

# Welcome to the Financial Aid and Financial Services Informational Session

Thank you for joining Aaron Steffens and Alison Blake.

You may use the Q&A feature to ask questions. To find this button, go to the toolbar on the bottom of your screen, click Q&A, then type in your question. These will be answered at the end of the webinar.

Thank you for your patience and enjoy the webinar!

# Financial Aid Office

- Location - Ground Floor of Main Building
- Completes financial aid offers
- Collects verification and tax documentation to complete financial aid files
- Certifies student and parent loan applications
- Assists students with questions regarding Stafford loan promissory notes and entrance loan counseling
- Process outside scholarship payments
- Offers financial aid counseling for students and parents

Website: <https://www.luther.edu/admissions/financial-aid/>

# Financial Services

- Main - 1st Floor (Cashier window)
- Statement of Account
- Payments
- Payment Plans
  - Monthly Payment Plan
  - Work Study Payment Agreement
- Cash Checks
- Charges Student Accounts for Departments

Website: <https://www.luther.edu/financial-services/>

# Financial Timeline

- **May 24** - Missing Document letter mailed
- **June 4** - Preliminary Statements sent
- **July 1** - Monthly Payment Plans and Work Payment Agreements are due to Financial Services
- **July 15** - Recommended date by which a family should apply for private student loans
- **August 10** - Fall semester bill is due (if paying by semester)
- **September 10** - Late fees assessed to calculated balances of more than \$999
- **October 1** - Begin filing FAFSA for 2022-2023

# Financial Timeline

- **January 10** - Spring semester bill is due (if paying by semester)
- **March 15** - FAFSA Priority Deadline
- **May 15** - Financial aid offers sent via Norse Hub to continuing students

# Common Financial Aid Documents - File Completion

- [Cash Management Worksheet](#)
- [Verification Worksheet](#)\*
- Signed Copy of 2019 Federal Tax Returns\*

\*Needed if the file is selected for verification.

# Loan Documents - Federal Stafford Loans

- Master Promissory Note
- Entrance Loan Counseling
  - Both of these are completed under the “In School” tab on [studentaid.gov](https://studentaid.gov)
  - FSA User ID and password are needed for completion
  - The student must be the one completing these processes
  - Recommended completion date of August 1

# Work Documents

- [Federal W4 Form](#)
- [Iowa W4 Form](#) (unless you are from Illinois)
- [Illinois W4 Form](#) (only if you are from Illinois)
- Statement of Nonresidence (only if you are from Illinois)
- [Federal I9 Form](#)
  - Completed in-person when student arrives on campus
  - Requires original identification paperwork (no photocopies)
    - US Passport or State-issued photo ID *and* Birth Certificate or Social Security Card - I9 instructions list other acceptable documents
  - Cannot work at Luther until complete



# A Word On Work

- Emails will be sent to students with assigned position, hours per week, rate of pay, and supervisor contact information
- Sent in late June or early July
- Rate of pay for most positions is \$8.25 per hour
- Meetings at beginning of school year for dining services and custodial services
- More information found at <https://www.luther.edu/work-study/process/>

## Work Study Plans

- **New Application Needed Each Year**
- Application Due: July 1<sup>st</sup>
  - Splits
    - \$75, \$100, \$125
  - Entire Check
- Direct Deposit Forms

# Monthly Payment Plans

- **New Application Needed Each Year**
- Application Due: July 1<sup>st</sup>
- 4 or 5 Month
- EFT Option is Free!
- Contact us if you need a revision
  - New loans
  - New aid

# Sharing Student Information

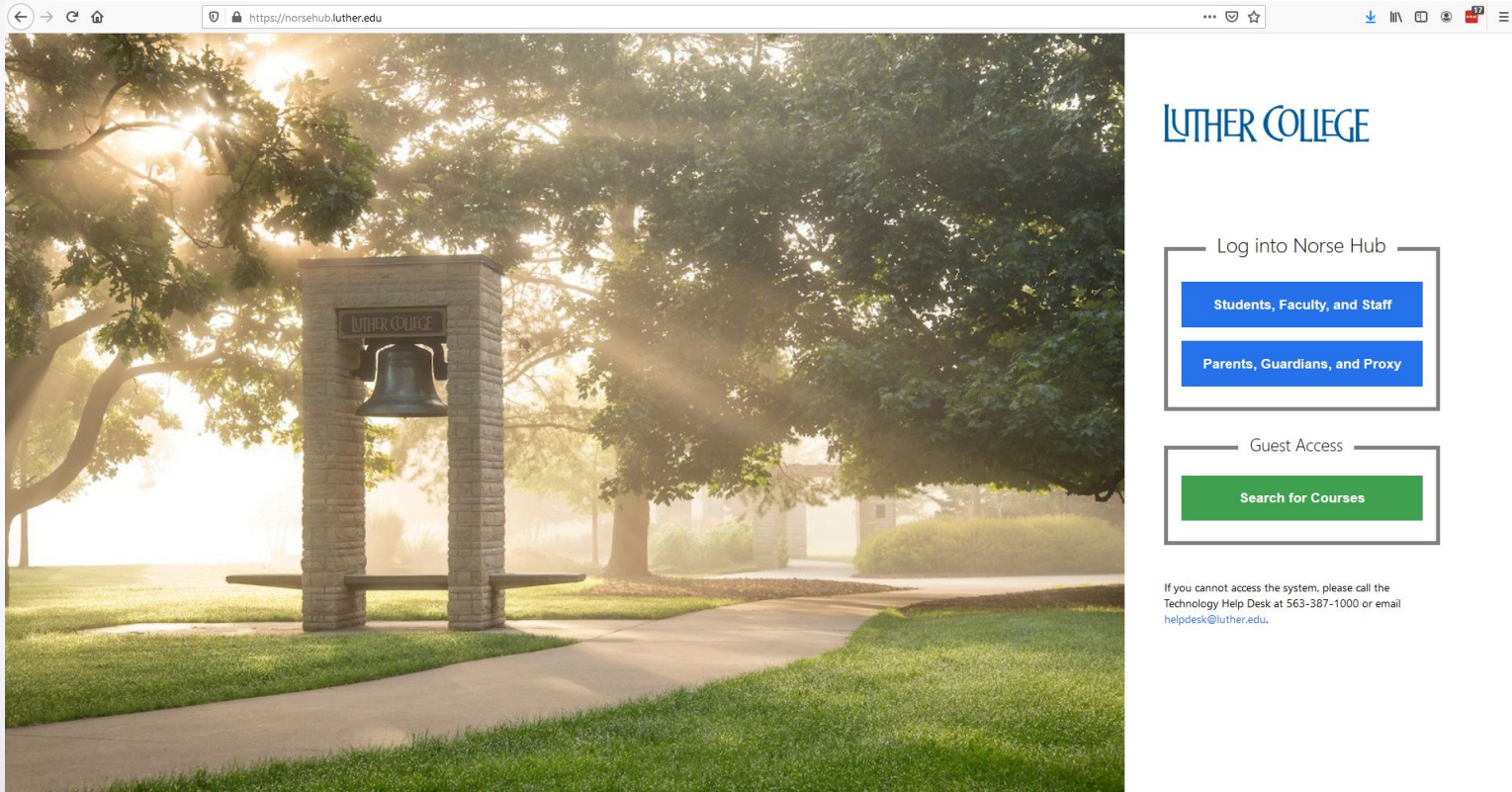
- [FERPA](#) (Family Educational Rights and Privacy Act)
- [Grant Parent Proxy Rights](#)
- Available for
  - Parents
  - Guardians
  - Grandparents
  - Sponsors
- Access required to share information

# Communication Policy

- **Email** is Luther's main method of communication
  - [Finserv@luther.edu](mailto:Finserv@luther.edu)
    - Statements (Also sent to Proxy Access)
    - Extra Credit Hours
    - Due Dates
  - [Finaid@luther.edu](mailto:Finaid@luther.edu)
    - Missing Documents
    - Financial Aid Offer Updates
  - [Stuwork@luther.edu](mailto:Stuwork@luther.edu)
    - Work Alerts for Earning Ahead
- Only Students Receive These Emails

# Norse Hub

<https://norsehub.luther.edu/>



← → ↻ 🏠 🔒 https://norsehub.luther.edu ⋮ 📄 🌐 📧 📧 📧

## LUTHER COLLEGE

Log into Norse Hub

Students, Faculty, and Staff

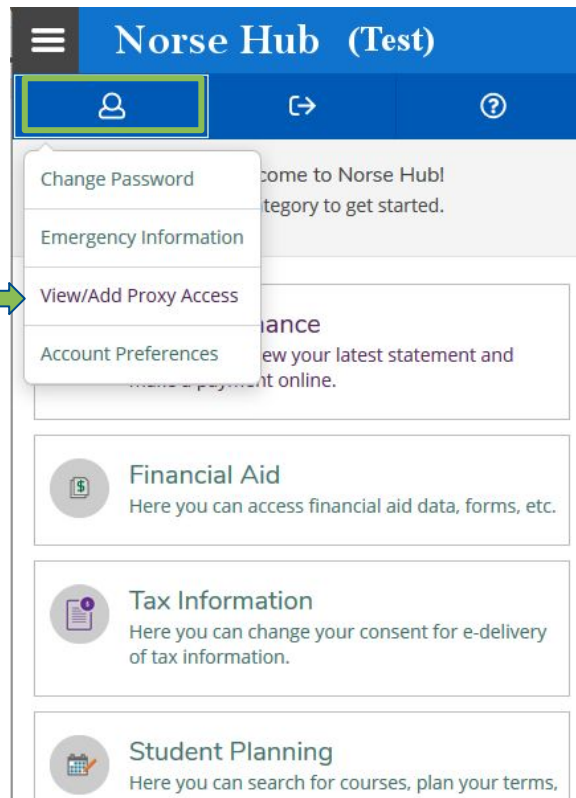
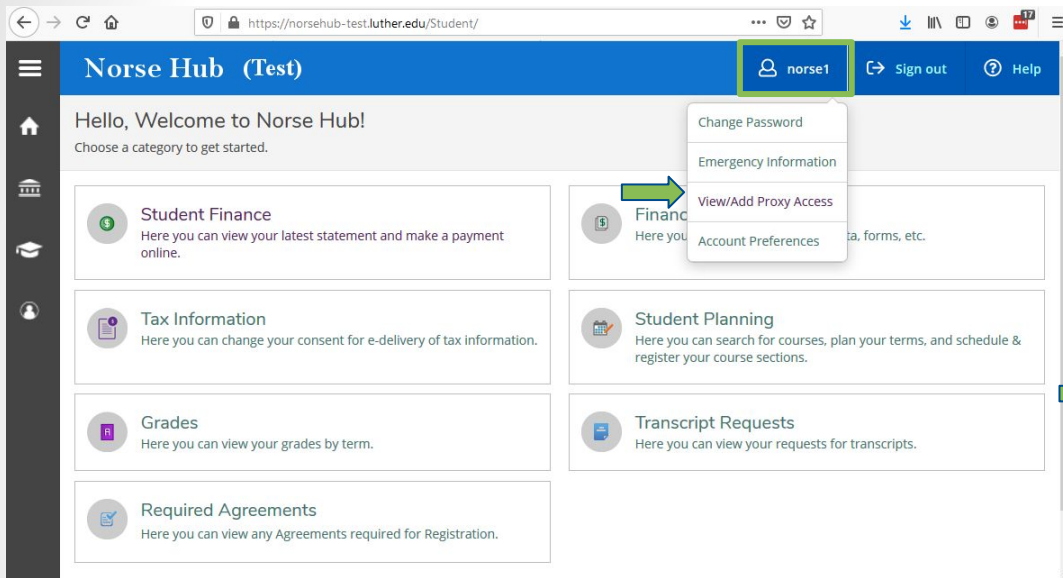
Parents, Guardians, and Proxy

Guest Access

Search for Courses

If you cannot access the system, please call the Technology Help Desk at 563-387-1000 or email [helpdesk@luther.edu](mailto:helpdesk@luther.edu).

# Grant Access



**Step 1:** Click on your Norse Key or Account Icon

# Grant Access

## View/Add Proxy Access

Choose "Allow Complete Access" to allow your parent/guardian/proxy to have access to all of your financial and/or academic information.

Choose "Allow Select Access" and select the specific rights you wish to grant to your parent/guardian/proxy.

If the person to whom you want to grant permission is not listed, please send the name, relationship, and email address to parentportal@luther.edu or complete this [form](#) to make a request.

You will be contacted when their information has been added to the student information system.

## Active Proxies

You do not have any designated proxies. Add one now to allow another self-service user to view your information.

## Add a Proxy

Select a Proxy

Please Select

- Please Select
- Grandmother Norse
- Grandfather Norse
- Mother Norse
- Father Norse

and its affiliates. All rights reserved.

## Step 3: Grant Permissions

### Add a Proxy

Select a Proxy

Mother Norse

Email Address

gehlje01@luther.edu

Relationship

Parent

Access

Allow Complete Access

Allow Select Access

Student Finance

Account Activity

Account Summary

Make a Payment

General

Notifications

Tax Information

Tax Information

Financial Aid

Offer Letter

Financial Aid Home

My Awards

FA Required Documents

Academics

Grades

Step 2: Choose who to grant access to



# Navigating Finances

The screenshot shows the Norse Hub (Test) website interface. The browser address bar displays <https://norsehub-test.luther.edu/Student/Student/TranscriptRequests>. The page header includes the Norse Hub (Test) logo and a user profile icon labeled 'norse1'. A navigation menu on the left contains icons for home, building, graduation cap, and user profile. The main content area features a grid of service tiles:

- Financial Services** (dark blue callout):
  - Statement
  - Make a Payment
  - Payment Plans
- Financial Aid** (green callout):
  - Financial Aid Offer
  - Missing Documents
- Student Finance** (blue border): Here you can view your latest statement and make a payment online.
- Financial Aid** (green border): Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Transcript Requests** (light blue border): Here you can view your requests for transcripts.
- Required Agreements**: Here you can view any Agreements required for Registration.

# Paying the Bill Webpage

## Long-Term Financing Plans

- [Federal Direct Parent Loan for Undergraduate Students](#) (PLUS)
- [Private Student Loans](#)
- Home Equity Loan

# Questions?