

my**RUN**101: Enrollment Services Resources

Rutgers University–Newark

2nd Degree BS-Nursing program – class of 2025



In Newark, *of Newark*

myRUN One Stop

Website: <http://myrun.newark.rutgers.edu>

Web Form: <https://go.rutgers.edu/myrunsupport>

- Aims to offer cross-functional services in the areas of financial aid, the registrar and student accounting, billing, cashiering and RU ID services
- Strive to provide our campus community with efficient service through prompt and reliable information
- To ensure we meet the needs of our students, we have created a contact center and a website to help you navigate through available resources

myRUN Contact Center

- ✓ 24 student workers (Federal Work Study)
- ✓ Students trained to answer questions and uphold customer service satisfaction
- ✓ Supervised by professional staff
- ✓ Call **973-353-1766 ext. 1**
- ✓ Text **973-556-7779**
- ✓ Web Form <https://go.rutgers.edu/myrunsupport>
- ✓ Webchat via myrun.newark.rutgers.edu between 8:30am - 4:30pm from Monday - Friday

myRUN Website

- ✓ myrun.newark.rutgers.edu
- ✓ Easy to access, mobile friendly
- ✓ Provides access to relevant information in one location
- ✓ Constantly updated by professional staff
- ✓ All language is approved by our student workers before publication
- ✓ Chat feature now available

Office of Financial Aid

Website: <https://scarlethub.rutgers.edu/financial-services/>

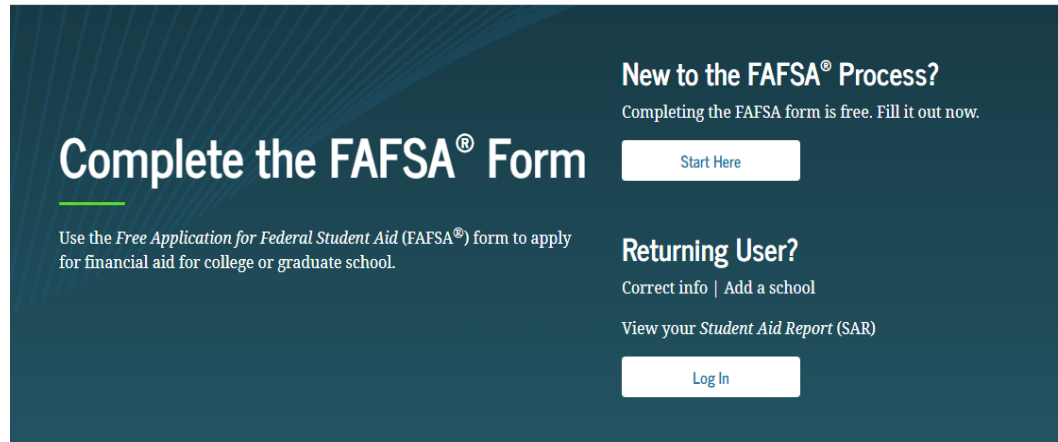
Web Form: <https://go.rutgers.edu/myrunsupport/>



LIST: Funding your education

1. **Complete** the Free Application for Federal Student Aid - **FAFSA**
 1. 2023-24 for Spring 2024 & Summer 2024 (**Deadline NOW**)
 2. 2024-25 for Fall 2024 & Spring 2025 (**Available NOW**)
2. **Review** pending documentation - additional forms may be required
3. **Review** Financial Aid award
4. **Complete** any changes via the Financial Aid portal
5. **Student Loans** – Complete Loan Entrance Counseling and Master Promissory Note
6. **Review** enrollment requirements to maintain your financial aid awards
7. **Review** and understand Satisfactory Academic Progress
8. **Review** alternative aid options
9. **Check** your term bill

RU Applying for Financial Aid?



COMPLETE the Free Application for Federal Student Aid (FAFSA)

Website <https://studentaid.gov/h/apply-for-aid/fafsa>

Rutgers School Code 002629

- **FAFSA 2023-2024 will fund the Spring 2024 & Summer 2024 semesters**
 - Uses 2021 tax return data
- **FAFSA 2024-2025 will fund Fall 2024 & Spring 2025**
 - Uses 2022 tax return and income data

What should the FAFSA look like

You will need to file 2 FAFSAs to fund the entire length of your program.

1. 2023-24 for Spring 2024 & Summer 2024 (**Deadline NOW**)
2. 2024-25 for Fall 2024 & Spring 2025 (**Available NOW**)

Type of Degree / Certificate:	2ND BACHELOR'S DEGREE
Student's Grade Level in College in 2023-2024:	5TH YR./OTHER UNDERGRADUATE
First Bachelor's Degree Before 2023-2024 School Year?	YES
Working on Master's or Doctorate in 2023-2024?	NO

**Working on a 2nd bachelor's degree
Earned your 1st degree**

**For both FAFSAs, you will
indicate that you are a 5th year
undergraduate**

What kind of *aid* will be offered?

- 2nd Degree students **do not** qualify for grants [federal, state, or institutional]
- **You will be offered Federal Direct Subsidized and Unsubsidized loans***
 - * Your ability to borrow the full amount can be impacted by any other loans you have already borrowed – in this academic year, and in aggregate during your 1st degree.

All federal loans require at least half-time enrollment [6.0cr or more]

Year	Dependent Student	Independent Student
5 th Year Undergraduate	\$7,500 - \$3750 / semester	\$12,500 - \$6250 / semester
Aggregate total as an undergraduate	\$31,000 [of which, \$23,000 can be subsidized]	\$57,500 [of which, \$23,000 can be subsidized]

You will not have enough federal loans offered to fully cover your term bill.

Financial Aid Portal

Once your financial aid is offered, you will receive an email with a link to your Offer Letter

1

[My.Rutgers.edu](https://my.rutgers.edu)



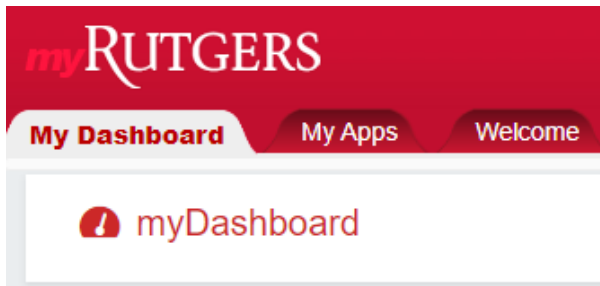
2

Login with your NetID and password

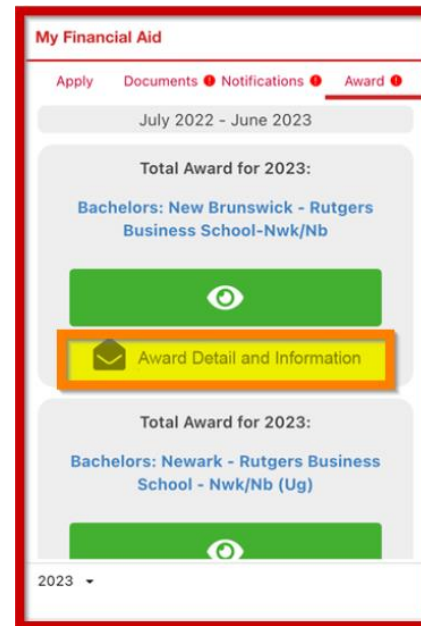


3

OPEN DASHBOARD



4



Find the "My Financial Aid" tab.


Click "Award Detail and Information" to be taken to the portal.

RU Pending Any Documents?

Verification is the process the school uses to confirm the data reported on the FAFSA. Students can be selected for verification if we spot an error, or you can be randomly selected. The school will request additional documentation to support the data.

To find out if you still need to submit a document, visit the financial aid widget on the dashboard at my.rutgers.edu

Student will be presented with a list of outstanding documents and/or forms

- Click red "Submit" button to provide requested information 
- The [latest version of Adobe Acrobat Reader](#) is necessary to complete each form
- Forms MUST be submitted online
- ONLY submit documents that are requested
- Upon review of initial verification documents, additional documentation may be requested
- Your aid will be finalized after all documents are submitted and reviewed

Video and Visual Tutorials are Available:

<https://scarlethub.rutgers.edu/financial-services/tools-resources/financial-aid-student-portal-library/>

Submitting Documents

The screenshot displays the Rutgers financial aid portal. At the top, the navigation bar includes 'HOME', 'DOCUMENTS' (circled in yellow), 'NOTIFICATIONS', 'FINANCIAL', and 'MESSAGES'. Below this is a red banner with the heading 'Documents' and a sub-heading 'Documents Requiring Attention'. A yellow box labeled '1' highlights the 'Documents Requiring Attention' section, which contains a table of documents needing immediate attention. The table lists 'US Tax Return Transcript' and 'Verification Worksheet Dependent'. A red arrow points from the 'US Tax Return Transcript' row to the 'Submit Document' button. Below the table, a red banner reads 'Upload Documents' and 'Upload a Requested Document'. A yellow box labeled '2' highlights the 'File' column in the table, which contains a 'CHOOSE A FILE' button. Below the table, the 'Enter Document Data' section is visible, with a red arrow pointing to the 'Tax Form Type' dropdown menu.

Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
US Tax Return Transcript	Parent1	2022-2023	Requested	Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit https://scarlethub.rutgers.edu/financial-services/tax-transcript/	
Verification Worksheet Dependent	Student	2022-2023	Requested	Your verification worksheet is required to complete your financial aid verification process. Your application for financial aid has been selected for verification. Verification is a process mandated by the U.S. Department of Education that requires the school to compare the information you reported on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request additional information if necessary.	

Upload Documents
Upload a Requested Document

Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit <https://scarlethub.rutgers.edu/financial-services/tax-transcript/>

Document Name	Owner(s)	Award Year	Status	File
US Tax Return Transcript	Parent1	2022-2023	Requested	<input type="button" value="CHOOSE A FILE"/>

Enter Document Data

Tax Form Type *

Select One

ADJUSTED GROSS INCOME PER COMPUTER *

INCOME TAX AFTER CREDITS PER COMPUTER minus EXCESS ADVNACE PREMIUM TAX CREDIT REPAYMENT AMOUNT *

TOTAL IRA DISTRIBUTIONS plus TOTAL PENSIONS AND ANNUITIES minus TAXABLE IRA DISTRIBUTIONS plus TAXABLE PENSION/ANNUITY AMOUNT (exclude rollovers) *

RU Awarded?

1 Click "Financial" to view your aid offer

HOME DOCUMENTS NOTIFICATIONS **FINANCIAL** MESSAGES

Click "Documents" to view & submit documents

HOME **DOCUMENTS** NOTIFICATIONS FINANCIAL MESSAGES

2 Budget information.

Aid OFFERS [Academic Year]

Your financial aid summary for Academic Year Jan 17, 2023 - May 10, 2023

1. How much does my education cost?

Cost of Attendance	\$24,266.00
Tuition and Fees	\$8,890.00
Estimated Living and Other Expenses	\$15,376.00

COLLEGE FINANCING PLAN

2. How much Financial Aid can I receive?

Award Name	Award Status	Offered to You	Amount you'll receive	Update/Edit
Federal Direct Subsidized Stafford Loan	Projected	\$5,500.00	\$5,500.00	
Federal Direct Unsubsidized Stafford Loan	Projected	\$7,000.00	\$7,000.00	
		\$12,500.00	\$12,500.00	

Budget info tells you the maximum aid you can get. Actual charges and costs differ from student to student. This is provided to you so you can make smart loan decisions.

RU Awarded?

1

3. When am I scheduled to receive my financial aid?

Future Disbursement

Award Name	Scheduled Disbursement Date	Amount
▶ CITIZENS Student Loan	Jan 16, 2024	\$19,010.00
▶ Federal Direct Subsidized Stafford Loan	May 31, 2024	\$2,750.00
▶ Federal Direct Unsubsidized Stafford Loan	May 31, 2024	\$3,500.00

2

Received Disbursements

Award Name	Disbursement Date	Amount
▶ Federal Direct Subsidized Stafford Loan	Feb 12, 2024	\$2,750.00
▶ Federal Direct Unsubsidized Stafford Loan	Feb 12, 2024	\$3,500.00

You will not have enough federal loans offered to fully cover your term bill.

RU Student Loans – Accept/Reduce/Decline

1

 **ADJUST MY FUNDING**

Award Name	Award Eligibility	Accepted Amount	Acceptance Status	Acceptance Check
Federal PELL Grant	\$6,895.00	N/A	No Acceptance Required	✓
NJ Tuition Aid Grant	\$10,344.00	N/A	No Acceptance Required	✓
EOF Academic Year Undergraduate Article III Newark	\$1,700.00	N/A	No Acceptance Required	✓
Federal Direct Subsidized Stafford Loan	\$5,500.00	\$0.00	Fund Not Accepted	⚠
Federal Direct Unsubsidized Stafford Loan	\$2,000.00	\$0.00	Fund Not Accepted	⚠


2 **START LOAN ACCEPTANCE**

Note: Grants and scholarships do not require acceptance.
Loan decisions *must* be made. Accept/reduce/cancel

RU Student Loans – Accept/Reduce/Decline

3


I would like to Accept

- \$0.00, the amount to fully cover my remaining Tuition and Fees
- Another amount  Help me calculate my living expenses
- I would like to decline my funds that require acceptance

Review the amounts of each loan and decide which option works best for you

- The 2nd option will allow you to adjust the amount of the loan you receive. Enter the amount you'd prefer, up to the full amount of the loan, and then click "Continue."
- The 3rd option will allow you to decline your loan. Then click "Continue."

4

\$2,250.00	\$2,750.00	
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• Confirm the loan/award amounts in your package. Use the pencil icon to adjust funding further, such as how much you want disbursed per term. The totals should add up to the award amount you've selected.

You will not have enough federal student loans to cover your full-time term bill.

RU Student Loans – Accept/Reduce/Decline

Award Name	Award Eligibility	Your Award	Amount you'll receive per Term		Edit
			Term 11	Term 12	
Federal PELL Grant	\$6,895.00	\$6,895.00	\$3,448.00	\$3,447.00	
NJ Tuition Aid Grant	\$10,344.00	\$10,344.00	\$5,172.00	\$5,172.00	
EOF Academic Year Undergraduate Article III Newark	\$1,700.00	\$1,700.00	\$850.00	\$850.00	
Federal Direct Subsidized Stafford Loan	\$5,500.00	\$5,000.00	\$2,250.00	\$2,750.00	
Federal Direct Unsubsidized Stafford Loan	\$2,000.00	\$0.00	\$0.00	\$0.00	

5

Review the amounts of each loan a final time, and click "Continue"

Step 4 – E-Sign your Awards Letter

Please **review** your Award Letter/Disclosure information for Academic Year **Sep 6, 2022 - May 10, 2023**.

Please view your current Award Letter from the Messages tab.

Electronic Signature Consent

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you had signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Rutgers Office of Financial Aid. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

I ACCEPT

6

< BACK

7

Enter Student ID

Enter Student ID

Enter Last Name

Enter Last Name

8

SIGN & FINISH

"Accept" your changes, enter NetID & Last Name, and "Sign & Finish"

Student Loan Requirements

- Students and their families may find they need to take loans as a supplemental way to finance their education. No separate application OR credit check from a bank or other lender is needed to receive Direct Stafford Loans.
- **Students must complete Federal Direct Loan Entrance Counseling and a Master Promissory Note. 2 items, same website.**

The screenshot shows the studentaid.gov website interface. At the top, there are four navigation tabs: 'Considering School', 'In School', 'Parent', and 'In Repayment'. The 'In School' tab is highlighted with a green oval. Below the tabs, the main content area is divided into two columns. The left column contains the text: 'We're here to help you access and manage your financial aid.' followed by a paragraph: 'If you filled out the FAFSA® form, you may have been offered grants, work-study, and loans. Before you receive a loan or TEACH Grant, you must complete counseling and carefully review and sign your agreement.' The right column is titled 'POPULAR TOPICS' and lists several options: 'Renew Your FAFSA® Form', 'Apply for a PLUS Loan for Graduate School', 'Complete a Loan Agreement (Master Promissory Note/MPN)', 'Complete Loan Entrance Counseling', 'Complete the Annual Student Loan Acknowledgment', 'Use Loan Simulator', and 'Complete TEACH Grant Counseling and Agreement to Serve'. The 'Complete a Loan Agreement (Master Promissory Note/MPN)' and 'Complete Loan Entrance Counseling' items are circled in green.

1. Go to www.studentaid.gov
2. Login with your FSA ID
3. Select complete Loan Entrance Counseling
4. Select complete Master Promissory Note and then Subsidized and Unsubsidized
5. Completion timeframe is about 45 minutes

You will see a Rutgers - New Brunswick address. This is ok.

Subsidized vs Unsubsidized Loans

Federal Direct Subsidized Loan

- Interest **WILL NOT** accrue while the student is in school and during the 6 month grace period
- Payments are not required until after 6 month grace period
- Loan fee charged by Department of Education is 1.057%. Subject to change.
- Interest rate for loans disbursed on or after 07/01/2023 is fixed at 5.50% .



5.50%

Federal Direct Unsubsidized Loan (Undergraduate)

- Principle is deferred while enrolled
- Interest **WILL** accrue while the student is in school.
- Payments are not required until after 6 month grace period
- Loan fee charged by Department of Education is 1.057%. Subject to change.
- Interest rate is for loans disbursed after 07/01/2023 is fixed at 5.50%



5.50%

You will not have enough federal student loans to cover your full-time term bill.

My costs — federal student loans **will not** cover your bill in full.

For any remaining balance, you can consider

1. **Tuition payment plan** [<https://finance.rutgers.edu/student-abc/payments/rutgers-tuition-payment-plans>] in which you make monthly payments to the University. There is an enrollment fee, but no interest is charged on the open balance.
2. **Private education loans** to supplement the federal loan offers. Please visit <https://scarlethub.rutgers.edu/financial-services/types-of-aid/loans/private-loans/> to start researching.
3. If you are a dependent, a parent can apply for a **Parent PLUS** loan www.studentaid.gov
Independent undergraduates **do not** have this option.

Example: Spr'24

Charges	
TECHNOLOGY FEE	\$196.50
PIRG	\$13.01
STUDENT FEE	\$1,094.00
COURSE/OTHER FEES	\$1,012.75
SCHOOL FEE	\$129.00
TUITION	\$8,003.00
Tuition & Fees:	\$10,448.26
Student Insurance Premium	\$1,595.00
Total Charges:	\$12,043.26

Figure out your budget [term bill balance after the federal loans, *as well as* your other expenses].
At best, you will be offered \$3750 or \$6250 per semester in loans.

Private loans: Apply for a 01/16/2024 – 08/16/2024 loan period, and we'll ask for 2 disbursements. January & June.

Student Accounting and Payment Center

Student Accounting



Term billing and account management

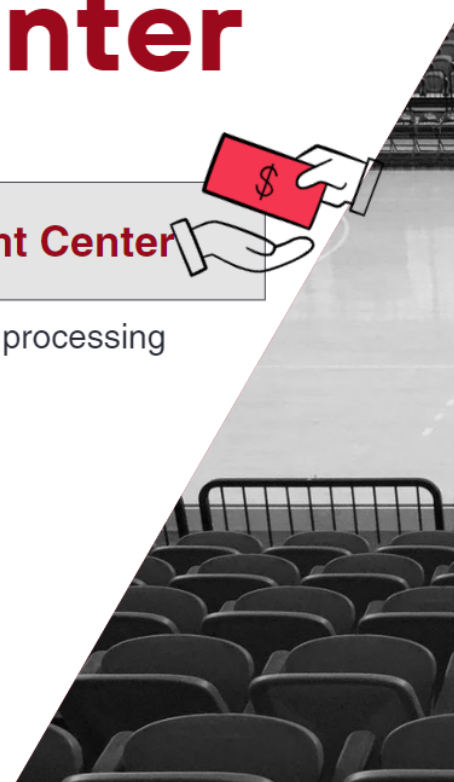
Payment Center



Payment processing

RU ID Service Center

Issue new or replacement cards



Accessing Term Bill

1

My Financial Aid

Apply Docs Notifs Awards

July 2023 - June 2024

Payment Due: N/A
Billable Credit Hours: N/A

No Award Data
Click here for more information

Tuition & Fees Online Term Bill Payment Options
Tuition Payment Plan Raider Dollar RU Book Advance
Tax Statements Term Bill Refunds

2024

2

Student Account Login Options

NetID Login * or RUID Login

* Required for Electronic Refund setup.

RBHS Student Account Login
NetID Login

Authorized User(s) Account Login
CommunityID Login

3

Choose Semester

View Student Account for
Spring - 2022

Continue

4

1 Your Student Account Status

- You do not have balance due.
- Your Term Bill is due on 8/16/2018.
- Financial Holds \$0.00
- Term Billable Credit Hours 14.5
- Financial Responsibility Statement accepted on Thursday July 26, 2018 at 11:16 AM from user

Outstanding Balance

Total Charges \$8,342.20
Total Payments \$10,222.00CR
Total Balance: \$1,879.80CR

Charges	Payments / Account Credits
COMPUTER FEE \$166.50	FIN AID DSUB OFFERED \$1,732.00CR
PIRG \$11.20	FIN AID DUNSB OFFERED \$990.00CR
CAMPUS FEE \$1,050.00	FIN AID XOEL OFFERED \$7,500.00CR
SCHOOL FEE \$89.50	
TUITION \$6,122.00	
Tuition & Fees: \$7,439.20	
Student Healthcare Plan \$903.00	
Total Charges: \$8,342.20	Total Payments: \$10,222.00CR

Payment Options

Pay Online By Electronic Check

You may pay by e-check, which is an electronic withdrawal from your checking or savings bank account. No additional fee is charged for the e-check, unless the electronic payment is returned as unpaid from your bank to the university. If your e-check is returned as unpaid from the bank, a \$60.00 returned payment fee is assessed. The \$60 fee consists of a \$50 administrative fee and a \$10 returned check charge assessed by our payment processor when a payment fails. You may also be assessed additional late fees if you fail to make payment by the due date indicated on your student statement of account.

Pay Online By Credit Card

MasterCard, Visa, American Express and Discover Card may be used to pay tuition and fees online. A service fee will be assessed to your credit card for this convenience. In-person credit card payments are no longer accepted by the Cashier's Offices at the University.

NOTE: Any payments made online will be reflected on your account within three to five business days.

5

Adjust Your Payment

RU BOOK ADVANCE FOR FINANCIAL AID STUDENTS IN NEWARK

If you are a full-time student with a financial aid refund of greater than \$500, \$500 of your financial aid refund will be automatically transferred to a RU Book Advance Account for

Here is where you can adjust your payment and continue to make payments with the available payment options (credit card or e-check).

Reading the Term Bill

i Your Student Account Status

- Your Term Bill is due on 1/24/2024.
- Financial Holds \$0.00
- Term Billable Credit Hours 17.0
- Financial Responsibility Statement accepted on Tuesday November 28, 2023 at 07:10 P

1

Student Account Status: This shows an overview of your account, including your basic information, any amounts due, financial holds, academic credits and your financial responsibility statement acceptance status.

Outstanding Balance

Total Charges	\$12,043.26
Total Payments	\$0.00
Total Balance:	\$12,043.26

2

Outstanding Balance: This shows your total charges billed and any payments made. 'CR' stands for credit. A 'CR' in "total payments" represents any payment made including financial aid. A 'CR' in "Total Balance" means that a possible refund is due to you due to overpayment. An overpayment may include a financial aid credit or out-of-pocket payment.

Charges

TECHNOLOGY FEE	\$196.50
PIRG	\$13.01
STUDENT FEE	\$1,094.00
COURSE/OTHER FEES	\$1,012.75
SCHOOL FEE	\$129.00
TUITION	\$8,003.00
Tuition & Fees:	\$10,448.26
Student Insurance Premium	\$1,595.00

Payments / Account Credits

\$12,043.26 Total Payments: \$0.00

4

Payments/Account Credits: This shows any payments made, financial aid and refunds. If the phrase "Financial Aid Offered" appears on your term bill, it means that the aid has not yet been disbursed or credited to your account. You should check with the Office of Financial Aid for information regarding missing documents or entrance interview requirements.

3

Charges:

This shows your tuition charges and mandatory fees applied to your bill. These may also include other fees and (unpaid) prior year charges.

Pay My Bill

Print My Bill (Mail Payments)

Payment Options

Online Only - <https://finservices.rutgers.edu/otb/>

•Credit Cards

- A non-refundable 2.8% service fee of the TOTAL amount paid is assessed by the credit card company
- Visa, Mastercard, American Express, and Discover cards are accepted for online payments.

•Electronic Checks (Recommended)

- E-Check transactions are electronic withdrawals from either your checking or savings bank account

In Person

•Cash & Money Orders

- For hours of operation please visit: <https://myrun.newark.rutgers.edu/onestop>

Other Payment Options

•Paper Checks

- Personal checks are accepted through mail only
- Must indicate the student's name, telephone number, and RUID number on the front of the check.

•International Payments

- For information on international payments, please visit:
<https://finance.rutgers.edu/student-abc/payments>

Student Health Insurance

•Rutgers University requires ALL STUDENTS ENROLLED FULL TIME and all F & J Rutgers Visa sponsored students to waive or enroll in the Student Health Insurance Plan each semester.

- The Health Insurance premium is automatically added to the term bill every semester.
- Students **MUST** waive or enroll online **EACH SEMESTER** at www.universityhealthplans.com

Waiving: If a student has comprehensive health insurance, they may complete the waiver form each semester before the deadline to get the premium removed from their bill. **Enrolling:** Paying the premium on the term bill does not mean you are enrolled. A student must complete the enrollment form each semester before the deadline to finalize the process.

Enrolling: Paying the premium on the term bill does not mean you are enrolled. A student must complete the enrollment form each semester before the deadline to finalize the process.

For information on coverage, please visit: <https://riskmanagement.rutgers.edu/student-health-insurance>

Refunds

Students who are receiving financial aid will have their aid applied to their term bill. If the financial aid award exceeds the balance due, students may receive a refund check to be sent via DIRECT DEPOSIT or PAPER CHECK by mail.

Direct Deposit



Rutgers University recommends students use direct deposit to be able to receive refunds directly into the checking or savings bank account provided.

Students can set up direct deposit for their refunds online.

Instructions can be found at: <https://finance.rutgers.edu/student-abc/refunds/setting-direct-deposit>

RU ID Card Services

The RU ID card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses.

RU ID cards will be issued BY MAIL upon request for all eligible students.

Students can come in person to Blumenthal Hall and pick up their ID.

To confirm or update your mailing address, students can log in at <https://personalinfo.rutgers.edu/>

