

# 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.



### 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 assigned 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 student, please email the Office of Admissions at [admissions@utsnyc.edu](mailto: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](mailto: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.

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.

Submit

[Forgot Your Password?](#)  
[First Time User](#)

## WHAT DO I SEE ON THE LANDING PAGE?

**Menu** Current Award Year: 2023/2024 Log Out Help

# UNION

**Welcome**

*Thank you for applying for financial aid at Union! We are here to help you finance your study.*

**Manage Your Aid**

Please use the drop-down menu in the Navigation Bar above take any of the following actions:

- View your financial aid award, Cost of Attendance Budget or Expected Contribution (resources)
- Accept, Decline or Reduce offers of financial aid, including scholarships and loans
- View the status of and upload required documents
- Print financial aid forms
- Keep track of scheduled and processed disbursements of your financial aid

**View Your Student Billing Statement:**

You are able to view all Anticipated (awarded) and Disbursed (credited) financial aid for the semester on your Student Billing Statement. To view your current or past Student Billing Statement(s), please follow the instructions below:

1. Login to the Union Student Portal here: <https://uts.jenzabarcloud.com/studopts.cfm>
2. Click on the **Financial** tab on the left menu bar and then select the **Billing** link
3. This will take you to the billing page where you can view the bill for your current semester or view a prior term.
4. Then select the **Click Here to View Statement** link which will open a PDF version of your Student Billing Statement

**Manage your Refund:**

Once your financial aid disbursement has been authorized, financial aid refunds and advances are managed through the Bursar's Office using the ECSI RefundSelect System. You can manage your refund (e.g. change your mailing address or update your ACH bank account information) directly through the ECSI website. You will receive notification from ECSI once your financial aid refund payment is available.

If you are expecting a refund, you MUST sign into the ECSI portal using the link provided in the e-mail that you received from ECSI. To log-in, please use the Student ID # provided on your Student Billing Statement to log into the [ECSI portal](#).

2023/2024

**Contact us**

- Melissa Desravines, Director of Financial Aid
- [finaid@utsnyc.edu](mailto:finaid@utsnyc.edu)
- 212-280-1531
- Drop-in Hours:
- Need a virtual appointment? Check Melissa's online calendar

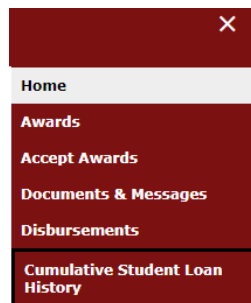
**Important Dates and Reminders**

- Each year, you will have to reapply for need-based and federal aid by [filling out the FAFSA](#). The FAFSA suggested filing date is May 1. If you have still not submitted the FAFSA, you can do so at [studentaid.gov](http://studentaid.gov). Please use school code G02890.
- Requests for modifications to your Fall semester aid must be received by November 2, 2023
- Requests for modifications to your Spring semester aid must be received by April 4, 2024
- Requests for Summer financial Aid must be received by [date]

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
<a href="#">Direct Loan Entrance Counseling</a>	Fund	Not Received	3/22/2023	
<a href="#">Unsub Direct Loan Master Promissory Note</a>	Fund	Not Received	3/22/2023	
<a href="#">Grad PLUS Master Promissory Note</a>	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](mailto: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 <input type="button" value="v"/>
Federal Unsubsidized Direct Loan	<input type="text" value="10250"/>	<input type="text" value="10250"/>	\$20,500.00		Pending <input type="button" value="v"/>
Federal Grad PLUS	<input type="text" value="5895"/>	<input type="text" value="5895"/>	\$11,390.00		Pending <input type="button" value="v"/>
<b>Total</b>	<b>\$25,945.00</b>	<b>\$25,945.00</b>	<b>\$51,890.00</b>		

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.