



Review & Pay Your E-Bill

- New York Tech does not send out paper billing statements. For information on how to make payments, enroll in a payment plan and acceptable payment methods visit: <https://www.nyit.edu/bursar/payments>
- For payment due dates and deadlines visit: https://www.nyit.edu/bursar/important_dates_and_deadlines
- Review Insurance Charges and Waiver Deadlines: https://www.nyit.edu/bursar/insurance_charges



Review Your Financial Aid

- Complete the FAFSA using New York Tech's school code: 002782. You must complete the FAFSA each year. For information on how to apply for financial aid visit: nyit.edu/apply4finaid

Tips:

- To ensure that your FAFSA is imported successfully, log into the Student Service HUB at my.nyit.edu to review/update your Social Security Number.
- For men over the age of 18, you must register for selective service to receive federal aid. Please be sure that you are registering within the FAFSA application (Q#22).
- Use the Data Retrieval Tool when completing the FAFSA to expedite the transfer of tax information to the FAFSA.
- Students must annually complete the Financial Aid Disclosure in the Student Service HUB. Hint: it's under "Tasks" then under "Holds."



Complete Requirements to Receive Financial Aid

Note: Anticipated aid is not guaranteed aid. Anticipated aid is what you may be eligible for if you meet all the requirements.

- Accept/Decline: You must either accept or decline (in full or partial amounts) financial funding that was awarded to you in order to have "anticipated aid" moved to "authorized aid" that can be applied towards your bill.
- Accepting Federal Loans? Be sure to complete the Master Promissory Note (MPN) and entrance counseling acknowledgement. You must complete this step in order to receive the loans. <https://studentaid.gov/h/manage-loans>
- Before you can accept a Parent Plus Loan your parent(s) must complete the application and Master Promissory Note (MPN). <https://studentaid.gov/app/launchPLUS.action?plusType=parentPlus>
- New York State Residents Only: Complete the NYS Tuition Assistance Program (TAP) application. Each year, you must complete an application to receive the TAP award. Undergraduate school code: 2120. For information on how to file visit: <https://www.hesc.ny.gov/>
- If your anticipated aid is not posted to your account after the drop/add period, visit https://www.nyit.edu/bursar/account_balance_faq or contact us at bursar@nyit.edu.

✓ Review Holds & To Do List Items in the Student Service HUB

- Navigate to the Student Service HUB online at my.nyit.edu and find "My Tasks" to see if you have any outstanding items.

✓ Check Your Student Email Frequently

- Find your student email (ending in @nyit.edu) at my.nyit.edu.
- Most communications from faculty and staff will come to you via your student email. Check your student issued email to avoid missing time sensitive information.

✓ Familiarize Yourself With the Student Service HUB— Your Home for University Business

- The Student Service HUB is where you can manage the business side of being a student:
 - Register for classes
 - Pay your bill
 - Manage your financial aid
 - Check your grades
 - Get reminders about outstanding items
 - And much more.
- To view online tutorials on how to use your online Student Service HUB visit https://www.nyit.edu/bursar/enrollment_videos

✓ Complete the FERPA Student Release Form, If You Choose

- If you want to grant a third-party member of your choice (parent/guardian/etc.) access to certain educational records, you will need to complete the FERPA Student Release Form.
- Follow these steps to complete the form:
 - Log in to Student Service HUB
 - Choose My Profile select "FERPA Student Release Form"
 - The form will automatically populate your phone and address information. Please confirm that this is correct or update it if it is outdated by following the "Update Home Address" or "Update Mobile Number" links.
 - Once you have completed all of the required fields, you may submit the FERPA which will remain in effect until you revoke the authorization. You may revoke the FERPA online if need be. Please click here for more information on the Family Educational Rights and Privacy Act (FERPA).

Resources

- Contact us:
 - Email: bursar@nyit.edu
 - Phone: 516.686.7510
- View important dates & deadlines: https://www.nyit.edu/bursar/important_dates_and_deadlines
- View step-by-step videos to complete certain tasks: https://www.nyit.edu/bursar/enrollment_videos
- Student Service HUB: my.nyit.edu