

Student Financial Services

Your financial journey 2021-2022



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Welcome from the Executive Director	4
Tuition	5
Insurance	11
How to make a payment	12
How to receive a billing statement	13
Setting up refund bank information	15
How to receive a 1098-T	17
Financial Aid	19
E-SAS	20
Student Financial Services forms	22
Direct loan application	23
FERPA access	25
Student employment	27
Financial literacy	29
Student Financial Services	30
Reminder checklist	31

Welcome from the Executive Director

Dear Student,

By now you have completed at least one semester as a student at Lynn University and you are about to embark on the next step of your academic journey. As the Executive Director of Student Financial Services, I would like to share how excited we are to help guide you along the financial path for another year. We understand that for many, the world of student finances may have felt overwhelming and intimidating in your early days at Lynn. We have put this booklet together as a refresher to keep you on track for the semester ahead and beyond.



Below, you will find a checklist that we would encourage you to review. While you may have completed much of this previously, it is a good reminder of the different options and resources that you have available as a returning student.

- Open E-SAS, to view financial aid information (Page 19)
- Set up a parent or third party so that they can receive a billing statement (Page 12)
- Set up access to receive a 1098-T electronically (Page 16)
- Set up refund bank information (Page 14)
- Set up FERPA access (Page 24)

We would also encourage you to review the following materials:

- Understanding Tuition (Page 5)
- Understanding the School Prepayment Discounts (Page 7)
- Understanding the School Refund Policy (Page 8)
- Understanding Tuition Insurance (Page 10)
- Understanding the Health Insurance process (Page 10)

We in Student Financial Services truly believe in the concept of team, and feel that together we can build a partnership to help enable you to fulfill your dreams at Lynn University. We look forward to being there with you along the way for the semester and beyond.

Enjoy the summer period and make the most of the time away from your studies. We look forward to your return in the Fall to the Lynn University Family.

A handwritten signature in black ink that reads "Evelyn Nelson". The script is fluid and cursive, with a large, stylized "E" and "N".

Evelyn Nelson
Executive Director of Student Financial Services



Tuition and payment

When it comes to making a payment at Lynn University, there are a number of payment options available:

- 1) Cash
- 2) Check (paper or electronic)
- 3) Credit card
- 4) Bank wire (domestic / international)
- 5) Western Union

It is important to note that a credit card payment can only be made online and will be subject to a processing fee of 2.75% for a domestic card and 4.25% for an international card. For online payments a debit card and credit card is not differentiated and as a result, a debit card is subjected to such a charge.

Payments made online with an electronic check, using a bank routing and account number are not subject to the processing fee. This form of payment can only be made using a valid US bank account.

All payments via wire, domestic and international, must contain the student ID number. This will help the university to identify the relevant wire when it is sent to the school.

Sources of finance

When it comes to resolving the balance due on a student account, a family has a number of options:

- 1) Self-pay: Submitting full payment by cash, check or bank wire.
- 2) Payment Plan: Lynn University offers a monthly payment plan that allows families to break the balance on account for a semester into monthly payments (starting in May). You must enroll in this plan in order to participate. A \$35 application fee is charged when setting up the plan.
- 3) Financial Aid: Students can apply for financial aid at Lynn University. Scholarships, grants, loans and work study are all potential options available for students.
- 4) Any combination of the previous.

Undergraduate student tuition and fees 2021-2022

2021-2022 academic year	Individual semester	Academic year
Tuition, not including pre-registration deposit	\$19,325	\$38,650
Room and board		
Double without bath	\$6,360	\$12,720
Triple with bath	\$6,360	\$12,720
Double with bath	\$6,900	\$13,800
Private with community bath	\$7,700	\$15,400
Private with shared bath	\$7,700	\$15,400
Private with private bath	\$8,005	\$16,010

All housing agreements are processed and rooms assigned during the summer. All tuition, room and board charges, and fees for the fall 2021 semester are due by August 1, 2021. Lynn University offers dining in Mary's Kitchen. The meal plan has three distinct tiers and each tier has guest passes associated with it to allow you to bring a guest to the Bobby Campbell Dining Commons. All new students are automatically billed and placed on the Silver meal plan and you may choose to upgrade to the next tier, for an additional cost. The Gold and Platinum meal plans also include "Lynn Bucks" associated with them which allow you to use your Lynn Bucks at one of our other two food locations, Christine's or the Perper Coffee House.

Mandatory fees:	Individual semester	Academic year
Student Service fee	\$500	\$1,000
Technology fee		
New commuter student	\$200	\$400
New residential student	\$375	\$750
Course materials fee (one time fee)	\$500	

F-1 Student Visa holder & U.S. living abroad Medical insurance (non-refundable) August 15, 2021 – August 14, 2022	\$1,648
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Special fees:	Individual semester	Academic year
Institute for Achievement and Learning A	\$5,875	\$11,750
Institute for Achievement and Learning B	\$4,225	\$8,450

Additional fees are charged for each laboratory (\$30-\$750) and a late payment fee (\$500) if payment is not received by deadline. F-1 Student Visa holders must pay \$1,648 annually for mandatory/non-refundable medical insurance fee. Tuition Insurance for Resident students is \$442 and Commuter students is \$332. Domestic Health Insurance is \$1,648 for students not able to provide proof of health insurance coverage.



Tuition prepayment credit

Single payment of tuition (\$38,650) for entire 2021-2022 academic year, if paid by:

Payment due	Credit
April 1, 2021	\$650 - Single payment of tuition of \$38,650
May 1, 2021	\$550 - Single payment of tuition of \$38,650
June 1, 2021	\$450 - Single payment of tuition of \$38,650

Single payment of tuition (\$19,325) for Fall 2021 semester only, if paid by:

Payment due	Credit
April 1, 2021	\$325 - Single payment of tuition of \$19,325
May 1, 2021	\$275 - Single payment of tuition of \$19,325
June 1, 2021	\$225 - Single payment of tuition of \$19,325

Single payment of tuition (\$18,800) for the Spring 2022 semester only, if paid by:

Payment due	Credit
October 1, 2021	\$100 - Single payment of tuition of \$19,325
November 1, 2021	\$50 - Single payment of tuition of \$19,325

Note: Tuition credits earned will be posted to the student’s account the following month. Financial aid from third parties will not arrive before the expiration of prepayment deadlines. If you want to receive the tuition credit, you must pay the full tuition by the deadline and wait for a refund of the overpayment that will subsequently be generated by the receipt of the financial aid. Institutional aid awarded by Lynn University will not be considered prepayment of tuition when computing the tuition credit.



Refund policy

If you decide to withdraw from Lynn, a properly filed Request for Withdrawal form establishes the date to which the university refund schedule applies. It is your responsibility to submit your refund request in writing to the Office of Student Financial Services before a refund is issued. Refunds are calculated on the basis of total semester charges payable, after deductions for non-refundable deposits and other non-refundable charges such as lab, service and technology fees.

If you have been awarded financial aid and you withdraw prior to completing 60 percent of the term, and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations.

Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs. If you withdraw anytime during a semester, all Lynn University grants and scholarship funds will be pro-rated. This may result in a financial obligation to the university which is payable when you withdraw.

We will reduce the refund amount by any financial aid that is canceled due to the withdrawal and will mail refund checks to the permanent address on file within four to six weeks of the withdrawal date. You will continue to be obligated for any balance that is still due after the refund adjustment. By the dates listed below, you will be billed for the remainder of the semester. Any courses added subsequently will be assessed at the full rate. Drops will not be permitted after these dates for that term but you may choose to withdraw from the course. If you drop a class after these dates, you will not receive a tuition or fee credit.

August 25, 2020 (Fall semester)

Jan. 12, 2022 (Spring semester)

May 11 2022 (Summer semester)

Refundable amounts (based on accounts paid in full)

Tuition, board and Institute for Achievement and Learning

		Fall Block A Aug. 23, 2021-Sept. 17, 2021
Prior to the first day of classes	100%	Aug. 22, 2021
Within 2 days from the first day of classes	75%	Aug. 24, 2021
Within 4 days from the first day of classes	50%	Aug. 26, 2021
Within 6 days from the first day of classes	25%	Aug. 30, 2021
After 7 days from the first day of classes	No Refund of classes	Aug. 31, 2021
		Fall Block B Sept. 20, 2021-Oct. 15, 2021
Prior to the first day of classes	100%	Sept. 19, 2021
Within 2 days from the first day of classes	75%	Sept. 21, 2021
Within 4 days from the first day of classes	50%	Sept. 23, 2021
Within 6 days from the first day of classes	25%	Sept. 27, 2021
After 7 days from the first day of classes	No Refund of classes	Sept. 28, 2021

Fall Block C
Oct. 18, 2021-Nov. 12, 2021

Prior to the first day of classes	100%
Within 2 days from the first day of classes	75%
Within 4 days from the first day of classes	50%
Within 6 days from the first day of classes	25%
After 7 days from the first day of classes	No Refund of classes

Oct. 17, 2021
Oct. 19, 2021
Oct. 21, 2021
Oct. 25, 2021
Oct. 31, 2021

Fall Block D
Nov. 15, 2021-Dec. 10, 2021

Prior to the first day of classes	100%
Within 2 days from the first day of classes	75%
Within 4 days from the first day of classes	50%
Within 6 days from the first day of classes	25%
After 7 days from the first day of classes	No Refund of classes

Nov. 14, 2021
Nov. 16, 2021
Nov. 18, 2021
Nov. 22, 2021
Nov. 23, 2021

Spring Block A
Jan. 10, 2022-Feb. 4, 2022

Prior to the first day of classes	100%
Within 2 days from the first day of classes	75%
Within 4 days from the first day of classes	50%
Within 6 days from the first day of classes	25%
After 7 days from the first day of classes	No Refund of classes

Jan. 9, 2022
Jan. 11, 2022
Jan. 13, 2022
Jan. 17, 2022
Jan. 18, 2022

Spring Block B
Feb. 7, 2022-Mar. 4, 2022

Prior to the first day of classes	100%
Within 2 days from the first day of classes	75%
Within 4 days from the first day of classes	50%
Within 6 days from the first day of classes	25%
After 7 days from the first day of classes	No Refund of classes

Feb. 6, 2022
Feb. 8, 2022
Feb. 10, 2022
Feb. 14, 2022
Feb. 15, 2022

Spring Block C
Mar. 14, 2022-Apr. 8, 2022

Prior to the first day of classes	100%
Within 2 days from the first day of classes	75%
Within 4 days from the first day of classes	50%
Within 6 days from the first day of classes	25%
After 7 days from the first day of classes	No Refund of classes

Mar. 13, 2022
Mar. 15, 2022
Mar. 17, 2022
Mar. 21, 2022
Mar. 22, 2022

Spring Block D
Apr. 11, 2022-May 6, 2022

Prior to the first day of classes	100%
Within 2 days from the first day of classes	75%
Within 4 days from the first day of classes	50%
Within 6 days from the first day of classes	25%
After 7 days from the first day of classes	No Refund of classes

Apr. 14, 2022
Apr. 16, 2022
Apr. 18, 2022
Apr. 22, 2022
Apr. 23, 2022

Summer
May 9, 2022-Jun. 3, 2022
May 8, 2022
May 10, 2022
May 11, 2022
May 12, 2022
May 13, 2022

Prior to the first day of classes	100%
Within 2 days from the first day of classes	75%
Within 4 days from the first day of classes	50%
Within 6 days from the first day of classes	25%
After 7 days from the first day of classes	No Refund of classes

Room charges

Prior to 8/23/21 for Fall 2021	100 %
Prior to 1/10/21 for Spring 2022	100 %
Prior to 5/8/22 for Summer 2022	100 %
After the above dates	NO REFUND





Health insurance

All full-time domestic students are required to have health insurance at Lynn University. All students are automatically billed for a student health insurance plan and you must enroll if you wish to use this insurance. If you do not wish to use the Lynn University insurance, the charge will remain on your student billing statement unless you are currently insured under a comparable health insurance plan.

If you have a comparable health insurance plan, you must waive out of the Student Health Insurance Plan with proof of existing coverage. You must complete the online waiver form by August 1, 2021, or you will be automatically enrolled in the Student Health Insurance Plan. If you do not complete the waiver on time, your bill will reflect a premium of \$1,648. It is important to note that the charge will not be removed from your student billing statement unless the school's insurance company recognizes your insurance as being comparable.

We encourage you to complete the waiver as soon as possible for the charge to be removed from your student account. The waiver process will open up by June 1, 2021 with information available on the Lynn University website.

Please be advised that if you are successful in waiving out of the health insurance, you will receive an email directly from the insurance company advising of this. Similarly, if you are not successful, you will also receive an email from the insurance company outlining why your insurance has not been approved. If you do not receive any email from the insurance company after you believe that you have completed the waiver, it means that you were unsuccessful in submitting your waiver. If no email is received within 48 hours, you should submit your waiver

application once again. Failing to have your waiver approved, or being unsuccessful in submitting the waiver will result in the charge remaining on the student account.

Tuition insurance

Lynn offers a tuition refund plan through A.W.G. Dewar Insurance Company. If you must withdraw from the university during the semester because of a medical, physical or mental health condition reasons, this plan will return 70% of your insured tuition and room & board. Hospitalization may be required, in some cases, before the insurance plan can be utilized.

The cost for the year is a one-time payment of \$442 for a resident student and \$332 for a commuter student. Student service fees, technology fees, course materials fees and Institute for Achievement and Learning program fees are not covered under this plan. We encourage you to take advantage of this insurance program as it can ease any financial obligations that may be incurred for any emergency withdrawal. For more information, visit www.tuitionrefundplan.com. All students will be automatically assessed this fee unless a waiver is on file prior to drop/add of the Fall 2021 semester.

If you choose not to purchase tuition refund insurance, you must complete a waiver form and submit it to our office prior to August 27, 2021. Waivers will be available from Student Financial Services after June 30, 2021.

How to make a payment



How can I (student) pay my bill online?

1. Log into [myLynn \(my.lynn.edu\)](http://myLynn(my.lynn.edu)).
2. Click on Student Finances.
3. Click on My Account on the left menu.
4. Click on Go to CashNet.
5. Select Make a Payment
6. Select the payment type and type in the amount to pay
7. Select Add to payment
8. Select Continue
9. Then choose your method of payment

How can my parent pay the bill if they are not an Authorized User?

1. Go to the following link www.lynn.edu/ebill
2. Select Log in as Student/Guest
3. Enter the student ID number and last name
4. Select Make a Payment
5. Select the payment type and type in the amount to pay
6. Select Add to payment
7. Select Continue
8. Then choose your method of payment

How can you (student) set up someone to be an authorized user on eBill to receive and pay the bill?

1. Log into [myLynn \(my.lynn.edu\)](http://myLynn(my.lynn.edu)).
2. Click on Student Finances.
3. Click on Go to CashNet.
4. Go to your username in the top left corner
5. Click on Send a payer invitation
6. Enter data and click Send invitation

How can you (student) reset an Authorized Users password?

1. Log into [myLynn \(my.lynn.edu\)](http://myLynn(my.lynn.edu)).
2. Click on Student Finances.
3. Click on My Account on the left menu.
4. Click on Go to CashNet.
5. Go to your username in the top left corner
6. Under Payers, select the Authorized User
7. Select Resend payer invitation

How can I (student) view my bill online?

1. Log into [myLynn \(my.lynn.edu\)](http://myLynn(my.lynn.edu)).
2. Click on Student Finances.
3. Click on My Account on the left menu.
4. Click on Go to CashNet.
5. Click on Statements on the left hand side.

American Express, Discover, MasterCard and Visa accepted. A 2.75% convenience fee is charged for domestic credit/debit card payments. A 4.25% convenience fee is charged for international credit/debit card payments.

How to receive a billing statement



All billing statements are sent electronically by Lynn University. Only the first statement is sent as a printed document through the mail. Only you, as a student, can set a parent or third party up to receive a statement. To do so, complete the steps below.

Step 1. The first step is for students to sign into [myLynn \(my.lynn.edu\)](http://myLynn.edu). Once signed in, students should click on Student Finances. My Account on the left hand side should then be selected.

myLYNN

[Home](#) [Academics](#) [Student Finances](#) [Life at Lynn](#) [Employees](#) [New Students](#) [Parents and Families](#) [Help](#) [My Pages](#)

[Home](#) / [Student Finances](#) / [Main](#)

Student Finances

Main
Documents and Forms
My Account
My ESAS
Health Insurance
International Students
1098T Tax Forms

Student Finances

Student Financial Services



Step 2. Once the My Account screen opens, students should select "Go to Cashnet". This will bring students to a new screen. Students can then click on the username which is located on the top left hand side of the screen.

[Home](#) / [Student Finances](#) / [My Account](#)

Student Finances

Main
Documents and Forms
My Account
My ESAS
Health Insurance
International Students
1098T Tax Forms
Student Employment
Three Year Program

My Account

CASHNet My Account Info

[My Account Balances](#)
[Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions.
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.
No Service Fee for E-Check Payment.

Setting up refund bank information



Step 1. Sign in to [myLynn \(my.lynn.edu\)](https://mylynn.lynn.edu) and select Student Finances. From here, select My Account from the left side navigation.

myLYNN

[Home](#) [Academics](#) [Student Finances](#) [Life at Lynn](#) [Employees](#) [New Students](#) [Parents and Families](#) [Help](#) [My Pages](#)

[Home](#) / [Student Finances](#) / [Main](#)

Student Finances

Main
Documents and Forms
My Account
My ESAS
Health Insurance
International Students
1098T Tax Forms

Student Finances

Student Financial Services



Step 2. On the right side navigation, select Refund Bank Information.

[Home](#) / [Student Finances](#) / [My Account](#)

Student Finances

Main
Documents and Forms
My Account
My ESAS
Health Insurance
International Students
1098T Tax Forms
Student Employment

My Account

CASHNet My Account Info

[My Account Balances](#)
[Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions.
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.
No Service Fee for E-Check Payment.

Refund Set-up

[Refund Bank Information](#)

[Refund account information](#)

Step 3. After reviewing the information on the screen, select Next Page.

My Account

Refund Set-up

Refund account information

Instructions

All refunds will be processed through the bank account information provided by the student and made payable to students.

Refunds normally require 1 to 2 weeks for approval and processing once credit is available on the account.

(1) Complete the PDF page with your request and forward to:
Student Financial Services,
3601 N. Military Trail, Boca Raton, FL 33431
OR Fax: (561) 237-7189.

(2) Complete your bank account information on this form.

Please click on the "NEXT PAGE" link.

<--Previous Page

View Table of Contents

Next page-->

Step 4. The bank routing and account number should be populated and Next Page selected.

My Account

Refund Set-up

Refund account information

Section 1: Personal Information

Page 1 of 1

Student information

Your Lynn ID number, your name and today's date should already be indicated below:

1.ID Number

2.Student Name

3.Today's Date

Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund.
Click here to view account and routing numbers sample.
Click on the "Next Page" link to review and submit.

4.Bank Routing Number

5.Bank account number

6.Account Type:

Checking

*Required

<--Previous Page

View Table of Contents

Next page-->

Step 5. The final page asks for a review of the information entered. Once your review is complete, select "Submit Form."

Refund Set-up

Refund account information

Review and Submit

Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

Personal Information

Student information

Your Lynn ID number, your name and today's date should already be indicated below:

1.ID Number

2.Student Name

3.Today's Date

Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund.
Click here to view account and routing numbers sample.
Click on the "Next Page" link to review and submit.

4.Bank Routing Number

5.Bank account number

6.Account Type:

Submit Your Form

If everything above is as you would like it, please submit your form using this button.

Submit Form

<--Previous Page

View Table of Contents



Step 1. In order to receive a 1098T tax form electronically each year, a student needs to provide consent to the university. Log in to [myLynn \(my.lynn.edu\)](https://my.lynn.edu), and select "1098T Tax Forms" from the left side navigation after selecting the "Student Finances" tab.

myLYNN

Home Academics Student Finances Life at Lynn Employees New Students Parents and Families Help My Pages

Home / Student Finances / Main

Student Finances

Main

Documents and Forms

My Account

My ESAS

Health Insurance

International Students

1098T Tax Forms

Student Finances

Student Financial Services



Step 2. Select the "Electronic 1098-T Consent Form" on the right hand side.

1098T Tax Forms

Electronic 1098-T

How to view your 1098T

[How to view your 1098T](#)

The IRS does not require you send in the form with your taxes.

If there is no form available for viewing or if there is a message that states that you are excluded from reporting, it may be for some reasons listed below:

Electronic Consent

[Consent Form](#)

[Electronic 1098-T Consent Form](#)

Step 3. Once the form has been selected, it is necessary to enter your student ID number, date, and whether you wish to receive the 1098T electronically or via regular mail. It is important to click "Next Page" at the bottom of the screen before reviewing the information on the following page. Once all of the information is verified, "Submit Form" can be selected.

1098T Tax Forms

Electronic Consent

Electronic 1098-T Consent Form

Section 1: Consent Form

Page 1 of 1

1.ID Number

2.Date of Submission

3.Do you agree to receive your 1098-T Tuition statement electronically? Select YES to consent to view and print your IRS Form 1098T on-line, rather than receive a paper form. After January 23rd, your selection "NO" will be in effect the following tax year.

☐ Yes

*Required

[View Table of Contents](#)

[Next page-->](#)

1098T Tax Forms

Electronic Consent

Electronic 1098-T Consent Form

Review and Submit

Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

Consent Form

1.ID Number

2.Date of Submission

3.Do you agree to receive your 1098-T Tuition statement electronically? Select YES to consent to view and print your IRS Form 1098T on-line, rather than receive a paper form. After January 23rd, your selection "NO" will be in effect the following tax year.

☐ Yes

Submit Your Form

If everything above is as you would like it, please submit your form using this button.

[<--Previous Page](#)

[View Table of Contents](#)





Financial aid is any financial assistance that helps pay for your education. It can come from the federal government, the state where you live, Lynn University or other private sources. Financial aid can be in the form of scholarships, grants, loans and work-study.

Financial aid at Lynn University

If you are eligible for a Lynn University scholarship, you will have been advised of this upon acceptance to the university. Furthermore, you can also apply for financial assistance from the government by completing the FAFSA (Free Application for Federal Student Aid). This application will determine if you qualify for any grants or loans from the government. It is important to note that scholarships, grants and loans are classified as financial aid.

How the process works

If you are awarded a scholarship from Lynn University, you must complete the Authorization Regarding Credit on Account form, and the Statement of Financial Responsibility before this scholarship will appear on your student account billing statement. To apply for additional financial aid, visit www.StudentAid.gov.

You will be asked to populate your personal information and your parents information on the FAFSA. The information will go to the federal government who will produce a report, which is sent to Lynn University. This report is used to build a financial package around you, the student. You are then notified via an email notification that a financial aid award has been built.

What is ESAS?

ESAS stands for the Electronic Student Aid System. It is an online portal that allows you to view your financial aid award package. This portal will allow you to view what financial aid paperwork if any is missing from your file. Should any paperwork be missing, it will prevent your financial aid award from processing.

Beware of financial aid scams

We would like to advise you to be aware of financial aid scams and private education loans. If a company charges you a fee for information or to complete the FAFSA, it could be a scam. Be wary of loan companies that advertise direct-to-consumer education loans. Often those companies charge between \$750-\$1,000 per loan and interest rates are usually double the federal interest rates. In addition, these loans do not offer the same repayment benefits as federal education loans. Please consult with your financial aid counselor if you have further questions.



ESAS is the Electronic Student Aid System and the one stop financial aid portal for all Lynn University students. ESAS allows students to view what scholarships, grants or student loans they may be eligible to receive. It also provides students with direct links to all documents that may be needed in order for the individual financial aid awards to process.

Step 1. The first step to accessing your ESAS account is to log in to myLynn. Once logged in to myLynn, the Student Finances tab should be selected. From here "My ESAS" will appear on the column on the left hand side of the page. This option should be selected.

myLYNN

[Home](#) [Academics](#) [Student Finances](#) [Life at Lynn](#) [Forms](#) [Employees](#) [New Students](#) [Parents and Families](#) [Help](#) [My Pages](#)

[Home](#) / [Student Finances](#) / [Main](#)

Student Finances

Main

Documents and Forms

My Account

My ESAS

Health Insurance

International Students

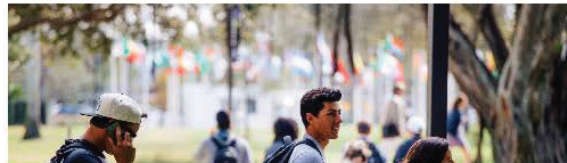
1098T Tax Forms

Student Employment

Three Year Program

Student Finances

Student Financial Services



Step 2. Once "My ESAS" has been selected, you will be brought to a new ESAS page. On this page you can select "Go to my ESAS".



Home Academics Student Finances Life at Lynn Forms Employees New Students Parents and Families Help My Pages

Home / Student Finances / My ESAS / Free-form Content

Student Finances

Main
Documents and Forms
My Account
My ESAS
Health Insurance
International Students
1098T Tax Forms
Student Employment
Three Year Program

My ESAS

Electronic Student Aid System (ESAS)

Electronic Student Award System (E-SAS) is a portal to your Financial Aid information and your required Financial Documents.

Go to [myESAS](#)

Step 3. Your ESAS main page contains important information and announcements. The Menu option can be selected to access your personalized information and financial aid award package.

Menu ☰

You are currently logged in as:

Current Award Year: [2021/2022](#)

[Log Out](#)

[Help](#)



Office of Student Financial Services

Welcome

Welcome to Lynn!

Most of the information below pertains to domestic students (U.S. citizens or eligible non-citizens) only. **International students (F1 or other visa holders) are not eligible to complete the Free Application for Federal Student Aid (FAFSA) or apply for federal and/or state aid.**

International students can proceed directly to My Awards from the Menu to view their institutional award.

- Verification: We utilize an outside company, KHEAA Verify, to complete student verifications. Please open and read e-mails you receive from Verification@Kheaa.com
- The 2021-2022 PLUS Application will be available on April 1st, 2021. Parents of undergraduate students can apply online at www.StudentAid.gov.
- All students are encouraged to read the Financial Aid Handbook; the handbook is available online at <http://www.lynn.edu/financialaidhandbook>. There are separate handbooks for day and evening students.

March 1 – Priority Date

You must have a COMPLETE file by March 1 in order to be considered for all types of available aid through Lynn University. Files completed after the March 1 priority date will be considered on a funds available basis.

Please check back often to review your status and documents. Once a processed FAFSA is received, additional documents may be required.

2021/2022

Students must apply for financial aid EVERY year.
Form Submission Requirement: Lynn University has established a priority date of March 1 each year. This is the date that students (both incoming and returning) should have all forms to the financial aid office. If you meet this date, you will receive consideration for all grants, loans, scholarships and work programs, based on your eligibility.

What if I miss the March 1 submission date?

Funds at Lynn University are limited. If any of your required paperwork is not received on or prior to the priority date, your application will be considered on a funds available basis. Consequently, funds may be exhausted and additional monies may not be available. This applies to all types of aid, including Lynn University scholarships and grants.

If you have any questions regarding the financial aid process, please visit us at www.lynn.edu/financialaid or contact us at studentfinancialservices@lynn.edu or 800-578-9737 or 561-237-7186.



There are a number of forms that a student is required to complete for Student Financial Services. Some of these forms can be completed electronically on ESAS.

Step 1. Once a student logs in to ESAS via myLynn, the menu section should be selected.



Office of Student Financial Services

Step 2. After the menu is selected, Required Documents can be selected.



Step 3. The Statement of Financial Responsibility is required for all students, regardless of whether they are financial aid recipients or not. The Authorization Regarding Credit on Account is only required to be completed by Financial Aid Students.

Required Document(s)

Below is a list of all the items we received from you and/or still need to complete your application.

Documents listed below with status as Not Received, Not Signed or Incomplete are still outstanding; please submit them as soon as possible.

Java must be enabled to use some of our forms/documents. Please make sure plug-ins, add-ons and pop ups are enabled. Please allow Java to be installed when prompted.

Please refer to your Lynn Email Address for your FNIS username and password.

Your Required Document(s)			
Document	Status	Status Date	Message
FL Effective Access to Student Educ	Not Received	10/18/2018	
Authorization Req Credit on Acct.-Stu.	Not Received	10/17/2018	Complete it now!
Parents Drivers License	Not Received	10/18/2018	
Parent vehicle registration copy	Not Received	10/18/2018	
Statement of Financial Responsibility	Not Received	9/17/2018	Complete it now!



Any student who completes the FAFSA may be eligible to apply for either a Federal Direct Subsidized Loan or Federal Direct Unsubsidized Loan. Eligibility for a subsidized loan is determined by the results of the FAFSA and is based on financial need.

Step 1. To accept a direct loan award, the first step is to access your ESAS account. Once logged in to [myLynn](https://my.lynn.edu) (my.lynn.edu), the Student Finances tab should be selected. From here "My ESAS" will appear on the column on the left hand side of the page. This option should be selected.

Menu ☰
You are currently logged in as: Current Award Year: 2021/2022 [Log Out](#) [Help](#)

Office of Student Financial Services

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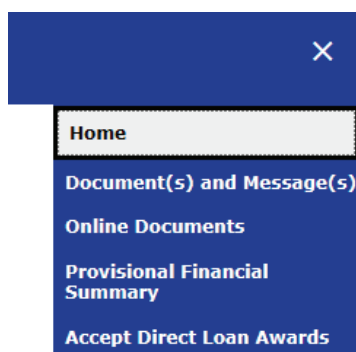
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Step 2. Once your ESAS account is open, select "Accept Direct Loan Awards" from the drop down menu.



Step 3. The direct loans page will allow you to view the loans that you qualify for. If you wish to apply for the loan, change the status from pending to accepted, as highlighted below in the red box. Next, click "Submit." You also have the right to decline the loan, or reduce the loan amount.

Accept Direct Loan Awards

Please access the **DOCUMENTS** tab to see a list of documents that must be completed in order to receive your aid. If the document status is "Not Received" or "Incomplete", please submit these form to the Office of Student Financial Services as soon as possible to avoid delays in processing your aid.

Requested loan programs and requested amount

Please indicate the loan programs through which you desire to borrow funds by changing the status from "Pending" to "Accept".

You can also decline the loan(s) awarded if you choose to by changing the status from "Pending" to "Decline".

The loan amount that will be processed will be the amount listed on your award notification on E-SAS. If you wish to reduce the amount to be processed, please adjust the amount below prior to accepting the status. You must be enrolled half time each term/semester a disbursement is expected.

All financial aid documents, including Direct loan MPN and Loan Entrance Counseling, must be completed prior to disbursement.

Attendance is required for disbursement.

Direct SUBSIDIZED (Undergraduates only)

- Loan amount up to your need (within program limits) determined from your FAFSA need analysis report. The Federal government pays the interest on the loan as long as the undergraduate student is enrolled at least half-time.

Direct UNSUBSIDIZED (Undergraduates & Graduates)- Loan amount not to exceed cost of education minus other assistance, within program limits. The student is responsible for all in-school interest, which can be capitalized at the end or paid through the enrollment periods. Effective July 1, 2012, Graduate and professional students are eligible for unsubsidized loans only.

Loan Eligibility Amount

Earned Credit Hours	Dependent Undergraduate Student		Independent Undergraduate Student	
	Subsidized	Unsubsidized	Subsidized	Unsubsidized
0-29	\$3,500	\$2,000	\$3,500	\$6,000
30-59	\$4,500	\$2,000	\$4,500	\$6,000
60 and up	\$5,500	\$2,000	\$5,500	\$7,000
Graduate and Professional Student		\$20,500		

If I am a first-time borrower, I understand I must do the Loan Entrance Counseling online and complete a Direct Loan Master Promissory Note at www.StudentAid.gov before the loan is originated/disbursed. I understand my rights and responsibilities as a Federal Direct borrower. I am requesting a Federal Direct Loan for the 2020-2021 academic year.

Your Awards

Award	Fall	Spring	Summer Day 6 credit	Total	Message	Status
Federal Direct Subsidized Loan	\$1,750.00	\$1,750.00	\$0.00	\$3,500.00		Accepted
Federal Direct Subsidized Loan	\$0.00	\$0.00	\$1,000.00	\$1,000.00		Pending
Federal Direct Unsubsidized Loan	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00		Accepted
Total	\$2,750.00	\$2,750.00	\$1,000.00	\$6,500.00		

Your Awards

Award	Fall	Spring	Summer Day 6 credit	Total	Message	Status
Federal Direct Subsidized Loan	<input type="text" value="1750"/>	<input type="text" value="1750"/>	<input type="text" value="0"/>	\$3,500.00		Pending
Federal Direct Subsidized Loan	\$0.00	\$0.00	\$1,000.00	\$1,000.00		Pending
Federal Direct Unsubsidized Loan	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	\$2,000.00		<div>Pending</div> <div>Accept</div> <div>Decline</div>
Total	\$2,750.00	\$2,750.00	\$1,000.00	\$6,500.00		



Under FERPA (Family Educational Rights and Privacy Act) legislation, the Student Financial Services team is only allowed to speak to a student about the particulars of their finances. Staff members are only able to speak to parents or other third parties with the prior authorization of the student. This authorization can be provided online through the steps below.

Step 1. Students must first log in to [myLynn \(my.lynn.edu\)](https://my.lynn.edu). Next, select "Life at Lynn," then "FERPA" in the left hand column can be selected.

myLYNN

[Home](#) [Academics](#) [Student Finances](#) [Life at Lynn](#) [Employees](#) [New Students](#) [Parents and Families](#) [Help](#) [My Pages](#)

[Home](#) / [Life at Lynn](#) / [Main](#)

[Life at Lynn](#)

- Main
- VP for Student Affairs
- ADA Services
- Campus Recreation
- Campus Safety
- Campus Security Authority
- Counseling Center
- Dean of Students
- FERPA
- FERPA - Staff Access
- Health Center
- Housing and Residence Life
- Knights of the Roundtable
- Spiritual and Religious Life
- Student Conduct and Community Standards

Step 2. FERPA, on the right side of the page, should be selected once all of the information on the page has been reviewed.

FERPA

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Since Lynn University receives federal funding, it is required to comply with all aspects of the law. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record; however, students have the ability to sign a FERPA form, which allows University employees to share information with parents or those listed on the form. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student that is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

University officials handling Educational Record Information at Lynn are required to take a FERPA training course, to assist with compliance of the law. Courts have found that no private right of action against an educational institution can occur as a result of a violation of FERPA; however, a violation can result in the loss of federal financial aid for the University.

The rights under FERPA transfer from the parent to the student, once the student turns 18 years old or enters a postsecondary institution at any age. The student has the right to do the following.

- 1. To inspect and review the student's education records within 45 days, after the day Lynn University receives a written request for access.
- 2. To request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's right to privacy under FERPA.
- 3. To provide written consent before Lynn University discloses personally identifiable information from the student's education records, except where FERPA authorizes disclosure without consent

Student Forms - Login Required

FERPA FORM

FERPA

As a college student, you are the only person who has access to your academic information. That means if someone wants to know or verify information regarding your grades or progress towards graduation we cannot release your information without your consent. The BUCKLEY AMENDMENT form authorizes us to release your information to those you indicate on the form.

- **Academic Affairs:** Admissions Application, Acceptance letter, Academic Dismissal, Academic Dismissal Appeals, Grade Submissions/Changes, Attendance, Probation letter, Registration forms, Graduation Application/Audit, Academic Dishonesty, SEVIS Information/Immigration status, Immigration authorizations, ADA Accommodation notification
- **Student Affairs:** Housing Agreement, Information pertaining to Student Conduct (disciplinary) records, Housing accommodations, Student grievances under any University Policy (including discrimination, harassment, and equity), Leadership positions and programming, Concern Person reports, Organizational Roosters (clubs intermural), Service hours, Greek Organization & Membership Forms
- **Business & Finance:** Student Account Information, Billing and Payments, Financial Aid Grants, Loans, Scholarships, and work program amounts awarded/dispursed and/or earned, Financial Aid Termination, Reinstatement of Financial Aid requirements

Step 3. The relevant data on the screen below should be populated. We encourage you to complete the FERPA information as soon as possible. However, opportunities to complete the FERPA will be available on campus in the fall.

FERPA

Student Forms - Login Required

FERPA

Section 1: Student Information

Page 1 of 1

- 1. Student's Name
- 2. Student's ID Number
- 3. Date

I agree to disclose information to the following designee(s):

- 1. To add a designee enter the first and last name of the person with whom we can share your information. Select the appropriate department that can share your information. Assign an access code that is easy for you and that person to remember, share the access code with your designee. The code can be a mixture of alpha, numeric and special characters. Your designee will need to provide this access code when requesting information.
- 2. If you do not wish to authorize a designee, check the corresponding box at the end of the page and then click **Next Page**. Click **Submit** at the bottom of the page to submit the form.
- 3. When you wish to remove a designee at any time, delete the name, relationship, email, and access code from the box that was previously populated and submit the form.

Designee 1

4. Name

5. Relationship to Student

6. Email

Format: x@x.xx

7. Select the areas of approved access.

- ☐Academic Affairs
- ☐Business and Finance
- ☐Student Affairs

8. Assign a unique **Access Code** for the above designee.



Introduction

As with many academic institutions, there are ample job opportunities on campus at Lynn University for our student population. These positions are available campus wide and can be located in departments such as Admission, Student Financial Services, IT, Athletics, Student Involvement, and the Library to name a few.

Lynn University student employment philosophy

Lynn University seeks to prepare the student for life after graduation. This is most evident in the arena of student employment. It should also be noted that a student's education is always the priority and a work schedule is built around the student's individual schedule. Students are invited to apply for job opportunities that are advertised online. This is followed up by a formal interview.

When a student is working on campus, a set of professional expectations are outlined, while performance, punctuality and dress code are all looked at. The goal of the institution is to provide a hands on experience for the student, not only to earn a few dollars while attending school, but to prepare them for professional life post graduation.

Finding a job on campus

There are many opportunities for students to find employment positions on campus. All positions are advertised online at www.lynn.edu/studentjobs. Students also have a jobs app populated on their Lynn University iPad. Students can also approach departments directly to ask about potential jobs.

Categories of student employment

Student employment can be broken into three distinct categories:

1) Part time student worker

Students are hired and paid directly from a departmental budget and are permitted to work a maximum of 20 hours per week. The pay rate for undergraduate students is \$10 per hour.

2) Federal Work Study student worker

The ability to work in the Work Study Program is determined by the student's level of financial need, which is derived from the FAFSA. Only US citizens and eligible non citizens are permitted to complete the FAFSA. Students are permitted to work a maximum of 20 hours a week and the pay rate is \$10 per hour for undergraduate students.

3) Community Service - Federal Work Study

A number of off campus, community service positions are

also available for students. These positions earn \$15 per hour. However, a student must be Federal Work Study eligible before being able to apply for one of these positions.

Advantages of working on campus

Working on campus has many advantages for a student:

- * Schedules are built around a student's class schedule.
- * Students do not have to travel and go off campus to get to work.
- * Students can seek to apply for positions in areas that may be directly related to their studies and career goals.
- * Students receive hands on experience and preparation for working full time in life after graduation.

Conduct

It is important to realize that a student employment position is regarded as much more than a part time job. The reality is that every employee, student or professional, are representatives of Lynn University and are expected to behave accordingly in the work place. In addition, students are expected to act with professionalism and discretion at all times.

Dress and communication

All students are expected to dress appropriately for the position that they are working. The dress code for each position is determined by the head of the department the student is working in. It is important for students to act responsibly and respect the departmental dress code. Failure to do so may ultimately lead to a loss of

employment.

All students are expected to create a work schedule with their supervisor. It is important to note that supervisors plan meetings and activities for their other staff and often depend upon the student employee's attendance.

If a student is unable to make it to work as set out in the schedule, it is imperative for the employee to reach out to their supervisor. This can be done via phone or email. If a student employee has advance knowledge that they will be unable to make it to work, it is expected that they advise their supervisor at their earliest convenience.

Paperwork

Before a student is permitted to work at Lynn University, a number of steps are required. Every student is required to complete institutional and federal employment paperwork with the university. Students are required to sign an acknowledgment that they will comply with Lynn's policies. Furthermore, every student is required to complete both an I-9 and W-4 form. Students are also subject to a background check, which needs to be cleared before a student can be permitted to work. All student employees are required to maintain a minimum of a 2.0 GPA in order to be allowed to continue to work after their first semester at Lynn University.





Financial literacy at Lynn University

Student loan debt is the most common form of debt in the United States today, outside of a person's mortgage. However, there appears to be a distinct reluctance for anyone to take a direct responsibility for connecting with the youth of today. We at Lynn University are committed to educating our students in the realm of financial literacy, and the topic is rolled out to all students during their first semester at the university.

"Your Money, Your Way"

"Your Money, Your Way" is an interactive iBook that will allow students to independently explore the world of finances in a fun and educational way. This iBook touches upon the areas of credit cards, saving, money management and other lifeskills topics.

"Your Money, Your Way" can be found at bit.ly/DrFinancialLiteracy.

Section 1

The first section of "Your Money, Your Way" looks at how the student uses their money. It looks at the concepts of needs and wants and facilitates discussion as well as providing interactive activities. The area of savings is also looked at before the whole area of credit is explored with particular emphasis on credit cards, credit history and credit reporting.

Section 2

The second section provides an in depth look at the world of financial aid. It looks at what financial aid is and the different avenues available to students as they seek additional scholarships, grants and student loans.

Section 3

This section provides the tools and skills a student can use in the modern classroom environment to help further their education and life skills. It shows students how to be smart in the classroom, while also providing ideas on how to manage stress. Tools are also suggested to help students connect to others on campus.

Section 4

The fourth section looks to prepare the student for the future. It shares the concept of goal setting, while also touching on issues which are particularly topical today. The areas of civility, bullying and harassment are all touched upon.

Section 5

The final sections offers guidance and suggestions on the job seeking process. It provides guidance on resumes and interviews as well as dress code and interview techniques. are all touched upon.

Student Financial Services team



Angelina Lewis

Financial Aid
Counselor



Bob Neitz III

Financial Aid
Counselor



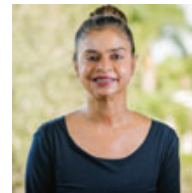
Clay Congdon

Systems
Analyst



Evelyn Nelson

Executive
Director
Student Financial
Services



Evy Lucena

Senior Financial
Aid Counselor



Guillermo Cruz

Financial Aid
Counselor



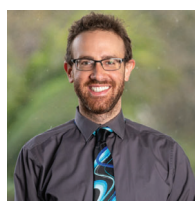
Icela Casas

Student
Financial
Services Director
of Technical
Operations



James Lucey

Student Financial
Services
Application
Specialist



Jason Phillips

Student Financial
Services
Specialist



John Chambers

Director of
Financial Aid



Karen Reed

Assistant Director
Student Financial
Services
Retention



Keshia Harris

Assistant Director
of Student
Financial Services



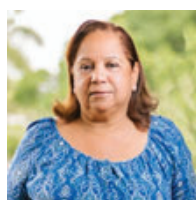
LaToya Lewis

Associate
Director of
Financial Aid



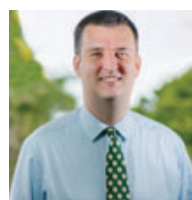
Michelle Akerstrom

Financial Aid
Counselor



Miriam George

Administrative
Assistant



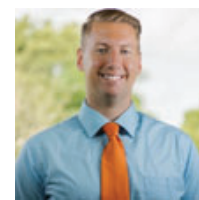
Morgan O'Sullivan

Director of
Student Financial
Services
Operations &
Communications



Rachel Stone

Student Financial
Services Data
Processing
Specialist



Travis Williams

Senior Financial
Aid Counselor/
VASCO



Tyrone Rhodes

Student Financial
Services
Specialist

Contact Information

Phone: +1 561-237-7185

Email: studentfinancialservices@lynn.edu

Reminder checklist

Set up ESAS to view financial aid information (Page 20)

Set up a parent or third party so that they can receive a billing statement (Page 13)

Set up access to receive a 1098-T electronically (Page 17)

Set up refund bank information (Page 15)

Set up FERPA access (Page 25)

Understanding tuition and fees (Page 5)

Understanding the school prepayment discounts (Page 7)

Understanding the school refund policy (Page 8)

Understanding tuition insurance (Page 11)

Understanding the health insurance process (Page 11)



Lynn University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy, parenting status, veteran status or retirement status in its activities and programs. In accordance with Title IX of the Education Amendments of 1972, Lynn University does not discriminate on the basis of sex. Inquiries concerning the application of the non-discrimination policy may be directed to the Lynn University Compliance Officer/Title IX Coordinator at 3601 N. Military Trail, Boca Raton, FL 33431, titleixcoordinator@lynn.edu, or +1 561-237-7727; or to the U.S. Department of Education Office for Civil Rights.

Lynn University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call +1 404-679-4500 for questions about the accreditation of Lynn University. © 2020 Lynn University