the Registrar, appropriate refunds will be granted for tuition only; fees are non-refundable. The whenever the proper authorities deem such changes necessary. Students are liable for all costs in the collection of delinquent accounts and all late fees

Return of Title IV Federal Student Aid Policy: Students receiving Federal Title IV (Loans & Grants) funds, who withdraw completely from Molloy, will be based upon the number of days in attendance. The amount of assistance that a student has earned is determined on a pro rata basis. Students, who did not receive the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds to avoid incurring additional debt. Molloy may not disburse loan funds, if the student accepts the funds) for tuition, fees and charges (as contracted with the school). **Students will still be liable for any balance on** regardless of the amount of Federal Title IV funds that have to be returned to the federal programs (see University Catalog for additional information or [and graduate degree programs at one of the top colleges in America.](#)


Federal and State Satisfactory Academic Progress: To be eligible for Federal and State Financial Aid, the student must maintain satisfactory academic progress to receive funding under the Federal and State aid programs. There are two distinct measures of satisfactory academic progress: a "quantitative" measure, the student's cumulative grade average. Students are required to meet both standards to remain in good academic standing. Please refer to the [University: Affordable undergraduate and graduate degree programs at one of the top colleges in America.](#) for additional information or contact our office. The student must maintain to be eligible to receive Federal Aid.

This form must be saved and submitted. By agreeing and submitting the Terms and Conditions, you acknowledge that you understand the terms and institutional regulations while attending Molloy University

I agree to these Terms and Conditions 








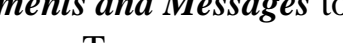

Step 9. After submitting your Terms and Conditions you will be able to view all your aid being offered. Please review all aid then either Accept, Decline, or Reduce. Once all aid is no longer in *pending* status, please click submit. *Note if any aid **status** is still **Pending** this form is considered **Incomplete**.

have two  next to its message, indicates award is estimated.

For students that are selected for VERIFICATION by the Department of Education, the Financial Aid offer are **ESTIMATED** until all required documents are submitted and approved. Please refer to the Menu drop down and look for the documents link. You must complete all required verification documents **before** your award can be FINALIZED. Your Financial Aid will not be disbursed to the Bursar's Office until this process is complete. Accepting your offer does not waive this process and your Financial Aid offer may change if any of your information changes after VERIFICATION.

Please check the documents tab to determine if you must complete verification.

For payment help you cover any account balances after your Financial Aid is applied to your bill, go to the Menu drop down and select [Disbursement](#), for further assistance.

Your Awards					
Award	FA 2023	SP 2024	Total	Message	Status
Molloy Grant				Click to View Message	Accepted 
Total					

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