

# Parent Orientation

Student Financial Services  
Bursar/Financial Aid



# What We Do!

## Student Financial Services (SFS)

Provide financial resources & related services

Two divisions:

- **Bursar** (responsible for accurate billing and student-related charges)
- **Financial Aid** (responsible for financial aid services)

# Student Financial Services (SFS)

## Bursar's Office

Responsible for accurate billing of all student related charges:

- Tuition, fees, housing, meal plans.
- Safeguarding students' funds received from 3<sup>rd</sup> party sources and the proper distribution.
- Issuing timely refunds of students' credits

## Financial Aid Office

- Complete array of financial support services
- Help students obtain educational goals and applying for financial aid
- Various financial aid options from scholarships to grants to loans.
- All students may work on campus through the Human Resources Office

# We:

- Assist students finding Financial Aid
- Collect money/disburse refunds
- Assist with tuition charges and billing
- Make sure students graduate!



Student Financial Services, is located on the 6th floor of Myrtle Hall.

# pratt.edu/Bursar

## STUDENT FINANCIAL SERVICES

HOME / STUDENT LIFE / STUDENT SERVICES / STUDENT FINANCIAL SERVICES

### Student Financial Services

- Apply for Financial Aid
- Types of Financial Aid
- Estimated Costs
- Tuition Refund Insurance
- Student Health Insurance
- Payments
- Student Employment
- Student Right To Know
- 1098T Tax Credit Information

AVI Fresh - Pratt

Mail Services

PrattCard

Pratt Online Bookstore



The Office of Student Financial Services strives to provide students with financial resources and the related services, to help them reach their educational goals. We are committed to providing an accurate, user-friendly, responsive and respectful service to students and their families. We administer federal, state, institutional aid and scholarship programs in accordance with applicable policies and regulations, while striving to be an innovative and service-minded department.

# The myPratt Portal

## (my.pratt.edu)

Students use the myPratt portal to:

- View their personal information
- Search the course catalog
- Register for classes through Student Planning
- View their grades
- Request an enrollment verification
- Pay their bill
- View their financial aid awards
- Set up the Parent Module

The screenshot shows the myPratt Academic Tools portal. At the top, there is a navigation bar with "Pratt Academic Tools" and links for "Log Out", "Main Menu", and "Students Menu". Below this, the user is identified as "Lillian!". The main content area is titled "CURRENT STUDENTS - STUDENTS MENU" and contains a welcome message and a warning that the following links may display confidential information. The links are organized into several categories:

- Financial Aid**
  - Financial Aid Status by Year
  - Financial Aid Status by Term
  - Accept or Reject My Financial Aid Awards
  - Change My Requested Loan Amount
- Communication**
  - My Documents
  - Contact Advisor(s)
- Planning & Registration**
  - Degree Audit
  - Check My Hold Status
  - Student Planning
- Graduation**
  - Graduation Quick Tips
  - Apply for Graduation
- Bursar**
  - Bursar Quick Tips
  - View My Tuition Bill
  - Make a Payment/Account Summary
- My Personal Information**
  - Parent Module Student User Guide
  - Profile Summary
  - Admissions and Placement Scores
  - Student Health Insurance (external link)
  - Student Tuition Insurance (external link)
  - Grant Parent/Sponsor Rights
  - Request New Parent/Sponsor
- My Grades and Transcripts**
  - Current Term Grades
  - GPA (Grade Point Average)
  - Official Transcripts (external link)
  - Unofficial Transcripts
- My Courses**
  - Class Schedule
  - Request Proof of Enrollment
  - Request Status (Proof of Enrollment)
- Parent/Sponsor Information**
  - Access Your Child's Information
  - Parent Module Parent User Guide

# Parent Module

Students can allow their Parents, Employer, or any third party to have access to their:

- Financial Aid Records - Awards
- Financial Records - Bills
- Academic Records - Grades

...or all three!

### Request New Parent/Sponsor

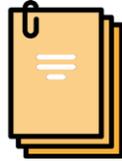
The information provided here will be submitted to the appropriate department and added as soon as possible.

\* = Required

Prefix	<input type="text"/>
Parent First*	<input type="text"/>
Middle	<input type="text"/>
Parent Last*	<input type="text"/>
Suffix	<input type="text"/>
Birth Date*	<input type="text"/>
Last 4 of Social	<input type="text"/>
Relationship*	<input type="text"/>
Email Address*	<input type="text"/>

# Forms of Communication

We use many forms of communication to get in touch with our students.



Packets



Student  
Planning



**Email**  
[you@pratt.edu](mailto:you@pratt.edu)



Holds



Letters

But the Pratt email address is the **official mode of communication** for the Institute, so students must use this email address to communicate school matters and remember to check their inbox regularly.

# Registration

- Registration dates/times are assigned based on number of credits earned.
- The registration date can be found on your degree audit.
- All courses must be approved by Academic Advisor before registration.
- The tuition statement is generated after class registration.
- Students must be registered for any class they attend.

## Undergraduate Students

Full Time: 12-18 credits  
Billed at a flat rate each semester

Part Time: < 12 credits  
Billed per credit

## Graduate Students

Full time: 9+ credits  
Billed per credit

Part Time: < 9 credits  
Billed per credit

Students must withdraw from classes by **FIRST DAY OF THE TERM**, not the **CLASS**, or they will be billed a portion of the tuition.

Registration for Freshman is expected to begin July 23, 2020.

# Drop/Add Procedures

The Drop/Add period is the first two weeks of the semester.

August 24	August 25 - August 31	September 1 -September 7	September 7	September 8 - September 14	September 15+
First day of classes / Last day for 100% tuition refund	85% tuition refund for dropped classes	70% tuition refund for dropped classes	Last day to add classes, or drop a class without a WD	55% tuition refund for dropped classes	No refunds for dropped classes

November 6 is the last day to withdraw (WD) from a course.

Undergraduate students who stay between 12 and 18 credits will not be charged a forfeiture fee. Undergraduate students drop below 12 credits (under full time), you will be charged a tuition forfeiture fee.

Graduate students who fall below the number of credits they started the semester with will be charged a penalty (tuition forfeiture fee) for the credits dropped.

# Financial Aid

You must apply each and EVERY YEAR!

FAFSA due

Pratt summer application  
for Financial Aid due

Federal IRS  
Retrieval Tool due

March 1

April 1

June 1

Student can view Electronic Award Letter through the myPratt web portal.

3 step process to accept financial aid package:



1

Accept your award

2

Complete Loan Entrance Interview

3

Complete Loan Master Promissory Note

# Authorizing Financial Aid

- Generally refunds are released to eligible students no later than 14 days after the start of the semester.
- Students must participate in their coursework (attendance) to establish eligibility.
- Disbursement may be delayed if student does not meet satisfactory academic progress for a previous term or if financial aid package is incomplete.

# Financial Aid on Your Bill

- Items listed under the description “pending financial aid” are based on student’s award letter.
- Pending Financial Aid is NOT deducted from the bill until it is actually received and attendance has been verified.
- The funds will “move” from Pending within 7-10 days from the beginning of the semester and reduce the amount of your bill.
- If there is no “Pending Aid” listed and you know you have been awarded –please contact a Student Financial Services representative.
- Tuition bills are not available for viewing online until registration has occurred.



# Paying Your Bill

- Check your tuition statement online on MyPratt
- Pay online via debit/credit card (2.5% transaction fee per transaction), e-check (free), or in person at Student Financial Services window (cash and check only!)
- FlyWire (international wire transfer): [www.flywire.com](http://www.flywire.com)
- Late fees and interest may apply — pay attention to due dates!
- Nelnet/TMS : Set up a payment plan for a fee of \$115 each semester [www.afford.com/pratt](http://www.afford.com/pratt)

**[We encourage you to pay online using the MyPratt Portal](#)**

# Student Health Insurance

- All students are required to have health insurance.
- Automatically added to your bill
- Health Insurance must be waived or you will be charged.
- Fall Deadline: **September 25, 2020**
- Spring Deadline: **February 10, 2020**
- The waiver is not instantaneous.
- Students will receive an email when the waiver period opens.



# Tuition Refund Insurance

- Tuition Refund Insurance available to all Pratt Institute students (optional). Private insurance program supplements Pratt Institute's published refund policy.
- Depending on timing of a withdrawal (medical/mental related issues) some circumstances do not receive tuition/fees refunds.
- Can provide refunds for tuition, fees and room/board charges, up to the purchased policy limit.
- Can alleviate full financial loss. The Plan can return 75% of tuition, fees and campus housing costs and allow re-entering college for repeat terms. May provide funds to reduce loan obligations under government and private loan programs.
- **Deadline to waive is September 25, 2020.** The fee is \$195 per semester.
- Students will receive an email when the waiver period opens.

# Back to Pratt Reopening Plans for Fall 2020

- Parents and students can view the most up to date information related to Fall 2020 here:

[www.pratt.edu/backtopratt](http://www.pratt.edu/backtopratt)

**[sfs@pratt.edu](mailto:sfs@pratt.edu)**



**9:00am - 5:00pm, Monday - Friday**