Reviewing your Financial Aid awards on ASAP

The Financial Aid Tab on ASAP is where you can:

- Check your Financial Aid Status
- Check for holds, requirements, or any other hurdles that may prevent aid from disbursing
- Accept or decline your awards

1) Below is the main page for financial aid. There are several links which will take you to different areas pertaining to your financial aid.

Financial Aid

Did you know you can now follow us on Twitter and Facebook?

Have general financial aid questions? Ask Rowdy!

UTSA Request for Summer Financial Aid
Application to request Summer 2015 financial aid. Priority Deadline is March 15, 2013.
Award
View award summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.
Eligibility
Review Financial Aid Holdings (which may prevent payment of awards) and document requirements; Display academic progress history.
Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.
Understanding Your Financial Aid Award
Information on how your financial need and cost of attendance is determined and how to accept or decline your financial aid awards.
Financial Aid Shopping Sheet
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.
General Financial Aid
Financial Aid Application and Information Links
E-Mail University Financial Aid Office

2) Select the Financial Aid Status link

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3) The Select Aid Year page allows you to view current or previous aid years. Select the 2015-2016 aid year for current information and click submit.
The overall Status of Financial Aid page appears.

4) Now select the Eligibility link to check for holds and requirements regarding financial aid.

The Holds and Student Requirements links will inform you if there are any outstanding items missing or not yet received that may prevent your aid from being awarded or being disbursed.
Note: Holds and Student Requirements are two different items. While the semester is in progress new holds or requirements may arise, it is important to periodically check your account, as well as any emails sent by UTSA to your preferred email address, for these types of concerns.

5) Select the Holds link.

⚠️ As of Feb 27, 2015, no financial aid holds have been placed on your record.

Select Another Aid Year

For this example you will see that there are no holds on the account.

6) Go back to Eligibility and select the Student Requirements link.

![Eligibility Requirements for 2015 - 2016 Financial Aid Year]

 Unsatisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Verification Worksheet</td>
<td>Action is Required Jan 27, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTSA Financial Aid Statement of Rights &amp; Responsibilities</td>
<td>Action is Required Jan 20, 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information, click here.

Complete the form here.

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Student Financial Aid Application (FAFSA) Requirement</td>
<td>Satisfied Feb 05, 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As you can now see there are requirements that are unsatisfied. So even though there were no holds, these missing requirements will prevent aid from disbursing.

Note: There are some requirements that will appear before any aid accepted, and other requirements that will appear only after aid is accepted. It is important to always check this periodically. Failure to do so may delay disbursement.

7) Go back to the Financial Aid tab and click on the Award link.

![Financial Aid]

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UTSA Request for Summer Financial Aid
Application to request summer 2015 financial aid. Priority Deadline is March 13, 2015.

Award
View award summary; view awards; accept award offers; display award payment schedule; view loan application; review withdrawal information.

Eligibility
Review Financial Aid Hold(s) (which may prevent payment of awards) and document requirements; display academic progress history.

Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Understanding Your Financial Aid Award
Information on how your financial need and cost of attendance is determined and how to accept or decline your financial aid awards.

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General Financial Aid

Financial Aid Application and Information Links

E-Mail University Financial Aid Office
The Award Information page appear:

**Award Information**

- Account Summary By Term
- Award By Aid Year
- Award Payment Schedule
- Award History
- Loan Application History

- **Account Summary By Term** - View your tuition and fees bill for a specific semester.
- **Award By Aid Year** - View and accept your awards for financial aid.
- **Award Payment Schedule** - View the date your financial aid will disburse to pay for your tuition and fees. If you have outstanding requirements your aid may not disburse on the date shown. Check for holds and requirements.
- **Award History** - View the history of all the awards you have accepted at UTSA.
- **Loan Application History** - View the history of loans you have accepted at UTSA.

8) Select the Award by Aid Year link

**UTSA Award Package By Aid Year 2015 - 2016 Financial Aid Year**

The award Package by Aid Year page appears, the two main tabs you will want to know are award Overview and accept Award Offer.

9) Select the Award Overview tab. You will see all the awards offered for that specific aid year. The Status column indicates whether the fund is offered, accepted, cancelled, or declined.

10) Now select the Accept Award Offer tab to view your awards.

You may either “Accept”, “Decline”, or Accept Partial Amount. If you accept a partial amount the dollar amount will divide half for fall and half for spring. Click the Submit Decision to make it official. Once the decision has been submitted, you may have additional requirements you need to fulfill in order for disbursement of funds to occur. You can go back to the Eligibility page to view these outstanding requirements.