



NEW YORK UNIVERSITY

NYU Financial Aid Item Type Request Form: Support and FAQs

General Questions

Why can't I access the Financial Aid Item Type Request Form?

The Office of the Bursar maintains an initial list of approved requestors who can submit requests. These names were provided by schools when the Office of the Bursar reached out prior to go-live. If you need to provide your staff access to this form, please send an email to sfdata@nyu.edu with the following details:

- NetIDs and N#s - for all requestors who can request a new financial aid item type or change an existing financial aid item type.
- NetIDs and N#s - for all who should receive notifications when a new financial aid item type is created or a change to an existing financial aid item type is made.

How can I get a report of all my department's existing Financial Aid Item Type?

Please send an email to sfdata@nyu.edu to request a report of current item types.

Can I submit a request for several item types at once for multiple validations?

No, the form is designed to submit individual item types on a one to one basis.

How can I request to change an award amount for a financial aid item type?

Changes to the award amount for existing Item types will continue with the current process via sending an email to the respective SPA or CDV group with the amount requested.

Who do I contact to follow up on the status of an item type request?

Please reach out to either the Bursar or the Office of Financial Aid with the ServiceLink reference number for your request.

Where can I add additional information to the request?

You can include any comments or additional instructions in the Purpose of Request box of the form.

Does the chartfield validate the FAME budget amount?

No, there is no FAME budget validation in this process. Financial Aid awards are processed months prior to the annual budget load in FAME.

Why can't I access the Financial Aid Item Type Form link?

Confirm you have access to the Financial Aid Item Type Form.

Contact sfdata@nyu.edu if you do not see the Financial Aid Item Type Form on the FinanceLink page, or if you receive an error message. Please be sure to attach a screenshot of any error messages.

What if I see an error message when trying to access the Financial Aid Item Type Form link?

Confirm you have access to the Financial Aid Item Type Form.

Contact sfdata@nyu.edu if you do not see the Financial Aid Item Type Form on the FinanceLink page, or if you receive an error message. Please be sure to attach a screenshot of any error messages.

Best Practices to Avoid Processing Delays

1. Provide sufficient details when making your request
2. Attach any relevant documents
3. ServiceLink Request Item Number