



## Financial Aid Help Sheet

### Checking Your Financial Aid Step by Step

1. Access myUNM at my.unm.edu and login using your NetID and Password.
2. Click on the "Student Life" tab.  
\*If you don't have this tab, click the + next to the tab with your name on it.  
\*Then select the circle next to Student Life, and click "Add Tab".
3. Click on the "Enter LoboWeb" button in the middle of the login screen.

ENTER LOBOWEB

4. Click on the "Financial Aid" tab.
5. Click on the blue [Overall Status of your Financial Aid](#) link.
6. Select your Aid year (2024-2025).
7. Click on the blue [Awarded](#) link.
8. Click on "Award Overview".
9. On the bottom left you will see Financial Aid awarded by term. It will list both fall and spring awards.
10. If you see a blue [Student Requirements](#) link, click on it. Any verification requirements will be listed. Click on the requirements to submit the required document online or use the PDF version.

**Your financial aid will not be disbursed unless all verification requirements are meet.**

**If you are a first time student and are expecting financial aid, it is very important to check your status. If you are missing the **Authorization to Pay** requirement, your financial aid will be held until you submit that form online or by paper version.**

### Looking at Your Bill (Bursar Account Suite)

To see your total UNM bill using LoboWeb:

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4. Click on the "Student" tab.
5. From the Student Menu, click on "Make Payments, Setup Direct Deposit..."
6. Click on "Bursar Account Suite".
7. Select "View Activity" to see the details of any bill you have.

### Requesting and Using a Book Voucher

If you are eligible for a book voucher, you will need to fill out the form found here: <http://losalamos.unm.edu/campus-life/book-voucher-4-19.pdf>. Then email it to [unmlacashier@unm.edu](mailto:unmlacashier@unm.edu).

When the Business Office receives your request, they will submit it to MBS (the UNM-LA bookstore) for activation. You will then receive an email from the Business Office with your voucher number. Once you receive your voucher number, you can use it on the MBS site to order your books: <https://bncvirtual.com/unm>.

*You must fill out the voucher form and submit it each semester you wish to use one.*

Please contact Jenny Duran in the Financial Aid Office if you have any questions.

[jenduran@unm.edu](mailto:jenduran@unm.edu)

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### Direct Deposit

It is to your advantage to plan ahead and set up your direct deposit. It is important that you set up your account for Automatic Refunds, or ensure that you have the correct address in the UNM system so that you receive your funds.

Your bank account information will **only** be used to deposit refunds that are due to you. The Bursar **will not** charge your tuition or any other fees to your bank account.

You can set up Automatic Refunds through LoboWeb, in the Bursar Account Suite.

1. Access myUNM at my.unm.edu and login using your NetID and Password.
2. Click on the "Student Life" tab.  
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\*Then select the circle next to Student Life, and click "Add Tab".
3. Click on the "Enter LoboWeb" button.

ENTER LOBOWEB

4. Click on the "Student" tab.
5. From the Student Menu, click on "Make Payments, Setup Direct Deposit..."
6. Click on "Bursar Account Suite."
7. Click on the "Refunds" link at the top of the page.
8. Click on the "Payment Profile" link, add a payment method from your bank account (checking/saving), then then click "Go."
9. Fill out the form and be sure to click the button under the "Refund Option" section, and then click on "Save."

### What is the Difference Between "Cost of Attendance" and "Tuition Rate"?

*Does "cost of attendance" mean the same thing as "tuition rate"? In the process of applying for financial aid, I've heard both terms used but am not sure of the difference.*

**Tuition Rate** refers to the actual cost of tuition. Current and past tuition rates can be viewed at <https://losalamos.unm.edu/students/tuition-and-fees.html>.

**Cost of Attendance**, on the other hand, is the estimated cost of attending UNM. It includes items such as Tuition & Fees, Room & Board (both on and off campus), Books, Transportation, and various other things. Visit <https://bigfuture.collegeboard.org/pay-for-college/college-costs/true-cost-of-attendance> for further explanation regarding the cost of attendance.

The amount you owe to the University will be determined by the Bursar's Office. You will receive a bill with applicable charges. Your Financial Aid Award Letter includes the estimated Cost of Attendance. It is important to note that this is **not** the amount you owe. You should consult your Bursar's Account Suite for billing and payment information.

Please contact Jenny Duran in the Financial Aid Office if you have any questions.

[jenduran@unm.edu](mailto:jenduran@unm.edu)

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