

# WINGATE UNIVERSITY NET PARTNER STUDENT USER GUIDE

Please use this quick reference guide to assist you with completing the financial aid process at Wingate University:

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## NET PARTNER HOME:

Provides a general snapshot of your financial aid information at Wingate.

**Menu** You are currently logged in as: JENNIFER PEARSON Current Award Year: 2020/2021 Log Out Help

# WINGATE

**Welcome JENNIFER**

Hello & Welcome to the Net Partner Student Financial Aid Portal for Wingate University Students. You can view a list of Financial Aid FAQ's by selecting the HELP button at the top of the screen. The Financial Planning Office is always available to help! Please reach out to us at [finaid@wingate.edu](mailto:finaid@wingate.edu) if you have any questions.

**Navigating Net Partner:**

The menu button in the top left corner of the screen provides your primary navigation for the portal. The options are customized per student based on where you are in the financial aid process. If you have not yet completed the FAFSA you will have a page dedicated to completing the FAFSA form. If you have already received your financial aid package, you will have access to view your package from the menu. You will always have access to the financial aid requirements page, providing you with your current status for required forms/documents.

**Available Award Year(s):**

Net Partner was launched effective with the 2020-2021 academic year. As a result, that is the only year currently available to you in the portal. As we begin to open future academic years, you will be able to change your current award year in the top right hand corner.

**Financial Aid Snapshot:**

The award information and/or documents & forms tables below provide a snapshot of your financial aid status for the current academic year. Be sure to select "Get More....." to retrieve more detailed information. You can always navigate back to the home page from the menu button.

**2020/2021**

**Outside Scholarship Search Options:**

- <https://www.scholarships.com/>
- <https://www.cfnc.org/index.jsp>
- <https://www.fastweb.com/>
- <https://bigfuture.collegeboard.org/scholarship-search>
- <https://myscholly.com/>
- <https://www.careeronestop.org/toolkit/training/find-scholarships.aspx>

1. Menu – Use to navigate between all pages available to you. Your list of available pages may differ from someone else because we provide access only to the things that are relevant to you!
2. Current Award Year – Use to navigate to a different academic year. For Example: Fall 2020 and Spring 2021 are part of the 2020-2021 award year.
3. Help – Provides a list of Frequently Asked Questions while using the Net Partner Portal.

## FINANCIAL AID REQUIREMENTS:

Provides a detailed listing of things you must complete to finalize your financial aid.

### Financial Aid Requirements

Carefully review the information outlined below. It is important for you to read any messages that are available for your documents/forms as they may provide important information about the particular requirement. Parent PLUS Loan Acceptance Forms can be submitted via email to [finaldocs@wingate.edu](mailto:finaldocs@wingate.edu).

#### How do I retrieve/submit requested information?

- **Download/View Requirement:** Click on the document name to open the file pdf or be directed to a page to complete the requirement electronically.
- **Submit Requirement:** Click on the "upload it now" link to the right of the requirement. You can upload a pdf or jpeg file (or multiple files if needed).

#### What does my document status mean?

- **Received/Approved/Waived:** No action needed by you. This requirement has been finalized.
- **Not Reviewed:** No action needed by you. This requirement has been received by our office, but has not been reviewed. Once it has been reviewed it will be updated to a new status.
- **Incomplete/Not Signed:** Additional action is required by you. You may receive a follow up email from our office with additional instructions regarding this requirement. If you have questions, email us at [finald@wingate.edu](mailto:finald@wingate.edu).
- **Not Received:** No action has been taken by you. You should complete this requirement as soon as possible.

*If you have questions regarding any of the outstanding forms/documents listed, please contact our office at [finald@wingate.edu](mailto:finald@wingate.edu).*

### Documents & Forms

Document	Required For	Status	Status Date	Message
<a href="#">*2020-2021 FAFSA</a>	Disbursement	Not Received	4/18/2020	<a href="#">Click to View Message</a>
<a href="#">*Verification Worksheet</a>	Packaging	Not Signed	6/15/2020	<a href="#">Upload it now!</a>

1. Document – Select the document name to retrieve the document pdf or be directed to the web page needed to complete the requirement.
2. Required For – Items required for packaging should be submitted immediately as this means that our office cannot complete your financial aid package until this has been received and processed. Items required for disbursement must be received and processed before your financial aid can disburse to the Business Office.
3. Status – The following may be visible:
  - **Received or Waived:** Document has been received or is no longer needed by our office.
  - **Not Reviewed:** Document has been received and is in process with our office. You will be contacted by a staff member if additional information is requested.
  - **Not Received:** Submit the requested document as quickly as possible.
  - **Incomplete:** Received, but information is missing; we will send a follow up email providing clarification.
  - **Not Signed:** Received, but the student and/or parent signature is missing; you will need to resubmit the form with all signatures.
4. Upload it Now – Use this option to submit the document electronically to the Financial Planning Office. You can upload multiple files if needed to fulfill the requirement.

Documents Upload

Please upload your \*Verification Worksheet PDF or JPEG file.  
You must upload a PDF or JPEG file with a file size of 25MB or less. You can convert your unsupported file type using either a conversion tool, such as Adobe Reader, or from Microsoft Word.  
[Get Adobe Reader](#)  
[Instructions for turning Word documents into PDFs](#)

Select File to Upload:  

Choose Files No file chosen

Upload

5. Message – Click to view messages tied to a particular financial aid requirement. This message may provide important information to successfully complete the requirement.

## FINANCIAL AID PACKAGE:

Provides a detailed breakdown of your financial aid package. This page includes the Cost of Attendance Budget, Grant & Scholarship Eligibility, and Loan Eligibility.

1. Cost of Attendance – Details your direct and indirect costs for the award year.

### Financial Aid Package

Be sure to scroll down to the bottom of this page to see your entire aid package and next steps.

Your 2020-2021 cost of attendance (COA) budget is outlined below. Your COA is created using a combination of direct and indirect costs.

- Direct Costs:** These are costs billed directly by Wingate University, such as tuition & fees (or room & board for residential students).
- Indirect Costs:** These are costs that you will likely incur, but are not billed by the University. We include an allowance for "indirect expenses" (like transportation and books) since you will likely have these types of expenses as a result of being enrolled at the University, however these are not items that will be reflected on your billing statement. Each student's indirect cost will vary and can be more or less than the estimated expenses detailed below.

Direct Costs		Indirect Costs	
Budget Category	Amount	Budget Category	Amount
Tuition	\$38,796.00	Textbook Allowance	\$1,150.00
Health/Wellness Fee	\$100.00	Travel Allowance	\$3,000.00
On Campus Room/Board	\$9,910.00	Misc Cost Allowance	\$1,080.00
<b>Total Direct Costs</b>	<b>\$48,806.00</b>	Loan Fee Allowance	\$110.00
		<b>Total Indirect Costs</b>	<b>\$5,340.00</b>

2. Grant & Scholarship Eligibility – Details all grant/scholarship aid for the current award year. Make sure that you review any messages that are available for a specific award. For instance, the North Carolina Need Based Scholarship has a specific enrollment requirement!

Your grant and scholarship funds detailed below are automatically accepted on your behalf; you do not need to do anything additional to accept these funds.

Grants and Scholarships				
Award	Fall	Spg	Total	Message
Acad: Academic Merit Scholarship	\$2,500.00	\$2,500.00	\$5,000.00	
<b>Total</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$5,000.00</b>	

3. Loan Eligibility – Details the loan options available for the current award year. You will see both the gross and net loan amounts displayed. Federal Direct Loans have a loan origination fee. The amount you are eligible to borrow (gross amount) will be different than the amount that is disbursed to your student account (net amount). Be sure to review any messages that are tied to a specific loan!

Your available loan options for the 2020-2021 academic year are detailed below. Loans are a debt that must be repaid, therefore **YOU MUST ACCEPT/DECLINE** your eligibility on the "Loan Status (Accept/Decline)" tab. You can also utilize the "Loan Status (Accept/Decline)" tab to view your current loan status if you are unsure if you have completed this step. You must review all the details on the "Federal Direct Loans & Alternative Loans" tab before making a decision to borrow loan funds.

You will see both the gross and net loan amounts displayed below. [Federal Direct Loans have a loan origination fee.](#) The amount you have accepted (gross amount) will be different than the amount that is disbursed to your student account (net amount).

Loans								
Award		Fall Gross	Fall Net	Spg Gross	Spg Net	Total Gross	Total Net	Message
Eligibility: Alternative Loan	"Estimated"	\$10,073.00	\$10,073.00	\$10,073.00	\$10,073.00	\$20,146.00	\$20,146.00	
Fake: Federal Direct Unsubsidized Loan		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	
<b>Total</b>		<b>\$12,073.00</b>	<b>\$12,073.00</b>	<b>\$12,073.00</b>	<b>\$12,073.00</b>	<b>\$24,146.00</b>	<b>\$24,146.00</b>	<a href="#">Click to View Message</a>

## LOAN STATUS (ACCEPT/DECLINE):

Details your current loan status and allows you to take action on your student loans.

**Loan Status (Accept/Decline)**

Please select "Accept" or "Decline" for each of the loan options listed below. If you wish to accept less than the maximum amount listed, please be sure to revise the accepted amount as necessary. You must review the "Federal Direct Loans" tab for additional information about the loan requirements needed to accept your student loan funding. **Important Note:** Loans will be split equally between all enrolled terms; you are not able to accept funding "per term".

- **Accept All:** This option will accept all loan eligibility for the maximum amount, as listed.
- **Decline All:** This option will decline all loan eligibility for the maximum amount, as listed.
- **Accept/Decline per Loan:** This option allows you to select accept/decline from the drop down status menu on the far right hand side of your individual loan.
- **Modifying the Loan Amount:** In the "total" box beside your individual loan, you have the ability to reduce the amount listed. For example: If you have \$3000 listed in the box and only wish to accept \$1000, you should enter \$1000 in the total box and change the award status to accept. The new loan amount will be reflected on your "Financial Aid Package" screen after you click submit. **Please note: This amount will be split evenly between all terms.**

Please be sure to select the "Submit" button in order to finalize your loan status.

Once you have accepted/declined your available loan options, your updated loan status will be visible on this page. If you have a loan in a "declined" status and would like to change the status to "accepted", please email our office at [finaid@wingate.edu](mailto:finaid@wingate.edu) with your request.

Award	Fall	Spg	Total	Status
Fake: Federal Direct Unsubsidized Loan	\$2,500.00	\$2,500.00	5000	Pending
<b>Total</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$5,000.00</b>	

**Decline All** **Accept All**

**Submit**

1. Total & Status – You have the ability to reduce your loan eligibility before acceptance by entering the new loan amount in the total box. Please remember that loan amounts will be split equally between all terms. You can also choose to manually accept or decline each individual loan listed using the drop down status box.

Award	Fall	Spg	Total	Status
Fake: Federal Direct Unsubsidized Loan	\$2,500.00	\$2,500.00	4000	Accept
<b>Total</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$5,000.00</b>	

**Decline All** **Accept All**

**Submit**

2. Decline All & Accept All – Gives you the ability to accept or decline all loan options as offered.
3. Submit – You will need to submit your information after changes are made in order for your loan decision to be submitted electronically to the Financial Planning Office.
4. Updated Status – After you have accepted/declined your available loan options, this page will be updated to reflect your new status.

Award	Fall	Spg	Total	Status
Fake: Federal Direct Unsubsidized Loan	\$2,000.00	\$2,000.00	\$4,000.00	Accepted
<b>Total</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$4,000.00</b>	

## FEDERAL DIRECT LOANS & ALTERNATIVE LOANS

Provides a list of loan requirements that must be completed based on the type of loan you choose to accept.

### Federal Direct Loans & Alternative Loans

*Your loan requirements will vary based upon the type of loan eligibility you have been offered and the funding that you choose to accept. Please be sure to complete all loan requirements listed under the loan type that you have accepted or plan to accept.*

#### **Federal Direct Subsidized and/or Unsubsidized Loan Requirements:**

- [Student Loan Entrance Counseling](#): This only needs to be completed one time during your enrollment at Wingate. Be sure to select "Undergraduate" or "Graduate/Professional" as your student type.
- [Master Promissory Note](#): This only needs to be completed one time during your enrollment at Wingate. Be sure to select "Subsidized/Unsubsidized" as your MPN type.

#### **Federal Direct Graduate PLUS Loan Requirements:**

- [Graduate PLUS Loan Application](#): This needs to be completed annually if you choose to accept funding from the Graduate PLUS Loan. Be sure to select "Graduate/Professional Student" as your loan type.
- [Master Promissory Note](#): This generally only needs to be completed one time during your enrollment at Wingate. However, if you utilize an endorser or appeal the credit decision, you will be required to complete a new MPN each time you complete a new loan application. Be sure to select "PLUS MPN for Graduate/Professional Students" as your MPN type.

#### **Federal Direct Parent PLUS Loan Requirements:**

You should review the [2020-2021 Loan Options & PLUS Loan Acceptance Form](#) with your parent(s) to determine if they plan to apply for a Direct PLUS Loan. If your parent chooses to accept funding, they can return the completed PLUS Loan Acceptance Form via email to [finaiddocs@wingate.edu](mailto:finaiddocs@wingate.edu).

- [Parent PLUS Loan Application](#): This needs to be completed annually if you choose to accept funding from the Parent PLUS Loan. Be sure to select "PLUS Loan for Parents" as your loan type.
- [Master Promissory Note](#): This generally only needs to be completed one time during your enrollment at Wingate. However, if you utilize an endorser or appeal the credit decision, you will be required to complete a new MPN each time you complete a new loan application. Be sure to select "PLUS MPN for Parents" as your MPN type.

#### **Alternative Loan Requirements:**

- Review the [Alternative Loan Instructions](#) for eligibility requirements or to begin the application process.

## COMPLETING THE FAFSA:

Provides tips for FAFSA completion and FSA ID help if you have not yet completed the FAFSA.

## VERIFICATION HELP:

Provides help with the IRS Data Retrieval Tool and IRS Tax Return Transcript if you have been selected for verification.

## SATISFACTORY ACADEMIC PROGRESS:

A list of requirements needed to meet Satisfactory Academic Progress (SAP) requirements for financial aid. You are required to meet SAP standards in order to receive financial aid at Wingate.

## STUDENT WORK-STUDY

An information page that will provide general information about the work-study program at Wingate.