



View My Financial Aid Package

Overview

This quick reference guide will cover how to view your financial aid package in Workday.

Process

1. After logging into Workday, click the **Finances** icon on your home page.



2. The **Finances** dashboard provides quick links to your account, payment, payment elections, 1098T information and financial aid.

3. Click the **View Financial Aid** link under the **Financial Aid** heading.

4. Select the **Academic Unit** (note that **Santa Clara University** is the only option for this field) and **Award Year** (e.g., 2021-2022 Award Year) for the Financial Aid Package and click the **OK** button at the bottom of the screen.

View Financial Aid

Academic Unit * x Santa Clara University

Award Year * x 2021-2022 Award Year

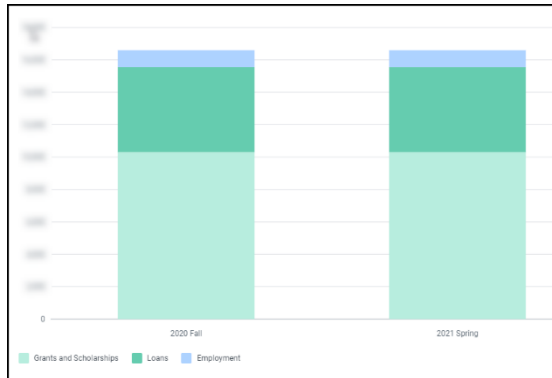
OK Cancel

5. The **View Financial Aid** page is divided into 3 sections. The top left quadrant displays the Estimated Financial Aid package. This is based on estimates of your cost of attendance and financial aid eligibility.

Estimated Financial Aid

Grants and Scholarships	██████████
Loans	██████████
Employment	██████████
Total Financial Aid	██████████
Total Estimated Costs	██████████
Out of Pocket Without Loans	██████████
Out of Pocket With Loans	██████████

6. The top right quadrant displays a graphical view of the award types and estimated amount per period in the selected award year.



7. The bottom portion of the screen will show the Financial Aid Summary and Estimated Costs for the Award Year. Use the **Financial Aid Overview** and **Estimated Cost** tabs to view the information.

8. The **Financial Aid Overview** tab will show each of the awards, the amount offered, accepted and disbursed for each of the periods.

The screenshot shows the '2020-2021 Award Year Summary' interface. It includes a 'Financial Aid Overview' tab and an 'Estimated Cost' tab. The 'Award Breakdown' section displays a table of awards for both 2020 Fall and 2021 Spring. The table columns include Award Type, Loan Status, Amount Offered, Amount Accepted, Status, Awarded/Disbursement Date, and Estimated Disbursement Amount. The awards listed include Scholarships, Federal Pell Grant, Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal PLUS Loan, Federal Work Study, Federal Direct Loan, and Private Student Loan.

9. The **Estimated Cost** tab will show the Estimated Cost for the Award Year with a breakdown per period.

The screenshot shows the 'Estimated Cost Summary 2020-2021 Award Year' interface. It includes an 'Estimated Cost' tab and an 'Estimated Cost Breakdown' section. The 'Estimated Cost Breakdown' section displays a table of costs for both 2020 Fall and 2021 Spring. The table columns include Cost Type, Estimated Subtotal Cost, and Estimated Net Subtotal Cost. The costs listed include Tuition, Fees, Books, Supplies, Transportation, Personal Expenses, Living Expenses, and Loan Fees.