Student Financial Services

Your Financial journey

Phone: 561-237-7185
Email: studentfinancialservices@lynn.edu
Address: Student Financial Services
Lynn University
3601 North Military Trail
Boca Raton
Florida, 33431
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 18)
- Set up a parent or third party so that they can receive a billing statement (Page 11)
- Set up access to receive a 1098-T electronically (Page 15)
- Set up refund bank information (Page 13)
- Set up FERPA access (Page 21)

We would also encourage you to review the following materials:

- Understanding Tuition (Page 4)
- Understanding the School Prepayment Discounts (Page 6)
- Understanding the School Refund Policy (Page 7)
- Understanding Tuition Insurance (Page 9)
- Understanding the Health Insurance process (Page 9)

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 fulfil 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.

Evelyn Nelson
Executive Director of Student Financial Services
Welcome from the Executive Director 2
Tuition 4
Insurance 9
How to make a payment 10
How to receive a billing statement 11
Setting up refund bank information 13
How to receive a 1098-T 15
Financial Aid 17
E-SAS 18
Student Financial Services forms 20
FERPA Access 21
Student employment 23
Financial literacy 25
Student Financial Services 26
Reminder Checklist 28
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 five monthly payments (starting in July). 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 students tuition and fees 2019-2020

<table>
<thead>
<tr>
<th>2019-2020 academic year</th>
<th>Individual semester</th>
<th>Academic year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, not including pre-registration deposit</td>
<td>$18,340</td>
<td>$36,680</td>
</tr>
<tr>
<td>Room and board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double without bath</td>
<td>$6,185</td>
<td>$12,370</td>
</tr>
<tr>
<td>Triple with bath</td>
<td>$6,185</td>
<td>$12,370</td>
</tr>
<tr>
<td>Double with bath</td>
<td>$6,725</td>
<td>$13,450</td>
</tr>
<tr>
<td>Private with community bath</td>
<td>$7,525</td>
<td>$15,050</td>
</tr>
<tr>
<td>Private with shared bath</td>
<td>$7,525</td>
<td>$15,050</td>
</tr>
<tr>
<td>Private with private bath</td>
<td>$7,830</td>
<td>$15,660</td>
</tr>
</tbody>
</table>

Room and board should be paid as early as possible to ensure a room assignment. All housing agreements are processed and rooms assigned beginning in July. All tuition, room and board charges, and fees for the Fall 2019 semester are due by August 1, 2019. Lynn University offers 24 hour dining at the Elmore Dining Commons. This allows students to enter the dining commons as often as they like every day. 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 Elmore 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, the Christine Café or Perper Coffee House.

Mandatory fees:
- Student Service Fee: $500
- Technology Fee:
  - New Commuter student: $200
  - New Residential student: $375
- Course Materials Fee (One Time Fee): $500
- Course Materials Fee (One Time Fee): $500
- Medical Insurance (non-refundable):
  - August 2019 – August 2020: $1,463

Special fees:
- Institute A: $5,875
- Institute B (Transfer Students): $4,225
- 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 $1,463 annually for mandatory/non-refundable medical insurance fee. Tuition Insurance for Resident students is an estimated $485 and Commuter students is an estimated $388. Domestic Health Insurance is $1,463 for students not able to provide proof of health insurance coverage. Spring tuition includes J-Term, however, if the student does not enroll full-time for the Spring semester, the student will be charged $1,060 per credit hour and $1,170 for housing.
Tuition prepayment credit

Single payment of tuition ($36,680) for entire 2019-2020 academic year, if paid by:

<table>
<thead>
<tr>
<th>Payment due</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2019</td>
<td>$650 - Single payment of tuition of $36,680</td>
</tr>
<tr>
<td>May 1, 2019</td>
<td>$550 - Single payment of tuition of $36,680</td>
</tr>
<tr>
<td>June 1, 2019</td>
<td>$450 - Single payment of tuition of $36,680</td>
</tr>
<tr>
<td>July 1, 2019</td>
<td>$350 - Single payment of tuition of $36,680</td>
</tr>
</tbody>
</table>

Single payment of tuition ($18,340) for Fall 2019 semester only, if paid by:

<table>
<thead>
<tr>
<th>Payment due</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2019</td>
<td>$325 - Single payment of tuition of $18,340</td>
</tr>
<tr>
<td>May 1, 2019</td>
<td>$275 - Single payment of tuition of $18,340</td>
</tr>
<tr>
<td>June 1, 2019</td>
<td>$225 - Single payment of tuition of $18,340</td>
</tr>
</tbody>
</table>

Single payment of tuition ($18,340) for the Spring 2020 semester only, if paid by:

<table>
<thead>
<tr>
<th>Payment due</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2019</td>
<td>$100 - Single payment of tuition of $18,340</td>
</tr>
<tr>
<td>November 1, 2019</td>
<td>$50 - Single payment of tuition of $18,340</td>
</tr>
</tbody>
</table>

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 put your refund request in writing to the Office of Student Financial Services before we will issue a refund. Refunds are calculated on the basis of total semester charges payable, after deductions for non-refundable deposits and other non-refundable fees 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 Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal 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 cancelled due to the withdrawal and will mail refund checks to the permanent address on file within 4 to 6 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 30, 2019 (Fall semester)
Jan. 27, 2020 (Spring semester)
May 13, 2020 (Summer semester)

Refundable Amounts (based on accounts paid in full)

<table>
<thead>
<tr>
<th>Tuition, Board and Institute for Achievement and Learning</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of classes</td>
<td>100 %</td>
<td>8/23/19</td>
</tr>
<tr>
<td>Within 7 days from the first day of classes</td>
<td>75 %</td>
<td>9/04/19</td>
</tr>
<tr>
<td>Within 14 days from the first day of classes</td>
<td>50 %</td>
<td>9/13/19</td>
</tr>
<tr>
<td>Within 25 days from the first day of classes</td>
<td>25 %</td>
<td>9/30/19</td>
</tr>
<tr>
<td>After 25 days from the first day of classes</td>
<td>No refund</td>
<td>10/1/19</td>
</tr>
</tbody>
</table>

There are no refunds for withdrawals after September 30, 2019, for Fall 2019 and February 6, 2020, for Spring 2020 semester. January term (J-Term): Students that withdraw from the University at any time during J-Term will be billed an additional $1,060 per credit along with a charge of $1,170 for Room and Board for the term. Spring semester classes will be dropped and not be billed onto the account.
### Room charges

<table>
<thead>
<tr>
<th>Status</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 8/23/19 for Fall 2019</td>
<td>100 %</td>
<td>5/08/20</td>
</tr>
<tr>
<td>Prior to 1/02/20 for Spring 2020</td>
<td>100 %</td>
<td>5/1/20</td>
</tr>
<tr>
<td>After the above dates</td>
<td>NO REFUND</td>
<td>5/1/20</td>
</tr>
</tbody>
</table>

### Summer 2020 Term

**Tuition and board**

<table>
<thead>
<tr>
<th>Status</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of classes</td>
<td>100 %</td>
<td>5/08/20</td>
</tr>
<tr>
<td>During the first and second day of classes</td>
<td>75 %</td>
<td>5/12/20</td>
</tr>
<tr>
<td>During the third day of classes</td>
<td>50 %</td>
<td>5/13/20</td>
</tr>
<tr>
<td>During the fourth day of classes</td>
<td>25 %</td>
<td>5/14/20</td>
</tr>
<tr>
<td>After the fifth day of classes</td>
<td>NO REFUND</td>
<td>5/15/20</td>
</tr>
</tbody>
</table>

**Room Charges**

<table>
<thead>
<tr>
<th>Status</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the date publicized as the first day of classes</td>
<td>100 %</td>
<td>5/08/20</td>
</tr>
<tr>
<td>After that date</td>
<td>NO REFUND</td>
<td>5/09/20</td>
</tr>
</tbody>
</table>
Insurance

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 no action is necessary if you wish to use this insurance. If you do not wish to avail of 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, 2019, 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 $1,463. 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 July 1, 2019 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 $485 for a resident student and $388 for a commuter student. Special fees, such as the Student Service, Technology, course materials, and Institute for Achievement & Learning Program fee, 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, log on to www.tuitionrefundplan.com. All students will be automatically assessed this fee unless a waiver is on file prior to the drop/add of Fall 2019 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 31, 2019. Waivers will be available from our office after June 30, 2019.
How can I (Student) pay my bill online?
1. Log into “Mylynn”
2. Click on Student Finances.
3. Click on My Account on the left menu.
4. Click on Go to CashNet.
5. Select payment option Ex: Future Fall Payment/Deposit
6. Enter the amount you are paying
7. Select add to myLynn cart
8. Select check out
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 “Are you a Guest?”
3. Enter the student ID number and Last name
4. Select payment option Ex: Future Fall Payment/Deposit
5. Enter the amount you are paying
6. Select add to myLynn cart
7. Select check out
8. Then choose your method of payment

How can you (Student) reset an Authorized Users password
1. Log into “Mylynn”
2. Click on Student Finances.
3. Click on My Account on the left menu.
4. Click on Go to CashNet.
5. Go to Your Account on the top header/ribbon.
6. Click on Edit next to the Authorized User you are resetting the password in the Authorized User box (lower, left-hand corner).
7. Click on Reset Password.
8. Click on Continue.
9. The username and a temporary password will be emailed to the Authorized User.

How can I (Student) view my bill online?
1. Log into “Mylynn”
2. Click on Student Finances.
3. Click on My Account on the left menu.
4. Click on Go to CashNet.
5. Click on Your Account in the top, blue banner.
6. In the Your Bills box, click on View next to the statement.

We accept American Express, Discover, MasterCard, and Visa
For domestic credit/debit card payments there is a 2.75% convenience fee.
For international credit/debit card payments there is a 4.25% convenience fee.
All billing statements sent by Lynn University are sent electronically. The first statement is sent in paper copy format via regular mail, but all other statements are electronic. Only you, as a student, can set a parent or third party up to receive a statement. The steps below need to be completed.

**Step 1.** The first step is for students to sign into MyLynn. Once signed in, students should click on Student Finances. My Account on the left hand side should then be selected.
Step 2. Once the My Account screen opens, students should select "Go to Cashnet". This will bring students to a new eBill screen. Students can then click on "your account" which is located on the blue band at the top of the screen.

Step 3. Students will be presented with a series of boxes. Students should select the "Add New" option in the Parent PIN's box. It is in this area that a student can set up a parent or any other third party to receive a billing statement. It is also important to note that it is only the student who can set up an Authorized User.

Note: eBills are due August 1st and December 1st for all day undergraduate students.

Evening students must pay by the Friday before the evening term begins.

For specific dates, check your bill.
Setting up refund bank information

Step 1. Sign in to MyLynn and select Student Finances. From here select My Account.

Step 2. On the right hand side of the screen select Refund Bank Information.
Step 3. After reviewing the information on the screen, select Next Page.

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 (954) 267-7189.

(2) Complete your bank account information on this form.
Please click on the "NEXT PAGE" link.

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:

Step 5. The final page asks for a review of the information. Finally, Submit Form, should be selected.
Step 1. In order to receive a 1098T tax form electronically each year, a student needs to provide consent to the university. The first step to doing this is to log into MyLynn. Once a student logs in, the option 1098T Tax Forms will appear on the left hand column under the Student Finances tab.

Step 2. The electronic consent option can be selected on the right hand side.

Electronic 1098-T

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.
Step 3. Once electronic consent has been selected, it is necessary to input your student ID number, date, and whether you would 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

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 your IRS Form 1098-T online, rather than receive a paper form. After January 23rd, your selection "NO" will be in effect the following tax year.

Submit Form

View Table of Contents

Next page→
Financial aid is any financial assistance that helps to pay for university. 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 through 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, you can go to www.FAFSA.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.
E-SAS is the Electronic Student Aid System and is the one stop financial aid portal for all Lynn University students. E-SAS 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 those documents that may be needed in order for the individual financial aid awards to process.

**Step 1.** The first step to accessing your E-SAS 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.
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".

Step 3. The ESAS page will have information and announcements on the main ESAS page. The Menu option can be selected to access your personalized information and financial aid award package.
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.

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

**Step 3.** The Statement of Financial Responsibility is required of 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 plugins, add-ons and pop-ups are enabled. Please allow Java to be installed when prompted.

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

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Status Date</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL Effective Access to Student Info</td>
<td>Not Received</td>
<td>10/10/2019</td>
<td></td>
</tr>
<tr>
<td>Authorization to Use Credit on Account</td>
<td>Not Received</td>
<td>10/17/2019</td>
<td>Complete &amp; mail</td>
</tr>
<tr>
<td>Parent Driver License</td>
<td>Not Received</td>
<td>10/18/2019</td>
<td></td>
</tr>
<tr>
<td>Parent vehicle registration copy</td>
<td>Not Received</td>
<td>10/19/2019</td>
<td></td>
</tr>
<tr>
<td>Statement of Financial Responsibility</td>
<td>Not Received</td>
<td>10/11/2019</td>
<td>Complete &amp; mail</td>
</tr>
</tbody>
</table>
Under FERPA legislation, the team at Student Financial Services are only allowed to speak to a student about the particulars of their finances. We will only be able to speak to parents and other third parties with the prior authorization of the student. This authorization can be provided online through following the steps below.

**Step 1.** Students must first log in to www.lynn.edu/mylynn. After this, the “Life at Lynn” option can be selected. After this, FERPA in the left hand column can be selected.
Step 2. FERPA as indicated which is in the blue font on the right side of the page, should be selected on the second screen once all of the information has been reviewed.

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.

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

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, Admission Application, Acceptance letter, Academic Clearance, Academic Clearance Appeals, Grade Submission/Changes, Attendance, Probation letter, Registration forms, Graduation Application/audit, Academic Dishonesty, SEVIS Information/Immigration status, Immigration authorities, ADA Accommodation notices
- Student Affairs, Housing, Assignment Information pertaining to Student Conduct (disciplinary) records, Housing Assignments, Student grievances under any University Policy (including discrimination, harassment, and equal opportunity/policies), Leadership positions and programing, Campus Police reports, Organizational Records (data retention), Service Ins, Greek Organization & Membership Forms

FERPA

Student Forms - Login Required

Student Forms - Login Required

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

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

1. To edit a designee enter the first and last name of the person with whom you 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 "Submit Data," Create Access 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

1. Name
2. Relationship to Student
3. Email

4. Academic Affairs
5. Business and Finance
6. Student Affairs
7. Select the areas of approved access.
8. Assign a unique Access Code for the above designee.
Introduction

As with many academic institutions, there are many 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 Admissions, Student Financial Services, IT, Athletics, Student Involvement, and 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 3 distinct categories:

1) Part time student worker
   These students are hired and paid directly from a departmental budget. Students 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 to students. These positions pay a rate of $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 for a student 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 full time, 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 that the student is working in. It is important for students to act responsibly and to respect the departmental dress code. Failure to do so may ultimately lead to a loss of employment.

All students are expected to make 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 either 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 to be taken. Every student is required to complete institutional and federal employment paperwork with the school. Students are required to sign an acknowledgement that they will comply by the employment policies of the university. Furthermore, every student is required to complete an I-9 form and a W-4 form. Students are also subject to undergo a background check, which needs to be cleared before a student can be permitted to work. Every student employee is required to maintain a minimum GPA of at least 2.0 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 in the classroom or workshop environment.

"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.

A link to the book is provided below:
https://apple.co/2KMsVUF

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.
Reminder Checklist

Set up the E-SAS, to view financial aid information (Page 18)

Set up a parent or third party so that they can receive a billing statement (Page 11)

Set up access to receive a 1098-T electronically (Page 15)

Set up refund bank information (Page 13)

Set up FERPA access (Page 21)

Understanding Tuition and Fees (Page 4-6)

Understanding the School Prepayment Discounts (Page 6)

Understanding the School Refund Policy (Page 7)

Understanding Tuition and Health Insurance (Page 9)