Financial Aid Award Guide
2025–2026

Congratulations on receiving your financial aid award letter! Now what? Use this guide for important information to help you understand your financial aid award.

Be sure to read the "Financial Aid To-Do List" below and check off each task as you complete the requirements to receive your financial aid. Use the guide on the reverse to guide you on accepting your Financial Aid at one.prattt.edu

Financial Aid To-Do List

One.Pratt.edu ---> Finances

☐ **APPLY ⟶ COMPLETE FAFSA**
Go to www.studentaid.gov to apply for all federal, state, and institutional financial aid, including scholarships, grants, loans, and federal work-study opportunities.

VERIFY & UPDATE
☐ Carefully read your enclosed award letter and your to-do list.
☐ Determine if a Missing Information notice was applied to your account.
☐ Submit your required additional information as soon as possible.

ACCEPT
☐ To accept any student loans you wish to borrow please visit One.Pratt. See the reverse side of this form for detailed instructions.

☐ Complete the Direct Loan Master Promissory Note (MPN) and Entrance Counseling at *www.studentaid.gov*

☐ For PLUS Loans, see instructions on the bottom of this form.
Note: Consider federal aid first, then private loans, for financial aid.

COMPLETE
☐ Double check and follow up to ensure all to-do items are complete on the One.Pratt Financial Aid page.

☐ Access your tuition refund by signing up for direct deposit. Ensure financial aid is credited to your account by the start of class.

Reasons Your Financial Aid May Change

Aid eligibility is not fixed. The following situations may alter your financial aid. Contact your financial aid counselor with questions.

Additional Financial Aid
Notify us if you receive additional aid, such as private scholarships, Veteran benefits, fee waivers, employee educational benefits, vocational rehabilitation.

Verification
We are required to verify FAFSA data and may ask you to submit documents such as tax information. Changes to your FAFSA information could result in changes to your financial aid package.

Course Enrollment
Enrolling in fewer than 12 credit hours or in a self-paced course may reduce your aid. Pell Grant recipients must be able to document attendance.

Special Circumstances
Let your financial aid counselor know if you experience a sudden change in income or expenses. We may be able to reassess your family's aid eligibility due to loss of income, divorce, death in the family, layoff, etc.

For more info, visit: https://www.pratt.edu/admissions/ undergraduate-admissions/finance-your- education/how-to-apply-for-financial-aid/

If you have questions, don't hesitate to contact us sfs@pratt.edu

Submit Enrollment Deposit to receive OneKey login instructions via email.

From onePratt there are a few ways to access Student Financial Aid and its direct functions.

1. On the home page, you can select the Self-Service icon from the tray of icons at the top, or select make it appear by clicking the plus sign and checking the box next to Self Service. From there you select Financial Aid.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

Title	Details	Link
⊘ Contact OIA to lift your hold.	Contact OIA at oia@pratt.edu or call us at 718.636.3674 for help lifting your hold. Please have your Pratt ID available.	International Affairs Hours
⚠ Liberal Arts Probation	You are on Probation See Advisement to clear registration (718) 636-3611.	
ⓘ Financial Aid Office Hold	Contact Student Financial Services at 718-636-3539 or sfs@pratt.edu for more information.	SFS Counselor Listing

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

2. This is the page where you can see the checklists and get forms needed to complete your financial aid. See the next page.

3. Make sure to select the correct award year since this is a drop down field. 2025-26 is the Financial Aid Award year beginning Fall 2025. Here you can see the checklist of items needed to complete. Under the resources tab on the right side of the page are the links to various resources you may need to complete your financial aid package.

4. When your package is complete, (you have followed the steps to accept your financial aid awards) it will indicate completed.

5. If for any reason you have applied for financial aid and you see no financial aid information, please contact your financial aid counselor.

6. To Complete Loan Acceptance:
A) Click "Master Promissory Note" under Helpful Links and login using FSA ID

B) Click "Entrance Counseling" under Helpful Links and login using FSA ID
   You can also go directly to https://studentaid.gov/ to complete these two items

FOR GRADUATE PLUS LOANS

C) Complete Steps A & B above

D) Complete Master Promissory Note for Graduate PLUS

E) Accept Unsubsidized Loans under My Awards

F) Submit **Graduate PLUS Loan Application**

FOR PARENT PLUS LOANS

F) Students click and submit "Parent Plus Loan Application" highlighted in blue

G) Students need to authorize a proxy access for parent. See instructions on how to authorize:
https://one.pratt.edu/s/article/Self-Service-Proxy-for-Students

H) Parents will receive their OnePratt login

I) Parents can use their OnePratt login to log into Self-Service-Financial Aid and complete the above Step 6 A (then click on the link, "I'm a Parent of an Undergraduate Student".)

J) Parent will receive an email to sign the plus form electronically with their OnePratt login

If you experience any difficulties in the process please email sfs@pratt.edu for additional guidance.

Select an Award Year: `2023-24 Financial Aid Yr` ✉ Contact Financial Aid Counselor

You have missing documents!
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.
Complete required documents

Checklist		Resources
✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)	**Form Links**
⚠ Action Needed	Complete required documents	Health Insurance Waiver Form
✓ Completed	Your application is being reviewed by the Financial Aid Office	Tuition Insurance Waiver Form
⚠ Action Needed	Review and accept your Financial Aid Award Package	**Helpful Links**

Financial Aid Counselor

📞 7186363599   ✉ Contact Financial Aid Counselor

Resources
Form Links
- Health Insurance Waiver Form
- Tuition Insurance Waiver Form

Helpful Links
- FAFSA-4Caster
- Master Promissory Note
- FAFSA Application
- Parent PLUS Loan Application
- NSLDS Information
- Entrance Counseling
- NYS TAP-HESC Application
- Graduate PLUS Loan Application