



**Office of Financial Aid
Guide to Online Account
Information
2019-2020**

The Office of Financial Aid will communicate most information to you via your Ozone account* instead of by mail. Check your Ozone account for:

- email regarding your account
- information needed to process your aid
- financial aid which you have been awarded

You can also use Ozone to register for classes, check grades, and view other information.

*You must have an active admissions application on file to use Ozone.

Step 1: Log in to Ozone

Go to ozone.owens.edu

Your **user name** is your **full first name, underscore, full last name**.

Joe Student would have the user name **joseph_student**. If there is more than one Joe Student, the second student's user name would be **joseph_student2**.

Your initial password is your **two-digit day of birth**, followed by your **two-digit year of birth**, and the **fourth** and **fifth digit of your Social Security Number**. You should change your password the first time you log in.

Step 2: View your email

From the Ozone home page, click on the **Student Email** link at the top.

How to select an aid year

When viewing financial aid information in the following steps, you will be required to select an aid year. To view this year's information, select **Financial Aid Year 2019-2020**, and click **Submit**.
Note: Once you have selected an aid year, you will not be prompted again.

Step 3: Review required documents

- A. From the Ozone home page, click on the **Financial Info** tab.
- B. In the **Financial Aid Summary** section, verify that you are viewing the 2019-2020 year.
- C. Click on unsatisfied **student requirements**.

A list of documents which have been received and requested will be displayed. Additional information regarding your outstanding requirements may also be provided. Click on the requirements which have hyperlinks to access the required form.

Step 4: View Your Active Messages

- A. From the Ozone home page, click on the **Financial Info** tab.
- B. In the **Financial Aid Summary** section, verify that you are viewing the 2019-2020 year.
- C. Click on **Active Messages**.

This page will provide you with messages regarding the following:

- **Book voucher spending limit.** If you have given us permission and you have enough expected aid to cover both tuition and books, we will provide you with a book voucher before funds are disbursed. You can charge your purchases to your account using your book voucher during the following periods:

Summer 2019: May 6-June 28, 2019

Fall 2019: August 5-September 13, 2019

Spring 2020: January 2-February 7, 2020

- **Additional information regarding required documents which are incomplete.**
- **Certain eligibility requirements which are not met.** To receive financial aid, you must be a regularly-admitted student not enrolled in high school. College Credit Plus, Early Admit, Transient and Guest students are not eligible for financial aid. In addition, you must be in an eligible program with the intent to complete a degree or certificate.

Step 5: Review your Satisfactory Academic Progress status

- A. From the Ozone home page, click on the **Financial Info** tab.
- B. Click on the **Satisfactory Academic Progress Status** link.

For more information about the Satisfactory Academic Progress policy, go to www.owens.edu/financial_aid/progress_policy.

Step 6: Review Your Financial Aid Awards

- A. From the Ozone home page, click on the **Financial Info** tab.
- B. In the **Financial Aid Summary** section, verify that you are viewing the 2019-2020 year.
- C. Click on **awarded** financial aid.
 - o Select the **Award** Overview tab to see award amounts for the school year, including loans.

If there are offered awards for which a response is required, click on the **Accept Award Offer** tab to provide your response.

Click on **Award Messages** at the bottom of the screen for additional information regarding the awards listed.

- o Return to the Financial Aid menu and select **Award Payment Schedule** to see the anticipated payment dates and the amount paid. Amounts paid for Federal Direct loans will not be displayed here; see below.
- o Return to the Financial Aid menu and select **Award History** to view a history of prior financial aid awards.
- o Return to the Financial Aid menu and select **Loan History** to see loans that are processed, and loan payments made.

Step 7: View your account balance

- A. From the Ozone home page, click on the **Financial Info** link.

Any aid for which you are eligible will be posted to your account once attendance has been

verified. If you have aid left after your fees and authorized charges such as bookstore purchases, are paid, a refund will be processed through BankMobile.

Enrollment & Attendance

While it is recommended that you apply early for financial aid, you can enroll in and attend classes while your financial aid is being processed. However, if you are not eligible for aid, you will be responsible for paying your tuition.

Your aid is based on your enrollment as of the freeze date, as long as the completed results from your FAFSA are on file by that date. You should enroll in all classes by this date, including those which start later in the semester. The freeze dates are:

Summer 2019:	June 24, 2019
Fall 2019:	September 9, 2019
Spring 2020:	February 3, 2020

If you drop all of your classes, stop attending, or do not complete all modules for which you have registered, you could be responsible to repay a portion of the financial aid you received. For more information about the Return of Title IV Funds policy, go to www.owens.edu/financial_aid/enroll_refund.

College Financing Plan

- A. From the Ozone home page, click on the **Financial Info** tab.
- B. Click the **View Financial Aid Details** link which is listed in the **Financial Aid Summary** section.
- C. Click on **College Financing Plan**. The College Financing Plan summarizes your financial aid

so that you may compare financial aid awards among various colleges and universities.

More information

Go to www.owens.edu/financial_aid for details about financial aid programs, eligibility requirements, important policies, and application procedures.

For assistance with financial aid, please contact Oserve at (567) 661-7378 or 1-800-GO-OWENS, ext. 7378.

For assistance with Ozone, please contact the Help Desk at (567) 661-7120 or 1-800-GO-OWENS, ext. 7120.

Privacy

Due to privacy regulations, we can share your account information only with you, and in some cases, your parents.**

You can set up a proxy account to allow us to share information with another individual, such as your parent, spouse, or others. To do so, log in to Ozone at ozone.owens.edu. On the **My Ozone** tab, choose **Proxy Access** in the **My Personal Information** section.

In addition, Oserve does not disclose certain information by phone. Please bring your picture ID when visiting the office.

** *Certain school officials and agencies may also have access to your records. Refer to the privacy disclosure in the Owens catalog for details.*