



## Financial Aid Award - Loan Accept/Reduce/Decline Instructions

As part of your financial aid award, you have been offered federal loans. Please review the following steps carefully.

1. Review your loan offer by logging into [my.fsu.edu](http://my.fsu.edu), and clicking on the **View Financial Aid Link**.
2. Review the **Terms and Conditions** regarding all aid, including your loan.
3. **Create a budget for the academic year, and determine if you need a student loan to meet your needs.** If you need help creating a budget please consult <http://www.cashcourse.org/>
4. Once you have made a decision regarding your loan, click the **accept/decline** link within the Student Center and accept, decline, or reduce your loan offer (see illustration 1 below).
5. Please note that as we receive additional information about your eligibility, your loan offer may change.
6. If you accept all or part of your loan, and you have not previously received a loan at Florida State University, please see the section below regarding the **Master Promissory Note and Loan Entrance Counseling** requirements.

To accept, decline, or reduce your loan offer, click "**Accept/Decline Awards**" within the **Finances** section of the Student Center.

The screenshot shows the 'Finances' section of a student center. On the left, under 'My Account', there are links for 'Account Inquiry', 'Financial Aid', 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'. A red arrow points from the 'Accept/Decline Awards' link to the 'Account Summary' box on the right. The 'Account Summary' box displays the following information:

| Account Summary                |        |
|--------------------------------|--------|
| <b>You owe 231.00.</b>         |        |
| ■ Due Now                      | 231.00 |
| ■                              | 0.00   |
| past due balance of 231.00. ** |        |
| Currency used is US Dollar.    |        |

Below the 'Accept/Decline Awards' link is a dropdown menu with the text 'other financial...' and a double arrow icon.



## ACCEPTING FULL LOAN OFFER

If you would like to accept your award in full, make sure the accept box is checked, and click the "Submit" Box.

### Financial Aid

#### Award Package

##### Federal Aid Year 2014 - 2015

You are eligible to receive the awards listed below. Please review each award and click the corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/02/2014 2:23:58PM Status: New Package

| Award                                     | Category | Career        | Offered         | Accepted                              | Accept                              | Decline                  |
|---|----------|---------------|-----------------|---------------------------------------|-------------------------------------|--------------------------|
| <a href="#">Fed Sub Stafford Ln Fall</a>  | Loan     | Undergraduate | 2,750.00        | <input type="text" value="2,750.00"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <a href="#">Fed Unsub Stafford Ln Spr</a> | Loan     | Undergraduate | 299.00          | <input type="text" value="299.00"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Fed Sub Stafford Ln Spr</a>   | Loan     | Undergraduate | 2,750.00        | <input type="text" value="2,750.00"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Total</b>                              |          |               | <b>5,799.00</b> | <b>5,799.00</b>                       |                                     |                          |

Currency used is US Dollar.

[accept all](#)

[decline all](#)

[clear all](#)

[update totals](#)

[SUBMIT](#)



## REDUCING YOUR LOAN OFFER

If you would like to accept only a portion of your loan (reduce your award), check the accept box for the award and then ENTER the amount THAT YOU WOULD LIKE TO GET in the text box next to the award (it cannot be more than the original OFFER amount). When you have completed editing the award click the "Submit" box.

### Financial Aid

#### Award Package

##### Federal Aid Year 2014 - 2015

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/02/2014 2:23:58PM Status: New Package

| Award                                     | Category | Career        | Offered         | Accepted                              | Accept                              | Decline                  |
|---|----------|---------------|-----------------|---------------------------------------|-------------------------------------|--------------------------|
| <a href="#">Fed Sub Stafford Ln Fall</a>  | Loan     | Undergraduate | 2,750.00        | <input type="text" value="2,750.00"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Fed Unsub Stafford Ln Spr</a> | Loan     | Undergraduate | 299.00          | <input type="text" value="250"/>      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Fed Sub Stafford Ln Spr</a>   | Loan     | Undergraduate | 2,750.00        | <input type="text" value="2,750.00"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Total</b>                              |          |               | <b>5,799.00</b> | <b>5,799.00</b>                       |                                     |                          |

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)



## REFUSE/DECLINE YOUR LOAN OFFER

If you wish to refuse/decline your loan award, check the decline box next to the award, then click the "Submit" button. This will automatically change your Accept amount to zero

### Financial Aid

#### Award Package

##### Federal Aid Year 2014 - 2015

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/02/2014 2:23:58PM Status: New Package

| Award                                     | Category | Career        | Offered         | Accepted        | Accept                              | Decline                             |
|---|----------|---------------|-----------------|-----------------|-------------------------------------|-------------------------------------|
| <a href="#">Fed Sub Stafford Ln Fall</a>  | Loan     | Undergraduate | 2,750.00        | 2,750.00        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <a href="#">Fed Unsub Stafford Ln Spr</a> | Loan     | Undergraduate | 299.00          | 0.00            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <a href="#">Fed Sub Stafford Ln Spr</a>   | Loan     | Undergraduate | 2,750.00        | 2,750.00        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Total</b>                              |          |               | <b>5,799.00</b> | <b>5,799.00</b> |                                     |                                     |

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

## MASTER PROMISSORY NOTE AND LOAN ENTRANCE COUNSELING REQUIREMENTS

If you accept all or part of your loan offer, AND you have NOT received a disbursement for a loan previously from Florida State University -- you will need to do the following before any loan funds can be disbursed. Log on to the Federal Direct Loan website at: <http://studentloans.gov> (you'll need your Federal PIN, just like you used for the FAFSA)

Complete the following loan requirements

1. **Loan Entrance Counseling**
2. **Federal Direct STAFFORD Loan Master Promissory Note**

Both of these steps give you additional information about the terms of the loan and they are required to receive your loan funds.



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If you have any questions, please contact our office at [ofacs@admin.fsu.edu](mailto:ofacs@admin.fsu.edu) or call 850-644-0539