



Financial Aid Self-Service

Office of Financial Aid
Washington & Jefferson College



WASHINGTON
& JEFFERSON
COLLEGE

Financial Aid Self-Service

- Login to <https://jaysource.washjeff.edu/Student>.
- You will use the same username and password as your WebAdvisor and JayMail accounts.

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Sign In

User name

Password

Sign In



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Self-Service Home Page

- Click on "Financial Aid" to get started.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



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.



Tax Information

Here you can change your consent for e-delivery of tax information.



Student Planning

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



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.



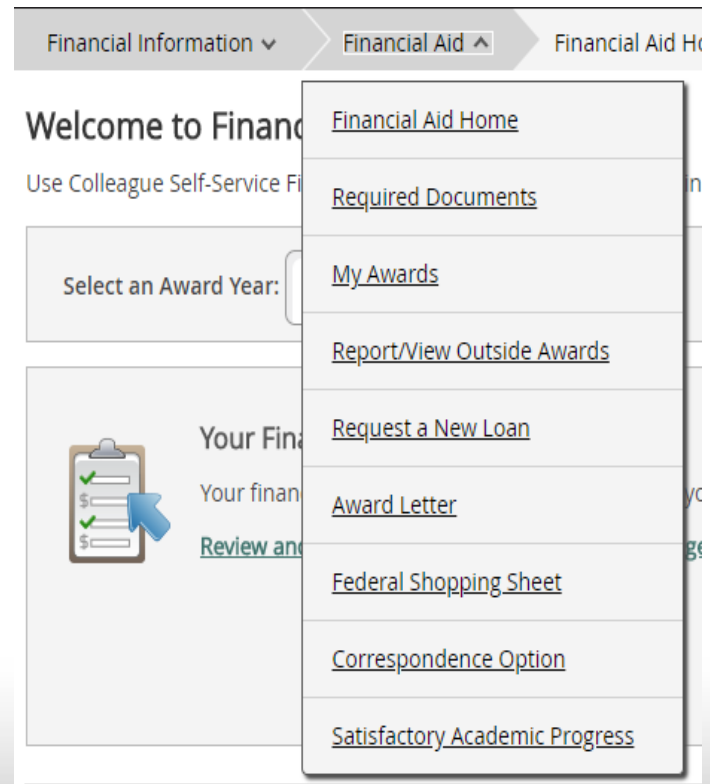
Enrollment Verifications

Here you can view and request an enrollment verification.



Financial Aid Menu


- You can also access the financial aid tabs under the “Financial Aid” header.
- The FA Menu Includes:
 - Financial Aid Home
 - Required Documents
 - My Awards
 - Report/View Outside Awards
 - Request a New Loan
 - Award Letter
 - Federal Shopping Sheet
 - Correspondence Option
 - Satisfactory Academic Progress





Financial Aid Home Page

- Select the academic year to review.

Welcome to Financial Aid!
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2018/2019 Academic Year  [Contact Financial Aid Office](#)

 **Your Financial Aid Package is now ready!**
Your financial aid award package is now ready for your review and acceptance.
[Review and accept your Financial Aid Award Package](#)

 **Student Finance Account Summary**

Amount Due 7/13/2018
\$0.00

Amount Overdue
\$0.00

Total Amount Due
\$0.00

[Go to Account Summary](#)

Checklist		
✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
✓	Completed	Your application is being reviewed by the Financial Aid Office
⚠	Action Needed	Review and accept your Financial Aid Award Package
⚠	Action Needed	Complete Direct Loan Entrance Counseling

Resources

Helpful Links

[FAFSA Application](#)

[Entrance Counseling](#)

[Master Promissory Note](#)


[PLUS Loan Application](#)

[NSLDS Information](#)



Complete Checklist Items


- Click on the "Action Needed" items highlighted in yellow.



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](#)



Student Finance Account Summary

Amount Due 7/18/2018
\$0.00

Amount Overdue
\$0.00

Total Amount Due
\$0.00

[Go to Account Summary](#)

Checklist	
✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	Complete required documents
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	Review and accept your Financial Aid Award Package
Not Available	Review and sign your Financial Aid Award Letter

Resources

Helpful Links

[FAFSA Application](#)

[Entrance Counseling](#)

[Master Promissory Note](#)

[PLUS Loan Application](#)

[NSLDS Information](#)



Complete Required Documents

- Here you will be able to see the received and incomplete documents to be submitted.

Select an Award Year: 2018/2019 Academic Year ▾

✉ [Contact Financial Aid Office](#)

Incomplete



Incomplete

Dependent Fin Aid Supplement

Your Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Please submit a copy of the Dependent Financial Aid Supplement form with supporting documentation to the Financial Aid Office. Please allow 7-10 business days for processing.

[Dependent Financial Aid Supplement Form](#)



Incomplete

2016 Parent Tax Transcript

Please submit a copy of your parent's 2016 IRS tax return transcript to the Financial Aid Office.

[Internal Revenue Service](#)

Complete



Received

05/10/2018

2016 Student W2's

Please submit a copy of your 2016 W2s to the Financial Aid Office.

[Internal Revenue Service](#)



Received

05/10/2018

2016 Student Tax Transcript

Please submit a copy of your 2016 IRS tax return transcript to the Financial Aid Office.

[Internal Revenue Service](#)



Received

05/10/2018

2016 Parent W2's

Please submit a copy of your parent's 2016 W2s to the Financial Aid Office.


[Internal Revenue Service](#)




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Review and accept your Financial Aid Award Package

Select an Award Year: [✉ Contact Financial Aid Office](#)

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My Awards

- Click "Accept or Decline" under the award name.
- You only accept or decline awards in an "Offered" status.

4% Work
Money you work for \$2,000.00

Award	Status	Total Awarded Amount	2018 Fall	2019 Spring
Federal Work Study Accept or Decline	Offered	\$2,000.00	\$1,000.00	\$1,000.00

Check the terms you will be attending.

<input checked="" type="checkbox"/> 2018 Fall	\$1,000.00
<input checked="" type="checkbox"/> 2019 Spring	\$1,000.00
Total	\$2,000.00

i You may accept or decline the amount.



Award Total

- You can accept or decline any remaining awards that are pending by clicking "Accept or Decline All" under "Total Awards."

Award Total			
Award	Total Awarded Amount	2018 Fall	2019 Spring
Total Awards Accept or Decline All	\$2,000.00	\$1,000.00	\$1,000.00
This allows you to accept or decline any awards that are still Pending. Please review your awards package before accepting or declining all your pending awards.			
		<input type="button" value="Decline All"/>	<input type="button" value="Accept All"/>



Report / View Outside Awards

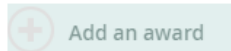
- Here you can notify us of any outside scholarship(s) you have received. You must also submit a paper copy of the award letter / notification from the scholarship organization.

Outside Awards

You can report new or view existing awards received from outside sources

Select an Award Year: ✉ [Contact Financial Aid Office](#)

If you have received Financial Aid from any other sources please enter the awards below.

 Add an award

Request a New Loan


- Students will not be permitted to submit a new loan request using Financial Aid Self-Service.
- The Office of Financial Aid will automatically award you any Federal Direct Loans you are eligible to receive.
- If you are requesting a private loan, your lender will notify the Office of Financial Aid of your loan request.
- For more information please visit <http://www.washjeff.edu/private-loans>




Award Letter

- You can review and electronically sign your award letter.

Select an Award Year: [✉ Contact Financial Aid Office](#)

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Award Letter

Financial Information > Financial Aid > Award Letter

Award Letter

Please review your award letter and contact the Financial Aid office for any questions

Select an Award Year: 2018/2019 Academic Year

[Contact Financial Aid Office](#)



Please read through and accept your award letter below or print and deliver to the Financial Aid Office.

2018/2019 Academic Year

\$2,000.00

[Award Letter](#)

This is your Financial Aid letter for the above award year. Your budget and awards are based on our review of your completed financial aid application. Awards are made based on full-time enrollment. If you are enrolled in less than 12 units, your award will be less than the amount shown.

FOR PAYMENT DATES AND ADDITIONAL FINANCIAL AID INFORMATION, PLEASE READ THE ENCLOSED MATERIALS.

Award	Total	Fall	Spring
Self Help			
Federal Work Study	\$2,000.00	\$1,000.00	\$1,000.00
Total	\$2,000.00	\$1,000.00	\$1,000.00

Your total award is subject to the availability of funds from the appropriate agencies and the laws and regulations which govern these programs, and is thus subject to change.

"ALL AWARDS ARE CONTINGENT ON BOTH YOUR ENROLLMENT AND YOUR SATISFACTORY ACADEMIC PROGRESS STATUS".

I verify that I accept the award package and electronically sign my award letter.



Accept

[Cancel and Return Home](#)



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Resources and Helpful Links

- Financial Aid Self-Service provides helpful links about different types of aid.
- You can also see the contact information for the Office of Financial Aid.

Financial Aid Counselor

Office of Financial Aid

 [724-223-6019](tel:724-223-6019)

 [Contact Financial Aid Office](#)

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[PLUS Loan Application](#)

[NSLDS Information](#)

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[Satisfactory Academic Progress](#)



Federal Shopping Sheet

- The [Federal Shopping Sheet](#) is a consumer tool that participating institutions use to notify students about their financial aid package. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school.



Correspondence Option

- Here you can choose to receive paper copies of correspondence from the Office of Financial Aid.

Correspondence Option

You can choose to receive hard copies of your Financial Aid correspondence.

By selecting this option, I am explicitly choosing to receive paper copies of my Financial Aid correspondence in addition to the electronic copies I currently receive. By not selecting this option, I understand that I will only receive electronic copies of my Financial Aid correspondence.

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Satisfactory Academic Progress

- You can view your Satisfactory Academic Progress for an evaluation period.

Satisfactory Academic Progress

You can view your Satisfactory Academic Progress for an evaluation period.




You are currently making satisfactory academic progress. Please contact your Financial Aid Counselor if you need further assistance.

SAP Status

Date Reviewed: 5/30/2017

Evaluation Period: 2016FAL - 2017SPG

Program: Open/Undecided

SAP Status:  Satisfactory

▼ *What does Satisfactory Academic Progress mean?*

Contact

✉ [Contact Financial Aid Office](#)

Helpful Links

[Satisfactory Academic Progress](#)



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Questions?

Contact the Office of Financial Aid

Phone: 724-223-6019

Email: finaid@washjeff.edu

Website: <http://www.washjeff.edu/financial-aid>

