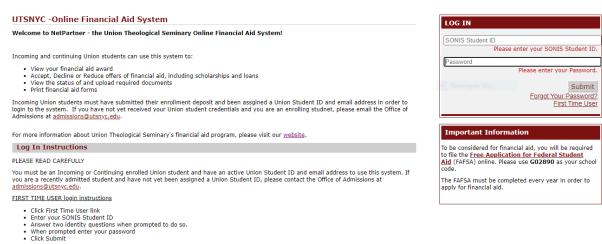# Net Partner: Frequently Asked Questions

WHAT IS NET PARTNER?

Net Partner is Union Theological Seminary's online Financial Aid portal. Students can log into Net Partner at any time to view their financial aid awards, accept or decline awards, view a list of required documents or review financial aid information.

HOW DO I ACCESS NET PARTNER?

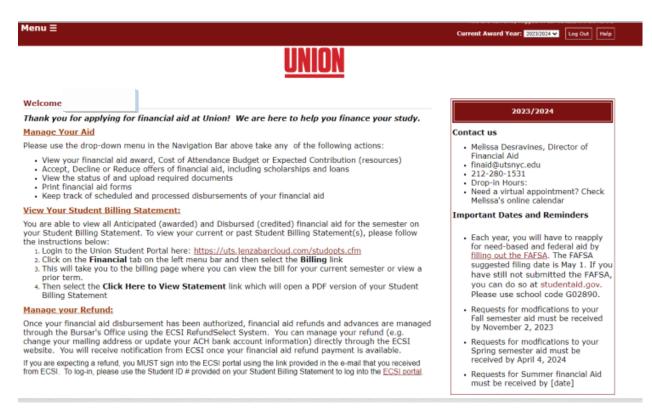You can access Net Partner by going to https://finaid.utsnyc.edu/NetPartner/NetPartnerStudent at any computer.

UNION

UTSNYC -Online Financial Aid System

Welcome to NetPartner - the Union Theological Seminary Online Financial Aid System!

Incoming and continuing Union students can use this system to:

- View your financial aid award
- Accept, Decline or Reduce offers of financial aid, including scholarships and loans
- View the status of and upload required documents
- Print financial aid forms

Incoming Union students must have submitted their enrollment deposit and been assgined a Union Student ID and email address in order to login to the system. If you have not yet received your Union student credentials and you are an enrolling studnet, please email the Office of Admissions at admissions@utsnyc.edu.

For more information about Union Theological Seminary's financial aid program, please visit our website.

Log In Instructions

PLEASE READ CAREFULLY

You must be an Incoming or Continuing enrolled Union student and have an active Union Student ID and email address to use this system. If you are a recently admitted student and have not yet been assigned a Union Student ID, please contact the Office of Admissions at admissions@utsnyc.edu.

FIRST TIME USER login instructions

- Click First Time User link
- Enter your SONIS Student ID
- Answer two identity questions when prompted to do so.
- When prompted enter your password
- Click Submit

LOG IN

SONIS Student ID
Please enter your SONIS Student ID.
Password
Please enter your Password.
Rectangular Snip   Submit
Forgot Your Password?
First Time User

Important Information

To be considered for financial aid, you will be required to file the **Free Application for Federal Student Aid** (FAFSA) online. Please use **G02890** as your school code.

The FAFSA must be completed every year in order to apply for financial aid.

HOW DO I LOG IN FOR THE FIRST TIME?

- To access New Partner **for the first time**, you will need to click on the "First Time User" link. You will be asked to enter your SONIS Student ID. Then you will finish setting up your account and create a password.
- ==Password must include at least X characters…...uppercase, lowercase, number, special characters.==
- ==Password expiration is 90 days and any provisions that need to be shared with the student.==

LOG IN

SONIS Student ID
Please enter your SONIS Student ID.
Password
Please enter your Password.
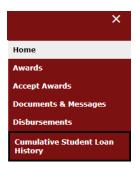Rectangular Snip   Submit
Forgot Your Password?
First Time User

WHAT DO I SEE ON THE LANDING PAGE?

On the landing page, you will see a welcome message to you outlining all that can be found in your portal – which will vary by student dependent on status of profile.
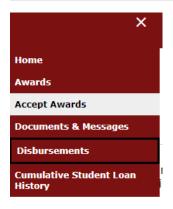

Dropdown Menu provides you with a quick view of all of the items in which you will have access or all that are relevant to your student file. The majority will see Awards, Accept Awards, Documents & Messages, Disbursements and Cumulative Student Loan History.

At the bottom of the page is where you will find the details of the Documents that are required.
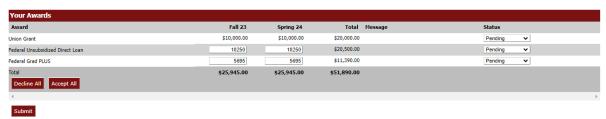
Your Documents				
Document	**Required For**	**Status**	**Status Date**	**Message**
Direct Loan Entrance Counseling	Fund	Not Received	3/22/2023	
Unsub Direct Loan Master Promissory Note	Fund	Not Received	3/22/2023	
Grad PLUS Master Promissory Note	Fund	Not Received	3/22/2023	
FAFSA	Packaging	Received	1/23/2023	

☐ Get More Documents

HOW DO I ACCEPT MY AWARDS?

✕
Home
Awards
Accept Awards
Documents & Messages
Disbursements
Cumulative Student Loan History

At the bottom of this page, you will see all of the awards in which you have been offered. Please review and make your selections to either accept or decline the awards. Federal student loans can be accepted, declined or reduced. You cannot increase the amount of the loan as the offering is tied to your cost of attendance.

If you choose to reduce the amount of the loan, please enter in that new amount in the boxes by semester. The typical split is 50% in the Fall and 50% in the Spring. If you wish to change the weight distribution, please contact the financial aid office at finaid@utsnyc.edu before doing so.

Based on the estimated budget items above, we are pleased to offer you the following financial aid package. You can accept/decline/reduce your loan(s) below:

Your Awards					
Award	**Fall 23**	**Spring 24**	**Total**	**Message**	**Status**
Union Grant	$10,000.00	$10,000.00	$20,000.00		Pending ⌄
Federal Unsubsidized Direct Loan	10250	10250	$20,500.00		Pending ⌄
Federal Grad PLUS	5695	5695	$11,390.00		Pending ⌄
Total	$25,945.00	$25,945.00	$51,890.00		

| Decline All | Accept All |

| Submit |

The status will also have to be changed to either "Accept" or "Decline". The default is "Pending" which means that you have not yet decided on the award.

When all awards have been updated, please hit the SUBMIT button to ensure that your changes have been registered.