Fairfield University
Office of Financial Aid

Your Financial Aid in my.Fairfield

The Fairfield University student portal, my.Fairfield, is one of the main forms of communication between students and the Office of Financial Aid. It is very important that students manage this account regularly and contact the Office of Financial Aid when assistance is needed. Refer to the navigation below to check financial aid status, awards, required documents, academic progress status, account holds, etc.

1. Log into my.Fairfield with Net ID/password (for NetID issues, contact its@fairfield.edu).

2. From the Student HOME page, click on Go to Student Menus – main Portal Home Page tab.

3. Click on the Services tab, scroll to select Financial Aid.

4. From the Quick Links channel (left side of page) and click any link to START EXPLORING your financial aid account!

FINANCIAL AID STATUS

The financial aid landing page will provide a brief summary of information regarding your financial aid status for the desired academic year.

You can review detailed information about your account under these tabs: Personal Information, Student, and Financial Aid.

AWARD for AID YEAR

This page will allow you to view various aspects of your financial aid account by academic year.

a. General Information tab shows all award source details

b. Award Overview tab shows the Cost of Attendance for the selected academic year

c. Terms & Conditions tab shows a message if you have accepted one or more of your awards.

d. Accept Award Offer tab shows awards you can accept/decline* for an academic year. Options include:
   - Accept the full award amount by selecting Accept Full Amount of All Awards.
   - Choose Decline or Accept for each fund.
   - Accept a partial amount by selecting Accept and enter the desired amount in the Accept Partial Amount field.

*IMPORTANT NOTE: Some federal and state grants CANNOT be accepted in my.Fairfield. These aid sources will automatically be accepted and disbursed to your account ONLY after your file is verified and/or your aid is confirmed by the Office of Financial Aid and by the appropriate federal/state agency.
REQUIRED DOCUMENTS

This page will provide a list of ALL documents that are required to confirm financial aid, including the status (and status date) of each document, instructions on how to complete/submit the documents.

1. Refer to Quick Links
   a. Click on Required Documents. Select desired academic year (example: 2014-2015), SUBMIT.
   b. Student Requirements tab will show:
      i. Financial aid requirements
      ii. Status of requirements (required/incomplete/satisfied)
      iii. Status date (date the requirement was posted to your account)
      iv. Fund term that the requirement may apply to

2. Review your Eligibility Requirements and SATISFY the REQUIRED items.

UNSATISFIED REQUIREMENTS

*IMPORTANT NOTE: The “As of Date” for Unsatisfied Requirements is NOT the date the requirement is DUE. Most all required documents are due August 1, 2014. Please contact the Office of Financial Aid if you have questions.

a. If the requirement appears BLUE and has a STATUS of REQUIRED, click on the requirement to:
   i. Open to a PDF document for you to print/complete, OR
   ii. Open a web site for details on how to satisfy this requirement

b. If a requirement appears BLACK and has a STATUS of REQUIRED, there will be instructions on how to satisfy this requirement next to the requirement name.

c. To ensure proper receipt of your submitted documents, it will be important for you to note your Fairfield ID number on ALL correspondence to our office.

d. Submit requirements to the Office of Financial Aid no later than AUGUST 1, unless otherwise indicated.

SATISFIED REQUIREMENTS

a. If the requirement has a STATUS of SATISFIED, NO further action is required.
b. Once ALL requirements are SATISFIED, the review/verification process will begin and may take between 4-6 weeks. You will be notified by university email when your financial aid is final.

3. Holds & Academic Progress Status (additional tabs on Eligibility Requirements page)
   a. Holds – provides an explanation of holds applied to your account (if applicable)
   b. Academic Progress – provides your academic progress status by Effective Term (semester)

4. Quick Links
   - More account information - Award Payment Schedule, Award History, Academic Progress Status, and Account Holds.
   - Eligible work-study students can refer to Web Time Entry Instructions and FWS Web Time Entry links for submitting hours worked.
   - Contact Us – a complete list of the Office of Financial Aid’s contacts!
   - Aid Application Deadlines - When filing applications and/or submitting required documents to our office each year, it is very important to pay close attention to the DEADLINES!