Accept/Decline Financial Aid

1. Click the **Main Menu** button.
   Click the **Self Service** menu.
   Click the **Student Center** menu.

2. There are two methods to access the **Accept/Decline Awards** option. You can click the Accept/Decline link located in Finances section of the Student Center page, or you can click the **View Financial Aid** link also found in the Finances section of the Student Center page.

3. Click the **Accept/Decline Awards** link.

4. Click the **Aid Year** link you would like to view. Award information will be listed by Aid Year and Terms.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>Aid Year Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>LSUHSC - New Orleans</td>
<td>Financial Aid Year 2013-2014</td>
</tr>
<tr>
<td>2013</td>
<td>LSUHSC - New Orleans</td>
<td>Financial Aid Year 2012-2013</td>
</tr>
<tr>
<td>2012</td>
<td>LSUHSC - New Orleans</td>
<td>Financial Aid Year 2011-2012</td>
</tr>
</tbody>
</table>
5. To Accept, reduce or decline an individual award listed, mark the corresponding Accept or Decline checkbox for each award.

Click the **accept all** button to accept all awards offered. This action will mark each of the checkboxes in the Accept column, and insert the Offered amount into the Accepted field.

**NOTE:** In this example the Accepted amount can be adjusted. However, no tall awards are adjustable. If the award amount cannot be adjusted, the field will populate with the Offered Amount and the field grays out to prevent editing.

<table>
<thead>
<tr>
<th>Award</th>
<th>Category</th>
<th>Career</th>
<th>Offered</th>
<th>Accepted</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU BOS Scholarships-NO</td>
<td>Scholarship</td>
<td>Graduate Studies</td>
<td>500.00</td>
<td>500.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Fulbright Scholarship</td>
<td>Scholarship</td>
<td>Graduate Studies</td>
<td>750.00</td>
<td>750.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>M.D.-PhD. Fee Ex., New Orleans</td>
<td>Waiver</td>
<td>Graduate Studies</td>
<td>100.00</td>
<td>100.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>1,350.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Click the **decline all** button to decline all awards offered. This action will mark all each of the checkboxes in the Decline column.

<table>
<thead>
<tr>
<th>Award</th>
<th>Category</th>
<th>Career</th>
<th>Offered</th>
<th>Accepted</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU BOS Scholarships-NO</td>
<td>Scholarship</td>
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<td>500.00</td>
<td>0.00</td>
<td></td>
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<td>0.00</td>
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<td>100.00</td>
<td>100.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>1,350.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

To **reduce** an award, first accept it by clicking the corresponding Accept checkbox, edit the amount in the accepted box, then click the update totals button to recalculate the award total.

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<thead>
<tr>
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<th>Category</th>
<th>Career</th>
<th>Offered</th>
<th>Accepted</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU BOS Scholarships-NO</td>
<td>Scholarship</td>
<td>Graduate Studies</td>
<td>500.00</td>
<td>250.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Fulbright Scholarship</td>
<td>Scholarship</td>
<td>Graduate Studies</td>
<td>750.00</td>
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<td>100.00</td>
<td>✔️</td>
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<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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To cancel any selections you may have made, click the **Clear All** button.
6. Once you have completed the Accept/Decline awards section, click the **Submit** button.

   **Submit**

7. Click the **YES** button to continue or the **NO** button to cancel.

   **Accept/Decline**

   - Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

   **YES**  |  **NO**

8. Click the **OK** button.

   **Accept/Decline**

   **Submit Confirmation**

   - The Submit was successful.

   **OK**

   **NOTE:** After click the **OK** button, you will be taken back to the Awards Package screen where the following message will be displayed:

   “You have submitted your award acknowledgement. It is currently in Pending status. Check back later to see if your acknowledgement and/or changes were accepted.”

**Financial Aid Year 2013-2014**

You have submitted your award acknowledgement. It is currently in Pending status. Check back later to see if your acknowledgement and/or changes were accepted.

**Last Updated:** 02/24/2014 10:54:52AM  |  **Status:** Pending Update
9. **NOTE:** Contact the Financial Aid Office for assistance if changes are required after you have accepted or declined your awards.

If no further action is required, click the **Student Center** option from the **go to ...** drop-down list, and then click the **GO!** button, or click the Student Center link on your menu bar.