



Accepting/Declining Aid Online

Follow these instructions to accept or decline the terms, conditions, and aid offered in SIS.

****You may accept/decline online once. Please contact the Financial Aid Office with any changes via email at MCC-FA@ccsnh.edu.****

1. Log into the Student Information System (SIS) <http://sis.ccsnh.edu>.
2. Click on **Financial Aid**

3.

The screenshot shows the SIS interface with three main tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Financial Aid' tab is highlighted with a red box. Below the tabs, there are four sections: 'Financial Aid Status', 'Eligibility', 'Aid Offers', and 'General Financial Aid'. The 'Aid Offers' section is highlighted with a red box. The 'Aid Offers' section contains the following text: 'View account summary; Review aid offers; Accept aid offers; View loan applications; Review withdrawal information.'

4. Click on **Aid Offer for Aid Year:**

The screenshot shows a horizontal menu with three options: 'Account Summary By Term', 'Aid Offer for Aid Year', and 'Aid Offer History'. The 'Aid Offer for Aid Year' option is highlighted with a red box.

5. Select **Manchester Community College** as your campus, then Continue:

The screenshot shows a dropdown menu with the text 'Select Campus' and a red box around the dropdown arrow. Below the dropdown menu is a 'Continue' button.



6. Select the most recent aid year (e.g., 2024–2025 Aid Year) then Submit:

Select Aid Year

7. Click on **Aid Offer Overview** to view the detail of the financial aid package:

Home > Financial Aid > Aid Offer > Aid Offer for Aid Year

General Information **Award Overview** Resources/Additional Information

8. Click on **Resources/Additional Information**.

Home > Financial Aid > Aid Offer > Aid Offer for Aid Year

General Information Award Overview **Resources/Additional Information**

9. Four questions must be answered before you continue to the next tab, use the drop-window options, then click “Submit information”:

Additional Information

Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below. Once all answers and additional resource information are entered

- * If your financial aid is complete, you may elect to use your remaining Title IV funds to purchase or rent books and supplies from the campus bookstore. If you select yes for this authorization, the book advance will automatically be set up for you at the campus bookstore. Confirmation of the book advance and spending limit may be found on your SIS account. You must show your school ID (or other government-issued picture ID) and a copy of your schedule at the bookstore when making your purchase. Your book advance may only be used during the book advance period, usually two weeks prior and three weeks following the beginning of each semester. The amount of your book and/or supply purchase will be charged to your student account. Your remaining Title IV credit balance will be applied to these charges. I understand that if, for any reason, I fail to receive financial aid upon which a bookstore credit is based, or if the amount of financial aid I receive for the semester is insufficient to pay for all of the charges on my account, I am obligated to pay to the College the amount of any unpaid charges on my account resulting from the use of the book advance program. I recognize that I am responsible for any charges applied to my account after any remaining Title IV credit balance is refunded to me. I further understand that these are voluntary authorizations in place for the current aid year. I also understand that I may revoke my authorizations at any time by completing a new Student Title IV Authorization Form and submitting it to the Financial Aid Office.
- * Federal regulations permit students to authorize Title IV financial aid funds to pay for current semester non-institutional educationally related charges such as school health services, parking and library fines, parking permits, on-campus childcare service charges, and other educationally related goods and services that the student incurred. If you are eligible for federal financial aid in excess of tuition and fees, and you wish to use this excess to cover current semester non-institutional charges, you must authorize the College to pay these charges. (Items such as late charges/fees, interest charges, finance charges, and bad check fees may NOT be covered by financial aid, even with student authorization, as these are not educationally related expenses.) I understand that these are voluntary authorizations in place for the current aid year. I also understand that I may revoke my authorizations at any time by completing a new Student Title IV Authorization Form and submitting it to the Financial Aid Office.
- * Federal Title IV financial aid funds may pay up to \$200 of prior year educationally related expenses with your authorization. Educationally related expenses include, for example, school health services, parking and library fines, parking permits, bookstore charges that you have incurred. I understand that these are voluntary authorizations in place for the current aid year. I also understand that I may revoke my authorizations at any time by completing a new Student Title IV Authorization Form and submitting it to the Financial Aid Office.
- * CCSNH encourages students to borrow responsibly. If a dependent student borrows the maximum amount of loans during freshman and sophomore years, the student would owe a total of \$12,000. With an interest rate of 4.53%, this student would have a \$124 monthly payment for ten years. The total amount paid back would be \$14,924. If an independent student borrows the maximum of loans during freshman and sophomore years, the student would owe \$20,000. With an interest rate of 4.53%, this student would have a \$207 month payment for ten years. The total amount paid back would be \$24,873. Remember, your unsubsidized loan accrues interest while you are in school! These repayment examples assume that the student is paying the interest charges on any unsubsidized loans and is not capitalizing the interest while in school. If the student is capitalizing the interest, the cumulative payments and total interest charges will be higher than shown here.

10. Click on the “**Terms and Conditions**” Tab. Read the Disclosure about using financial aid to defer your bill payment and our disclosure of collection costs.

Terms and Conditions

Payment Deferment for Financial Aid Recipients is valid for 45 days into the semester. STUDENTS NEED TO ACCEPT FINANCIAL AID AND COMPLETE ALL REQUIRED DOCUMENTATION, INCLUDING MAKING PAYMENT ARRANGEMENTS PRIOR TO THE START OF CLASSES FOR ANY BALANCE WHICH WILL REMAIN OUTSTANDING AFTER FEDERAL AID HAS BEEN APPLIED. FAILURE TO DO SO MAY RESULT IN THE ASSESSMENT OF A \$50 SERVICE FEE.

1. Prior to the start of each semester, a payment plan can be established on-line with Nelnet Enterprise here in SIS for the remaining balance after you subtract your estimated Financial Aid listed above. Federal Work Study (FWS) should not be subtracted as it is paid directly to the student once earned.
2. My acceptance indicates that I fully understand that this deferment is granted pending completion of my financial aid file, verification of my eligibility, certification of satisfactory academic progress and confirmation of enrollment. I also understand that any changes in my enrollment status may result in a balance on my electronic student account statement for charges incurred at a CCSNH institution, which I am responsible to pay. If a loan is part of my financial aid, I certify that I will complete all loan requirements.
3. Payments must be made in accordance with the terms of this deferment agreement. I understand that I am not eligible to receive transcripts, and/or diplomas until all charges have been paid.

Student Acknowledgement

I agree that by registering for courses at a CCSNH institution, I am financially obligated for all costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protected check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

11. Click on “**Accept Aid Offer**” to accept or decline individual aid awards:

Terms and Conditions **Accept Aid Offer** Special Messages



12. Use the entry box to accept or decline your individual awards. On this page, you can also accept a partial amount of the offered award. For example, if you want to borrow only \$2,000 of your student loan, then enter the \$2,000 into the field provided. Click “Submit Decision” to send us your acceptance.

General Information | Aid Offer Overview | Resources/Additional Information | Terms and Conditions | **Accept Aid Offer** | Special Messages

Options for Accepting Aid Offers include:

1. Accept the full aid offer amount by selecting Accept Full Amount of All Aid.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Aid Offer Decision

Fund	Status	Term	Amount	Accept Aid Offer	Accept Partial Amount
Estimated Pell Grant	Accepted	Fall 2020	\$3,173.00		
	Accepted	Spring 2021	\$3,172.00		
	Fund Total:			\$6,345.00	
Fed.Suppl.Opport.Grant	Accepted	Fall 2020	\$250.00		
	Accepted	Spring 2021	\$250.00		
	Fund Total:			\$500.00	
Fed'I Subs'd Direct Loan	Offered	Fall 2020	\$2,250.00	Accept	2000
	Offered	Spring 2021	\$2,250.00		
	Fund Total:			\$4,500.00	
Fed'I Unsubs'd Direct Loan	Offered	Fall 2020	\$1,000.00	Decline	
	Offered	Spring 2021	\$1,000.00		
	Fund Total:			\$2,000.00	

Submit Decision

13. Loan Borrowers: Complete loan requirements online

If you plan to borrow a student loan in your financial aid offer, you may be required to complete Loan Entrance Counseling and/or a Loan Agreement/MPN. Fulfill this requirement by clicking on any links appearing below “Unsatisfied Disbursement Requirements.”

Unsatisfied Disbursement Requirements

Requirement	Status	As of Date	Fund	Term
Stafford Loan and/or Unsub Loan Entrance Counseling	Required	Jan 05, 2017	Fed'I Subs'd Direct Loan	
Student understands obligations of borrowing	Pending Requirement	Mar 10, 2020		

The Financial Aid Office will automatically be notified of your aid decision. Please contact the office at MCC-FA@ccsnh.edu for any changes or questions.