Student Financial Planning and Student Accounts are pleased to announce a new online service available to our students. From the same place students access their academic information for registering, checking grades, and completing their academic planning, they will now also have access to their financial aid and student accounts information.

Logging In

Student Financial Planning

Welcome Screen
Required Documents
Financial Aid Package
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Student Accounts

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Logging in

1. Students can access Student Self-service directly at student self service
2. Or by logging into https://my.highpoint.edu
   a. Click Sign In in top right corner

   b. Sign in with your HPU Username and password – your name will appear in the top right-hand corner upon logging in
c. Click on either Student Accounts or Student Financial Planning under the Quick Links menu on the right-hand side of the page (if you do not see this menu, then click on ‘Incoming Student’ next to your name in the top right corner)

d. You will then have to sign in again with your HPU username and password

2. On the home screen you will see the links to Student Accounts and Student Financial Planning in addition to the academic areas of Student Planning, Course Catalog, and Grades.
1. From the Student Financial Planning welcome screen, you can:

   a. Check on your packaging status
      i. If the University has not yet received your new FAFSA you will see:

         ![FAFSA Application]
         Currently, we have no federal financial aid application from you for the current year, if you are interested in applying for financial aid you must first: Submit a Free Application for Federal Student Aid (FAFSA)

      ii. If we received your FAFSA but need some additional information, you will see:

         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

      iii. If we have received your completed FAFSA but have not completed your packaging, you will see:

         Financial Aid Application Being Reviewed
         Currently your financial aid application is being evaluated by the Student Financial Planning office to determine if you are eligible to receive any financial aid awards. You will receive a notification once this evaluation has been completed.

      iv. Once your packaging is complete, you will see:

         Your Financial Aid Package is now ready!
         Your financial aid award package is now ready for your review.
         Review your Financial Aid Package

      v. Once you have completed all of your checklist items, you will see:

         Financial Aid Checklist Complete!
         Congratulations! You've completed your Financial Aid checklist.
         You successfully completed all the items on your Financial Aid checklist.
b. Review and access checklist items that are in progress or your action is needed

![Checklist]

c. Check your Satisfactory Academic Progress

![Checklist]

d. See your Student Account Summary

![Student Finance Account Summary]

Go to Account Summary

e. Access resource links

![Resources]

f. Select other screens to view from the drop-down menu

![Drop-down menu]
2. Required documents

a. If you have required documents that are not completed, you will see this in your packaging status and as an item that requires action under your checklist. You can access the required documents page from the links provided in those areas or from the drop-down menu.

i. The required documents page will list what item(s) are outstanding and give instruction for what more may need to be done

<table>
<thead>
<tr>
<th>Document</th>
<th>Explanation</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-23 Fafsa Received</td>
<td>Your 22-23 FAFSA has been received</td>
<td>03/15/2022</td>
<td>Received</td>
</tr>
<tr>
<td>22-23 Fafsa Rejected</td>
<td>Your FAFSA has been rejected, please log into your FAFSA to make the necessary corrections to FAFSA</td>
<td>ASAP</td>
<td>Please submit</td>
</tr>
</tbody>
</table>

ii. Some examples of required documents are:

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<tbody>
<tr>
<td>22-23 Fafsa Received</td>
<td>Your 22-23 FAFSA has been received</td>
<td>11/10/2021</td>
<td>Received</td>
</tr>
<tr>
<td>2022 Verification Docs</td>
<td>Please provide the necessary verification information requested through the SPP Verification portal</td>
<td>ASAP</td>
<td>Please submit</td>
</tr>
<tr>
<td>2020 Parent's Fafsa Info</td>
<td>Please log into your FAFSA to update the income section with the information from your 2020 tax return</td>
<td>ASAP</td>
<td>Please submit</td>
</tr>
</tbody>
</table>
3. Financial Aid Package

a. If you have not previously reviewed your package and accepted or declined your student loans (where applicable), you can access the financial aid package page from your packaging status or your check list if it indicates action is needed. You can also access your financial aid package from the drop-down menu.

b. You can review all aid in your package including all aid at accepted, pending, student responsible, hold, and declined statuses.

c. Federal Subsidized/Unsubsidized Student Loans need to be accepted or declined by clicking on ‘Accept or Decline’ below each loan and then selecting either the Decline or Accept buttons.

i. For those students offered both Subsidized and Unsubsidized loans, you will want to make your selection for your subsidized loan first before your unsubsidized; don’t forget to complete both!

ii. Your loans will not appear on your Student Account Statement until you have officially accepted your loans.

iii. If you choose to accept your loans, you will also see a Loan Requirements Checklist at the bottom of the Financial Aid Package page that must be completed.

These checklist items will also appear on your main checklist on the Financial Planning Welcome page.
4. Offer Letter

a. Offer letters are accessible through the drop-down menu on the Welcome screen

![Offer Letter dropdown menu](image1)

b. Your currently available award information will display on the main Offer Letter page

![Offer Letter page](image2)

c. Your current offer as well as previous offer letters are available to you to download or print by clicking on the ‘Offer Letter’ link under the current academic year for your most current offer or the previous offer letter date link under Offer Letter History for previous versions.

![Offer Letter History](image3)

Please note that prior versions sent to you as an email link are not available within this system but are still available to you utilizing the link previously provided.
5. **Satisfactory Academic Progress (SAP)**

Both students Institutional Merit SAP and Federal SAP information will be made available to them online to review once the process is complete at the end of each academic year. For undergraduate students, this process is run at the close of the Spring semester. For graduate students, this process is run at the close of your program’s summer term.

Those students not maintaining Institutional Merit SAP or Federal SAP will be notified and given further information on how they are to proceed.

6. **Links**

Links to both internal and external resources you may need are available under Resources on the Student Financial Planning Welcome page.
1. From the Student Accounts Summary page, you can:

a. Review your overall account summary

b. See your summary by term

c. Make an online payment on to your account

d. Access your account activity

e. Access Helpful Links

f. Select other screens to view from the drop-down menu
2. Account Activity Details

By selecting the Account Activity link next to your Total Account Balance or from the drop-down menu, you will be taken to the most recent term that you have account activity available.

a. Each section is summarized and can be expanded to show you details of your charges, financial aid, deposits, and payment.

b. Select the ‘View Statement’ link in the upper right corner for a download and print version of your statement information.

c. From this screen you can also change the term you wish to view using the ‘Term’ drop-down above the account activity summary circles.

If you wish to go directly to an older term, you can do so from the Summary screen by selecting the link for the term you wish to view.
3. Making a Payment

This feature is not yet available, however, if you wish to make a payment online or enroll in a payment plan, please use the link to access our Student Account Center.

4. Helpful Links

Presently, we have links to our Student Account Center to make payment online, enroll in a payment plan, choose a refund option, as well as view your account activity, view and print statements, and authorize other family members to access to your student account.

Additionally, we have links to our Health Insurance Waiver and Acceptance as well as to our Tuition Protection Insurance. Waivers for both of these programs will become available as of June 1, 2022.

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