

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

Step 1. Go to <https://lionsden.molloy.edu/ICS/>

Logon to your Molloy University Lionsden 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. 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 (i.e.: Parent(s)/Guardians). **Please note down your FERPA passphrase**

Step 6. Next Review your **Financial Aid Offer**, this tab further breakdowns your aid giving you the estimated amounts for the academic year

Step 7. 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 8. 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**.

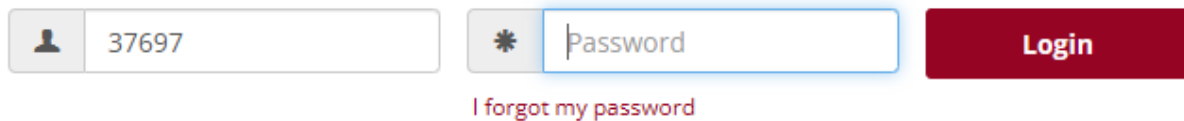
Step 9. Lastly select **Documents and Messages** to review any missing documents the office still requires from you. To access your missing document please click on the document name. Also all documents are available on our website in PDFs: <https://www.molloy.edu/admissions-aid/financial-aid/printable-forms> 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.

Step 10. Please click on **College Financing Plan** 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.=

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

Step 1:

1. Go to <https://lionsden.molloy.edu/ICS/>
 - In the login box, enter your username.
 - If you have not yet Confirmed and paid your deposit, please use your student ID number as your username and reset your password.
 - If you have Confirmed and paid your deposit, please use the username portion of your @lionsden.molloy.edu email address (your username is everything before the @ sign)
2. To reset your password, under the password box, Click the link that says "I forgot my password"



37697

Password

Login

[I forgot my password](#)

- Check your email for the reset link and follow the instructions to create a new password
- Once password has been reset and you are logged on, click on "My Financial Aid Portal"



[Home](#) [Personal Info](#) [Admissions](#) [Campus Life](#) [Course Search](#) [My Academics](#) [My Finances](#) [My Financial Aid Portal](#)

You are here:
[My Financial Aid Portal](#) > [Default Page](#)

[My Financial Aid Portal](#)

Default Page

Quick Links

My Pages

[Academic Calendar](#)

[Advising Appointment Scheduling](#)

[Course Catalogs](#)

[Bookstore](#)

[Internships/Jobs](#)

[Library](#)

[Off-Campus Courses](#)

[Molloy Portal Links](#)

[Tutoring Appointments](#)

[Transcript Ordering Center](#)

[Writing Center Appointment](#)

My Financial Aid Portal

Free-form Content

Welcome to the Student Financial Aid Portal

The Financial Aid Portal will give you access to a list of missing requirements, your offer(s), forms and any important messages from the Financial Aid office.

Once you are on the Financial Aid Portal, you can view the aid offered to you by going to the Financial Aid Offer link in the menu drop down.

Please make sure to review all the messages related to your financial aid offer(s). These include important information about your scholarships and offer(s).

Please make sure to review all the documents related to your financial aid offer(s). Print and submit any required document(s) to the Financial Aid office.

We encourage you to visit your Financial Aid Portal often. It is the main source for all your financial aid information at Molloy University. Please read each screen carefully so you will completely understand your financial aid. The Portal is available 24/7, for your convenience.

Your financial aid offer(s) (excluding Federal work Study) are credited to your account each semester and are automatically deducted from your institutional charges such as tuition, fees, room and board. To learn more about your current charges visit Molloy University 2024-2025 [Tuition & Fees](#).

[My Financial Aid Portal](#)

Step 2. then scroll down and click on the link that says "My Financial Aid Portal"

Bookmarks?



[Collapse all sets](#)

Link to My Financial Aid Portal

 [My Financial Aid Portal](#)

Required

netpartner.molloy.edu

*Note If you are experiencing a JICS error message, please make sure you are logging on with a computer **(NO PHONES, TABLETS, SMARTWATCHES. USE MICROSOFT EDGE OR GOOGLE CHROME, SAFARI IS NOT COMPATIBLE WITH THE SYSTEM)**

 JICS Single Sign-On

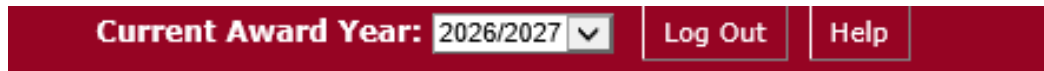
Please login with your JICS credentials.

Username:

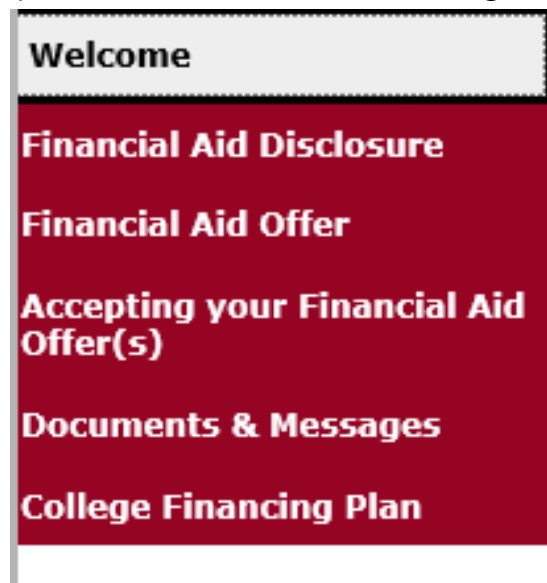
Password:

Login

Step 3. Once logged in, make sure you are in the current academic year on the **top right corner**



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. 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 (i.e.: Parent(s)/Guardians).

1. Click on the menu option and start off where it says FERPA Agreement. Click on save and submit after completed. Write down your FERPA passphrase and keep it somewhere safe. The FERPA passphrase will be used to disclose your financial information about your account to a third-party i.e. (Parent(s)/Guardians)

*Note (Financial Aid Disclosure, Disbursements, and College Financing Plan, are to view the breakdown of what you will be receiving)

FERPA Application - Award Year 2026/2027

In compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), Molloy University is committed to protecting the information and data associated with your educational record. We will limit the release 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) or by providing the security passphrase that you established. If you have not set a passphrase, 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 party (ie: parent or guardian) if you want them to have access to your personal student information.

Please note, if you grant permission to someone like your parent(s) to speak on your behalf, that person will be required to know and provide your Financial Aid security passphrase, along with other pertinent data reported on the FAFSA form (for example, Social Security number, date of birth, full name, address, driver license, etc) to receive access to your file. If you or the person calling do not know your security passphrase, 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 sharing a security passphrase with any third party entity.

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 *

Submit

Close

- After completing your FERPA agreement, click on the next tab "Financial Aid Offer". Here you will be able to see everything Molloy University is offering and see the total. Keep in mind, this includes grants, scholarships, loans, etc.

Step 6. Next Review your **Financial Aid Offer**, this tab further breakdowns your aid giving you estimated amounts for the academic year.

- After completing your FERPA agreement, go onto the next section "Financial Aid Offer". Here you will be able to see everything Molloy University is offering and see the total. Keep in mind, this includes grants, scholarships, loans, etc. and these amounts are estimates, meaning they can change.

Step 7. 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 complete the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds to avoid incurring additional debt. Molloy may require 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 owed** 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 conditions and institutional regulations while attending Molloy University

☐ I agree to these Terms and Conditions

Submit

Step 8. 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**.

Your Financial Aid Offer

Fund Name	FA 2026	SP 2027	Total	Message	Status
Tuition Assistance Program (TAP)**	████████	████████	████████	Click to View Message	Accept ▾
Presidential Dominican Scholarship	████████	████████	████████	Click to View Message	Accept ▾
Molloy Grant	████████	████████	████████	Click to View Message	Accept ▾
Federal Direct Subsidized Loan	████████	████████	████████	Click to View Message	Accept ▾
Federal Direct Unsubsidized Loan	████████	████████	████████	Click to View Message	Accept ▾
Federal Work-Study	████████	████████	████████	Click to View Message	Accept ▾

After viewing your Molloy University offer letter, click on "Accepting your Financial Aid Offer(s) **Please Note: You do not have to accept all offers**

*NOTE: (Click to view message) to understand what each offer is)

Please accept or decline each item of your offered aid.

Make sure to go to the Menu drop down and look at the documents and messages link for important messages as well.

***If you are a new borrower and are accepting a Federal Direct Subsidized or Unsubsidized Loan you must complete a Loan Entrance Counseling and a Master Promissory Note (MPN).**

Please go to the Menu drop down and select Documents and Messages and follow the links to complete your Federal Loan process.

Please review your award(s) carefully. If you have any questions about your award(s) or the amount(s), please contact the Financial Aid Office prior to accepting the aid offered to you. Once you have submitted your offer decision, you will not be able to make any further changes on this portal. Please contact the Financial Aid office to make any changes after submission. **Awards that have two ** next to their messages are 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 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 options to help you cover any account balances after your Financial Aid is applied to your bill, go to the Menu drop down and select **Disbursement**.

Your Financial Aid Offer

Fund Name	FA 2026	SP 2027	Total	Message	Status
Tuition Assistance Program (TAP)**				Click to View Message	Accept v
Presidential Dominican Scholarship				Click to View Message	Accept v
Molloy Grant				Click to View Message	Accept v
Federal Direct Subsidized Loan				Click to View Message	Accept v
Federal Direct Unsubsidized Loan				Click to View Message	Accept v
Federal Work-Study				Click to View Message	Accept <input checked="" type="button" value="v"/>
Total					
Decline All Accept All					

Step 9. 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. All documents are also available on our website in PDFs: <https://www.molloy.edu/admissions-aid/financial-aid/printable-forms>.

*Note always check the Academic year before filling out any forms.

Documents & Messages

Below is a list of all the items we have received from you and/or still need to complete your application. Items listed as **Not Received** are still outstanding. Please submit them as soon as possible by selecting **"Upload it now!"** This feature is only available for eligible documents.

***Please note:** Some documentation needs to be submitted in person. For example- Statement of Educational Purpose, Professional Judgement, Independent Override, and any other requested document that is needed in person.

The University reserves the right to revoke any aid offered if there is any evidence that the conditions of enrollment status, financial need, or merit is not met.

Changes in your actual enrollment, including non-attendance, non-required courses, course withdrawals, or failure to maintain academic progress, may reduce or cancel this aid offer. Canceled awards will not be replaced with other aid.

Documents

If you are selected for **Verification**, you will need to provide additional documentation, that's this page. These verification documents must be submitted before we can disburse your financial aid to the Bursar Office. Please note, the verification process can take up to 3-4 weeks to be finalized. Incomplete files will not be reviewed until all required documentation is received.

If you are a first time **Direct Loan** borrower at Molloy University, you are required to complete a Master Promissory Note (MPN) and an Entrance Counseling. You can complete these electronically at <https://studentaid.gov/> or click the hyperlink(s) below for instructions.

If you are a graduate student and wish to borrow a **Graduate PLUS** loan, you are required to request a credit approval and to complete a Plus Master Promissory Note (MPN) and complete a Graduate Plus Entrance Counseling electronically at <https://studentaid.gov/> or click the hyperlink(s) below for instructions.

If parent(s) of Dependent students are interested in a Direct Parent PLUS Loan to cover any remaining out of pocket expenses, they are required to request a credit approval and to complete a Plus Master Promissory Note (MPN) electronically at <https://studentaid.gov/> or click the hyperlinked document name below.

Please copy and paste the links into your preferred browser.

Document	Status	Status Date	Message
Terms & Conditions	Not Received	1/6/2025	
Entrance Counseling	Not Received	1/17/2025	
Direct Loan Master Promissory Note	Not Received	1/17/2025	
Valid SAR or ISIR (FAFSA)	Received	1/3/2025	
Tax Transcript-2023 Parent(s) or 1040	Not Received	1/17/2025	Upload it now!

Note:

You must upload a **PDF or JPEG** file with a file size of **25MB** or less. Unsupported document file types must be converted to a supported file type using either a conversion tool, such as Adobe Reader, or from within the native application for the file, such as Microsoft Word.

Step 10. Please click on Financial Aid Disclosure. Review the information carefully as it gives a breakdown of your estimated tuition, and your aid for the selected Academic year.