

Viewing and Accepting Your Financial Aid Awards Using the UALR BOSS System

You may view your financial aid awards on the web using the UALR BOSS system (<https://boss.ualr.edu>). You must log into BOSS and *accept* the offer of a student loan before the award can be finalized. Follow the instructions below to view and accept your awards. **Note:** You are not required to use this process to “accept” funding received from the Clinton School.

You must have a UALR ID number and a UALR PIN (personal identification number) in order to log into BOSS. All students are issued a UALR ID number and PIN when they are accepted for admission to the Clinton School of Public Service. If you have not received your ID number and/or your PIN, or if you do not know your ID/PIN, please contact the Clinton School Admissions Office, 501-683-5224.

Once federal student loan funds have been awarded, the UALR Office of Admissions and Financial Aid sends email notification to all federal aid recipients. The email notice is sent to the email address the student provided on the 2009-2010 Free Application for Federal Student Aid (FAFSA).

How to View, Accept, Decline, or Revise Financial Aid Awards on BOSS

Please Note the *New Information for 2009-2010*

1. Log on to the BOSS system: <https://boss.ualr.edu>
2. Click on Enter Secure Area (LOGIN)
3. Enter your UALR student ID number (Your “T” number) and your PIN, then click on Login
4. Review *Important Dates* carefully, and then click on Click here to continue...
5. Click on Financial Aid
6. Click on My Award Information
7. Click on Award by Aid Year
8. Choose 2009-2010 Academic Year from the “Select Aid Year” drop-down option, then click on Submit
9. **NEW:** As of the 2009-2010 academic year, you must accept the terms and conditions of your financial aid awards *before* you can accept your award amounts.
 - o Click on the Terms and Conditions tab.
 - o Thoroughly review the information and click on Accept.
10. Click on the Accept Award Offer tab.
 - o Follow the instructions for accepting, declining, and revising award amounts.
 - o Awards with a status of “offered” must be accepted to complete the award.
 - o Awards with a status of “approved” or “accepted” have already been accepted.
11. **NEW:** If you would like a paper copy of your award information, you may print it directly from your BOSS account.
 - o Click on the Award Overview tab.
 - o Click on **Print** on the upper left side of the screen to print your award notice.

Important Information for Federal Aid Recipients

Award Messages

Be sure to review the Award Messages listed at the bottom of the Terms and Conditions tab. These messages contain important information about your financial aid awards.

Financial Aid Requirements

To determine the status of your financial aid requirements

- Click on the **Overall Financial Aid Status** link displayed at the bottom of any tab within the Award Package by Aid Year section
- Click on the link to **student requirements** to view the status of your financial aid requirements.

Direct Deposit of Excess Loan Funds

You may elect to authorize a direct deposit to your checking or savings account of any loan funds that exceed the amount you owe for tuition. (If you do not authorize direct deposit, any “excess aid” will be mailed to you via a hardcopy “refund check.”)

To authorize Direct Deposit, log in to the BOSS system <https://boss.ualr.edu>

- Click on **Student Services**
- Click on **Student Accounts**
- Click on the **Add** button to the left of the **Direct Deposit** description and follow the instructions

Other Financial Assistance

You must notify UALR immediately if you are receiving any type of student financial assistance *in addition to* any scholarship provided by Clinton School of Public Service. The total of all financial aid received cannot exceed your Cost of Attendance. Federal loan amounts must be reduced and/or cancelled by other resources you are receiving.

Student Loans

The loan amount(s) on your award letter are the maximum you are eligible to receive. You may decrease an award amount, but you cannot increase the amount (contact our office if you decline in error).

If you are a new student loan borrower at UALR:

- You must also choose a lender from the list provided (or indicate you wish to select another lender).
- You must complete a student loan counseling interview at <http://www.mapping-your-future.org>
- If this is the first student loan you will receive from the lender you selected, you will also be required to complete a **Master Promissory Note (MPN)**. You will receive an email notification when your loan data is transmitted to your lender (typically in mid-August for the fall term). The email notice will contain a link to a secure web site, which will allow you to complete the MPN on-line.

You must be enrolled at least half-time to receive your loan funds. The minimum enrollment requirement for graduate students is 5 hours per term.