

How to check your financial aid in MyKWU

To View Missing Documents Needed to Complete Financial Aid

1. Go to www.kwu.edu
2. In the top middle, click "[My KWU](#)"
3. Log in with your User Name and Password. If you don't know what that is, call or text your admissions counselor.
4. Go to "**STUDENTS**" tab.
5. On the left hand side, click on "**Financial Information**".
6. Under "**My Financial Aid Progress**" click on "**View Financial Aid Document Tracking**".
 - a. This is where you will find all your missing documents that will need to be completed before receiving financial aid. (Make sure when you are viewing the documents you are in the current 20/21 year.)

The screenshot shows the MyKWU website interface. At the top, there is a navigation bar with 'Home', 'Help', 'Students', 'Alumni', 'KWU Intranet', and 'My Pages'. Below this, a breadcrumb trail reads 'Students > Financial Information'. The main content area is titled 'Financial Information' and contains a section for 'Financial Assistance at KWU' with a list of links: 'Federal and State Financial Offers', 'Institutional Scholarships', and 'Work Study Programs'. Below this, there is a section for 'My Financial Aid Progress' which contains a button labeled 'View Financial Aid Document Tracking'. This button is circled in red. At the bottom of the page, there is a section for 'My Financial Assistance Offer' with a dropdown menu for 'Award Year' set to '2021 - UNDG' and a 'View Financial Aid Awards' button.

7. View "Missing Documents" for items that need to be completed.

Missing Documents

Document	Source	Status	Due Date
Signed Award Lettr-Rev02	N/A	Awaiting	N/A
Loan Entrance Interview	N/A	Awaiting	06/11/2020
Payment Selection Form	N/A	Awaiting	06/10/2020

8. If you have questions, please call 785-833-4319 or email finaid@kwu.edu.

How to Accept Financial Aid Offer

1. Go to www.kwu.edu
2. In the top middle, click "[My KWU](#)"
3. Log in with your User Name and Password. If you don't know what that is, call or text your admissions counselor.
4. Go to "**STUDENTS**" tab.
5. On the left hand side, click on "**Financial Information**".
6. Under "**My Financial Assistance Offer**" click on "**View Financial Aid Awards**". (Make sure you are in the current 20/21 year.)

The screenshot shows the KWU website's navigation bar with 'Home', 'Help', 'Students', 'Alumni', 'KWU Intranet', and 'My Pages'. The 'Students' tab is active. Below the navigation bar, the breadcrumb trail reads 'Students > Financial Information'. The main content area is titled 'Financial Information' and contains three sections: 'Financial Assistance at KWU', 'My Financial Aid Progress', and 'My Financial Assistance Offer'. The 'My Financial Assistance Offer' section is circled in red and displays 'Award Year: 2021 - UNDG' with a dropdown arrow and a 'View Financial Aid Awards' button.

7. Click on the link that says "Click here to Accept/Decline Aid".

This financial aid package is based upon enrollment status and housing according to your api Services. To accept or decline your financial aid, please click "Accept/Decline Aid" below.

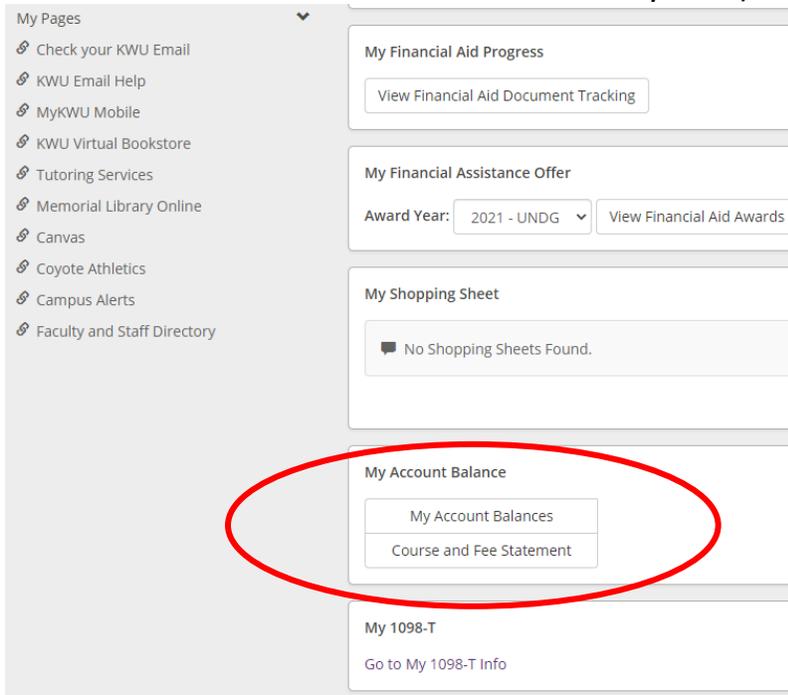
Award Year: 2020-2021

➤ Indicates an award that needs a decision. [Click here to Accept/Decline Aid](#)

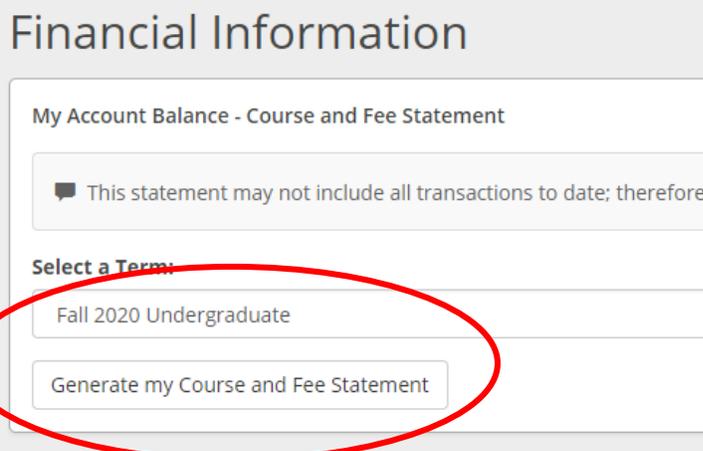
8. Select the aid you want (Accept) and reject (Decline) the aid that you don't want. Click – **Submit** then **Continue** - It's that simple!
9. If you have questions, please call 785-833-4319 or email finaid@kwu.edu.

To View My Billing Statement

1. Go to www.kwu.edu
2. In the top middle, click “[My KWU](#)”
3. Log in with your User Name and Password. If you don’t know what that is, call or text your admissions counselor.
4. Go to “**STUDENTS**” tab.
5. On the left hand side, click on “**Financial Information**”.
6. Under “**My Account Balance**” click on “**Course and Fee Statement**”.
7. This will show your bill and financial aid information for the selected semester. (This information will become available after July 15th.)



8. Select the appropriate term “Fall 2020 Undergraduate”
9. Click “**Generate my Course and Fee Statement**”



10. If you have questions, please call 785-833-4319 or email finaid@kwu.edu.