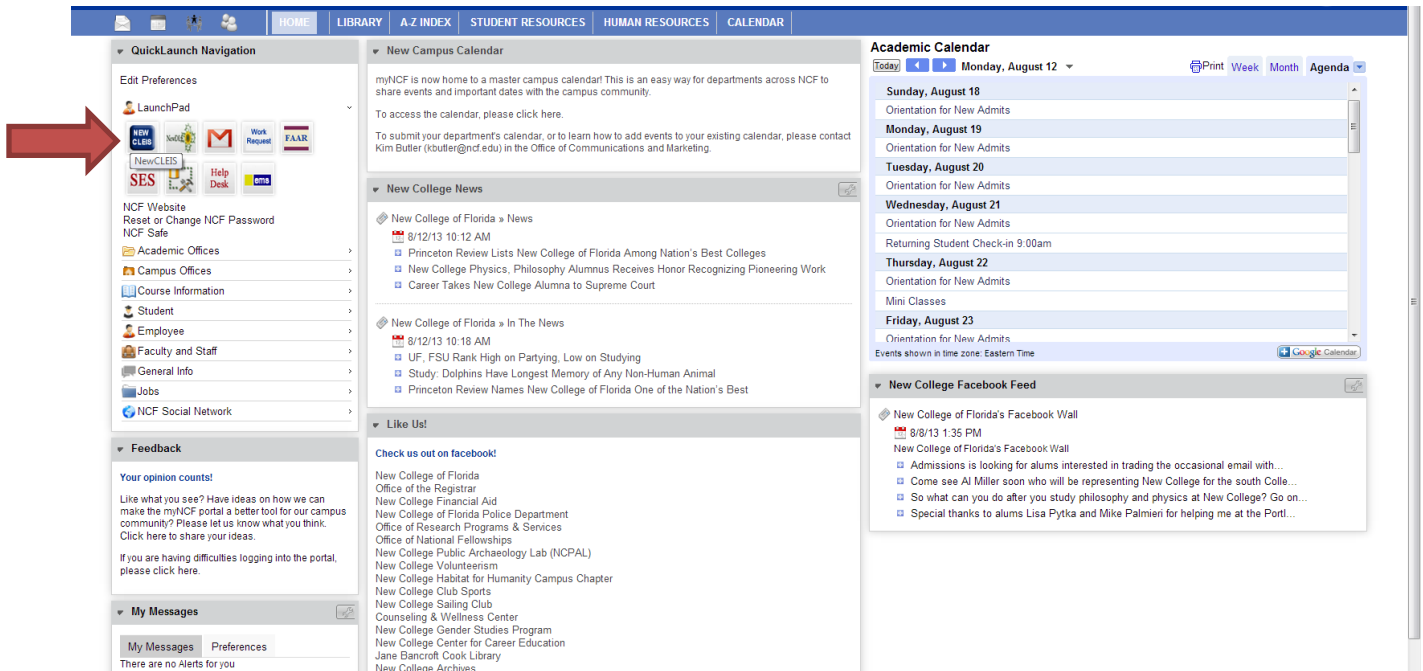


Throughout the year, there may be items that Financial Aid requires in order to process your financial aid. Most of these requirements are a result of a student submitting a Free Application for Federal Student Aid or being selected for verification. However, there are others that appear as a result of being offered a loan or deciding to participate in a study abroad or off campus study program.

How can I find out if I have any unfulfilled requirements in NewCLEIS that may hold up receiving my financial aid?

1. Go to NCF portal and click on the NewCLEIS icon to access your account.



The screenshot shows the NCF portal home page. At the top, there is a navigation bar with links for HOME, LIBRARY, A-Z INDEX, STUDENT RESOURCES, HUMAN RESOURCES, and CALENDAR. Below this is a 'QuickLaunch Navigation' section. A red arrow points to the 'NewCLEIS' icon in the 'LaunchPad' area. Other icons include 'SES', 'Help Desk', and 'FAAR'. The 'New Campus Calendar' section provides instructions on how to access the calendar. The 'New College News' section lists recent news items. The 'Academic Calendar' section shows a weekly view for August 12-19, with events for 'Orientation for New Admits'. The 'New College Facebook Feed' section displays a post from the college's Facebook wall.

2. Select "Admissions Registration Records and Financial Aid"



ON-LINE SERVICES

- **PERSONAL INFORMATION**
 - Update addresses, email addresses and emergency contacts;
 - Review name or social security number change information;
 - Change your PIN.
- **View and Pay Bill**
- **ADMISSIONS, REGISTRATION, RECORDS AND FINANCIAL AID**
 - Apply for Admission;
 - Course Request System
 - View your academic records and Financial Aid.
- **EMPLOYEE SELF SERVICE**
 - Time sheets/Leave Time
 - Benefits
 - Leave or job data
 - Payscale
 - W2 and T4 forms
 - W4 data



RELEASE: 8.5.2

3. Select "Financial Aid"



Student Services & Financial Aid

Special Services

- Retrieve and print a free Ringling Museum Pass - for active students only

Admissions

- File an application for admissions
- Review existing applications, their status, and the status of supporting requirements

Student Registration

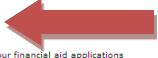
- Check registration status
- Course Request System
- See billing and account information
- See registration history

Student Records

- View your holds
- Request printed/official transcript
- Review charges and payments
- Review tax information

Financial Aid

- Apply for Financial Aid
- Review the status of your financial aid applications
- Check status of document requirements
- Review loans



RELEASE: 8.4.1

4. Select "My Eligibility"



Financial Aid

My Overall Status of Financial Aid

View overall status: View holds; View academic progress; View cost of attendance; Read messages; View financial aid awards.

My Eligibility

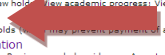
Review Financial Aid Holds (view prerequisites of awards) and document requirements; Display academic progress history; View academic transcript.

My Award Information

View account summary; Review awards by aid year; Accept award offers by aid year; Review award history; Display award payment schedule; View history of loan applications.

[E-Mail New College Financial Aid Office](#)

RELEASE: 8.17.1



5. Select "Student Requirements"

Eligibility

- [Holds](#)
- [Student Requirements](#)
- [Academic Progress](#)
- [Academic Transcript](#)

RELEASE: 8.17.1

6. From the drop down menu, select the current aid year of 2014-2015 and click the Submit button.

Select Aid Year

Some financial aid information is determined by **Aid Year** (the academic year for which you are receiving financial aid). To define or redefine the aid year, select the pull-down list below, then click Select Aid Year. Click Reset to redisplay the previous value.

Select Aid Year: Aid Year 2014-2015

Submit

RELEASE: 8.20

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- Aid Year 2014-2015
- Not Applicable/No Value Found
- Aid Year 2014-2015
- Aid Year 2013-2014
- Aid Year 2012-2013
- Aid Year 2011-2012
- Aid Year 2010-2011
- Aid Year 2009-2010
- Aid Year 2008-2009
- Aid Year 2007-2008
- 2006-07 Award Year
- 2005-06 Award Year
- 2004-05 Award Year
- Award Year 2003-2004
- Award Year 2002-2003
- Aid Year 2000 - 2001
- July 1999 - June 2000

7. The screen shown below will appear.

Unsatisfied Requirements				
Requirement	Status	As of Date	Fund	Term
Aggregate borrowing - Student loan borrowing may be limited You may have received student loans in excess of loan limits established for federal loan programs. Please contact the financial aid office for additional information.	Needed	Jul 09, 2014		
Complete and sign Federal Dependent Verification Worksheet In the portal, go to Campus Offices and Admissions/Financial Aid to access this form under Income Verification Documents.	Needed	Jul 09, 2014		
Federal Master Promissory Note All borrowers must complete an online Master Promissory Note in order for loan proceeds to be disbursed to student's account.	Not Signed	Jul 09, 2014	Federal Direct Subsidized Loan	
Pell Lifetime Eligibility Used The amount of Pell Grant that you have remaining for the upcoming year may be limited or at the maximum level allowed by the Department of Education. Please contact the financial aid office to determine your remaining eligibility.	Needed	Jul 09, 2014		

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				
Requirement	Status	As of Date	Fund	Term
Complete Entrance Interview online for Federal Student Loan	Complete	Jul 09, 2014	Federal Direct Subsidized Loan	
Complete Entrance Interview online for Federal Student Loan	Complete	Jul 09, 2014	Fed. Direct Unsubsidized Loan	
Federal Student Financial Aid Application	Complete	Feb 10, 2014		
Parent IRS Data Retrieval Tool for 2013	Waived	Jul 09, 2014		
Parent(s) 2013 IRS Tax Return Transcript	Complete	Apr 23, 2014		
Student IRS Data Retrieval Tool for 2013	Waived	Jul 09, 2014		
Student's 2013 IRS Tax Transcript	Complete	Apr 23, 2014		

[Select Another Aid Year](#)

Unsatisfied Requirements will appear at the top of the screen along with the date that we indicated the requirement was needed in order to finalize your financial aid.

If a requirement is tied to a particular type of aid, this will be indicated under the FUND column. For example, students need to complete an Entrance Interview and sign a Federal Master Promissory Note in order for a Federal Direct Subsidized or Unsubsidized Loan to be processed and/or applied to their account. If requirements appear as still being needed, we are unable to move forward with awarding or finalizing a student's financial aid.

Each requirement has instructions tied to it that provide more information on what is expected in order to fulfill it. If a hyperlink is available, it will direct the student to a website where the requirement can be fulfilled or a document can be obtained.

Loans – If you were offered a loan and will not be borrowing it, you do NOT have to complete the Entrance Counseling or sign the Master Promissory Note. However, you will continue to receive a notification email from our office unless you decline the loan through NewCLEIS. If you need assistance on how to do this, please refer to our loan instruction handout.

Off-Campus Study – Any paperwork for off campus study (OCS Agreement, Contractual/Consortium Agreement, etc.) needs to be completed and submitted to our office prior to financial aid being applied to a student's account.

Rejected FAFSA – The corresponding requirement to this notification will need to be addressed via the FAFSA at www.fafsa.gov in order for us to award any federal, state, or institutional need-based financial aid.

Proof of US Citizenship or eligible non-citizenship – Appropriate documentation will need to be submitted to our office in order for us to award any federal, state, or need-based financial aid.