

Student Finances Workday Guide for Student Success

Families are not alone in paying for a Carthage education. At Carthage, we view financing as a partnership — one that involves parents, students, and assistance from a variety of supporting resources. This guide is intended to assist you as we transition to Workday. Please know we are here to help you along the way. Reach out to <u>studentfinances@carthage.edu</u> if you have questions or need assistance.

The table below outlines the activities initiated by the student, the typical timeline for each activity, and a short description.

Activities Affecting Your Student Account

Activity	Timeline	Description
Submit FAFSA	November - June	Completed on studentaid.gov
Register for Classes	April	Completed in Workday Tuition charges are assessed based on student credit load 0-11 credits, per credit fee 12-18 credit, flat fee 18+, overload fee
Housing Selection	April	Completed on Adirondack Housing Self-Service
Meal Plan Selection	June	Completed in Workday as part of check-in/onboarding activities
Student Account Information*	June	View in Workday
Fall Required Due Date	Late July	Payments made in Nelnet

* Charges may change based on the student's selections; students/families are encouraged to review the Student Account information after the onboarding/check-in activities are completed.

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Accepting or Declining Financial Aid Awards in Workday

To get started with accepting or declining financial aid wards, click the Workday tile in OneLogin:

Workday - Production	
🖵 Financial Aid	
View Financial Aid	>
Accept/Decline Awards	Σ
Accept/Decline Awards	
Institution * × Carthage College … :=	
Award Year * × 2023-2024 Award Year :=	

Important information about financial aid

Cancel

- Workday automatically accepts scholarships and grants on your behalf; you only need to accept or decline loans and financial aid
- You can choose to accept a lower amount than offered, if you prefer
- Awards sponsored by the Department of Education will only appear after you have filed the FAFSA and resolved any Action Items assigned to you
- Accept or decline awards for both fall and spring semesters
- When accepting federal loans, the amount you receive as a disbursement will be slightly lower than the amount you accept, to cover the origination fee. All federal loans have this fee for lender processing.

Accepting or Declining Financial Aid Awards in Workday (continued)

Accept/Decline Awards



Making changes to loan decisions

After you have accepted your loan, you can update the decision in Workday. If you declined a loan but now wish to accept it, you must contact Student Financial Services for assistance.

Viewing Your Financial Aid in Workday

To get started with viewing your financial aid, click the Workday title in OneLogin:

Workday - Production	es
Financial Aid View Financial Aid Accept/Decline Awards	>
View Financial Aid	
Institution * × Carthage College … :=	
Award Year * × 2023-2024 Award Year :=	

Don't see your loans? Check the following:

- Did you submit the FAFSA?
- Do you have Action Items from the Department of Education (these will be in your Workday inbox)?
- Did you register for courses for the upcoming term?
- Do you have a full schedule? Waitlisted courses will not count towards your financial aid. Register from available courses to fill out your schedule of enrolled courses, and if a seat becomes available in a waitlisted course, you can drop an enrolled course and accept the seat in the waitlisted course.
- Contact the Office of Student Financial Services at studentfinances@carthage.edu for assistance

Your Financial Aid Award Letter

Your financial aid award letter should be used for planning purposes. It provides estimates of your institutional costs and your account's future Total Account Balance (see pages 5 and 6), taking into account typical tuition, room, meal plan, and fees.

To print your award letter:

- 1) View financial aid as indicated above
- 2) Click the Print Award Letter button
- 3) The PDF Award Letter will be available in your Workday Notifications

Carthage Colle	ege Argton	incluid 283 is Sanut Me m, USA 54321 Stu B ⁽¹⁾ Ade	1.2024 Award Year y 05, 2023 dent 82: 9999999 2: \$13,310.80 nestions Counselor:
	Su	immary	
Estimated Financial Aid	31,500.00	Estimated Institutio	nal Costs 49,450.00
Crants & Scholarships Loans Employment	24,000.00 7,500.00 0.00	Out of Pocket without Loan Out of Pocket with Loans	a 25,458.00 17,958.00
	A	wards	
Estimated Grants and	Scholarships		Total: 34,000
Carthage Financial Grant - Reneval	2023 F		2250
Carthage Highest Honors	2023 P		6500
Carthage Visit Grant	2823 F		250
Director's Grant	2023 P		100
Early FAFSA Grant	2823 F		250
Early FAFSA Grant Oshom-George & Hazel Se	2023 F 2023 F		250 750
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Viewing Your Account Activity in Workday

Students are able to view their Financial Account Activity in Workday. Payments will still be made in Nelnet.

To get started, click the Workday tile in OneLogin:



* Financial aid is disbursed 10 days prior to the start of the semester as long as Action Items have been completed. At that time, your total account balance will be reduced.

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Viewing Your Account Activity in Workday (continued)

View Account Act	ivity	XIII	
Student			
Institution	Carthage College		
Total Account Balance	24,145.50		
Due Now	0.00		
View Statement)		
Transaction Summary	Due Now Details		
Due Now is the amount co payments made toward yo	irrently owed. This is the sum of your past due charges and current due charges, minus any anticipated payments. Due Now amount does not include un our account that we are still processing.	applied	
Past Due Charges	0.00		
Current Due Charges	0.00		
Anticipated Payments	10,000.00		

What do the numbers mean? Different purposes:

- **Total Account Balance** This is the amount that Carthage has put on your statement. Charges are added and updated as you register for courses, select housing, and select your meal plans, if applicable.
- **Past Due Charges** Charges that haven't been paid yet and were due in the past. With the move to Workday, any applicable Past Due Charges will not appear until September 2023.
- Current Due Charges Charges that are due within the next 30 days.
- Anticipated Payments Financial aid and sponsor contracts that haven't disbursed to your account yet. Anticipated Payments will be reduced for direct loans only when you have met the requirements by accepting the aid and registering for a full schedule of courses.

Printing your statement

- 1) Click the View Statement button as shown above
- 2) Select the Academic Period
- 3) Click the Generate PDF button

Need help?

Contact studentfinances@carthage.edu

CAR COLL	THAGE	FUDENT FINANCIAL SERVICES			stade	Lentz Hull, Room 403 atfinances:Dearthage.edu (262) 551-6002	
Jack Firebird				Stategy	r Date	May 5, 2023	
555 Ehm St.				Stadent 1	D	2222222	
AENDER, USA 34321				Arademi	e Period	2023 754	
				Pregnam	of Study	Plastes	
		Student S	tatement				
		Cha	TOPIS				
Date	1	Charge D	scription			Amount	
05/03/2025	Tailing Understad					\$15,250,00	
Total Charges						\$10,250,00	
		Paya	ients				
Date		Payr	nent			Payment Amount	
Total Payments							
		Anticipated A	lid Paymen	N			
Date	-	Paye	nent			Payment Amount	
06/20/2023	Castkage Visit Grant					\$250.00	
06/20/2023	Early FAFSA Gran	1				\$250.00	
06/20/2023	Davector's Grant				\$500.00		
08/20/2025	Othera-George & Mapel Sc				\$750.00		
08/20/2023	Trustee Grant				\$1,500.00		
06/20/2023	Carthogo Financial Grant - Ronoval					\$2,250.00	
06/20/2023	Cathage Highest I	leases				\$6,500.00	
Total Payments						\$12,000.00	
		Ref	inda				
Date		Ret	und			Amount	
Total Refunds							
Date		Pending	Refunds			Amount	
Total Defunds							
	c	ourses			Accen	ant Summary	
Course		Registered Status	Credits	Grade	Total Charges	\$18,250.00	
Munoa Communication	(50)	Registered	4		Total Cuedin	50.00	
Lifetime Wellness and F	iness (PE) (WEL)	Registered	2		Rafanda	\$1.00	
Differential Equations ()	MTH)	Registered	4			1.10	
Complex Variables (MT	10	Registered	4		Total 2023 Fall B	lalance \$18,250.00	
Thermodynamics (NLA	8)	Registered	4		Total Anticipated	Aid/ \$12,000.00	