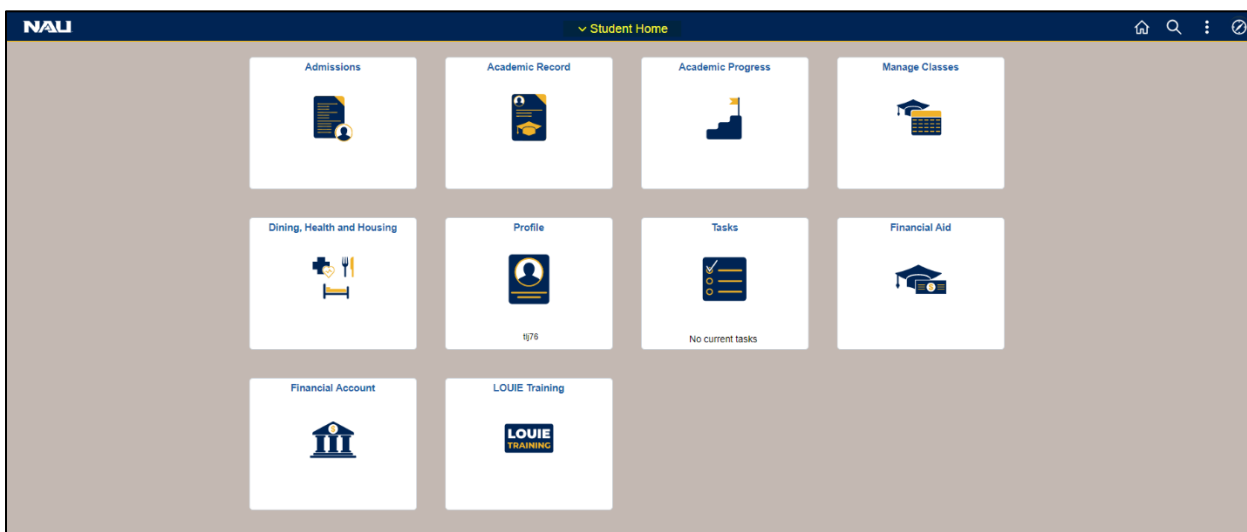


Instructions for Accepting, Declining or Reducing Financial Aid Offers (Loans)

1. Login to LOUIE.
2. Go to the “Student Home” page.



3. Select “Financial Aid”.

The screenshot shows the "Financial Aid" page. On the left is a sidebar menu with options like "Awards", "Summary", "Accept/Decline", "Disbursements", etc. The main content area is titled "Award Summary" and shows a table of financial aid awards. The table has columns for "Award Description/Category", "Award Status", "Award", and "Disbursed". The table is filtered by "Academic Year" and "Summer".

Award Description/Category	Award Status	Award	Disbursed
Faculty Staff Waiver	Accepted	3,425.00	0.00
Federal DL Unsub Loan - AY	Accepted	16,430.00	16,258.00
Federal DL PLUS for Grads - AY	Accepted	4,400.00	4,214.00
Totals		24,255.00	20,472.00

4. On the left-hand side of the screen, make sure you have the correct aid year selected.
 - a. If the correct aid year is not listed, click the “Change” button, and select the correct aid year.
5. To **accept or decline your awards**, click “Accept/Decline” from the menu on the left-hand side.

Instructions for Accepting, Declining or Reducing Financial Aid Offers (Loans)

Financial Aid

2021-2022 [Change](#)

Awards

Summary

[Accept/Decline](#)

Disbursements

Satisfactory Academic Progress

Consumer Information

Federal Work Study Eligibility

College Financing Plan

Financial Aid Summary

Award Summary

Academic Year: Summer

Display: Summary

Award Description/Category	Award Status	Award	Disbursed
Faculty Staff Waiver Waiver	Accepted	3,425.00	0.00
Federal DL Unsub Loan - AY Loan	Accepted	16,430.00	16,258.00
Federal DL PLUS for Grads - AY Loan	Accepted	4,400.00	4,214.00
Totals		24,255.00	20,472.00

Currency used is US Dollar

[Account Balance](#)

[Enroll in Payment Plan](#)

Based on review of your FAFSA, you have been offered the above aid intended to help fund your college expenses. You must accept, decline, or take further action in order to receive loan funds.

6. If you have already accepted your awards, the awards will show a status of “Accept”.

Financial Aid

2021-2022 [Change](#)

Accept/Decline

Status: Revised Package

[Submit](#) [Actions](#)

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Faculty Staff Waiver Waiver	Accept	<input type="checkbox"/>	3,425.00	3,425.00
Federal DL Unsub Loan - AY Loan	Accept	<input type="checkbox"/>	16,430.00	16,430.00
Federal DL PLUS for Grads - AY Loan	Accept	<input type="checkbox"/>	4,400.00	4,400.00
Faculty Staff Waiver - Summer Waiver	Accept	<input type="checkbox"/>	5,100.00	5,100.00
Federal DL Unsub Loan - Summer Loan	Accept	<input type="checkbox"/>	4,070.00	4,070.00
Federal DL PLUS for Grads-Smr Loan	Accept	<input type="checkbox"/>	1,821.00	1,821.00
Totals			35,246.00	35,246.00

Currency used is US Dollar

You may accept, reduce, or decline any Federal Work-Study or loans currently offered. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

[Entrance Interview & Prom Note Information](#)

7. If the “Award Decision” is not “Accept”, click the “Edit” button on the left-hand side of the screen.

Instructions for Accepting, Declining or Reducing Financial Aid Offers (Loans)

Financial Aid

2021-2022
Change

Accept/Decline

Status Revised Package

6 rows

Submit

Actions

Award Description/Category	Award Decision	Reduce	Offered	Accepted	
Faculty Staff Waiver	Accept	<input type="checkbox"/>	3,425.00	3,425.00	>
Federal DL Unsub Loan - AY	Accept	<input type="checkbox"/>	16,430.00	16,430.00	>
Federal DL PLUS for Grads - AY	Accept	<input type="checkbox"/>	4,400.00	4,400.00	>
Faculty Staff Waiver - Summer	Accept	<input type="checkbox"/>	5,100.00	5,100.00	>
Federal DL Unsub Loan - Summer	Accept	<input type="checkbox"/>	4,070.00	4,070.00	>
Federal DL PLUS for Grads-Smr	Accept	<input type="checkbox"/>	1,821.00	1,821.00	>
Totals			35,246.00	35,246.00	

Currency used is US Dollar
You may accept, reduce, or decline any Federal Work-Study or loans currently offered. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.
[Entrance Interview & Prom Note Information](#)

8. In the **"Award Decision"** column, choose the appropriate action that you are trying to complete: **Accept, Decline** or **Reset**.
 - a. **"Reset"** sets the awards back to their original state before you made any changes.

Financial Aid

2022-2023
Change

Accept/Decline

Status Successful

2 rows

Submit

Actions

Award Description/Category	Award Decision	Reduce	Offered	Accepted	
Federal DL Unsub Loan - AY	Accept	<input type="checkbox"/>	20,500.00	20,500.00	
Federal DL PLUS for Grads - AY	Accept	<input type="checkbox"/>	10,614.00	10,614.00	
Totals			31,114.00	31,114.00	

Currency used is US Dollar
You may accept, reduce, or decline any Federal Work-Study or loans currently offered. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.
[Entrance Interview & Prom Note Information](#)

9. To **reduce or change the amount** of the loan offered, click the **"Edit"** button on the left-hand side of the screen.

Instructions for Accepting, Declining or Reducing Financial Aid Offers (Loans)

Financial Aid

2021-2022 [Change](#)

Accept/Decline
Status Revised Package ⓘ

[✎](#) [⌵](#) [Submit](#) [Actions](#) 6 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Faculty Staff Waiver	Accept	<input type="checkbox"/>	3,425.00	3,425.00
Federal DL Unsub Loan - AY	Accept	<input type="checkbox"/>	16,430.00	16,430.00
Federal DL PLUS for Grads - AY	Accept	<input type="checkbox"/>	4,400.00	4,400.00
Faculty Staff Waiver - Summer	Accept	<input type="checkbox"/>	5,100.00	5,100.00
Federal DL Unsub Loan - Summer	Accept	<input type="checkbox"/>	4,070.00	4,070.00
Federal DL PLUS for Grads-Smr	Accept	<input type="checkbox"/>	1,821.00	1,821.00
Totals			35,246.00	35,246.00

Currency used is US Dollar

You may accept, reduce, or decline any Federal Work-Study or loans currently offered. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

[Entrance Interview & Prom Note Information](#)

10. To **reduce** your loan offer, click the checkbox under the **"Reduce"** column for the loan you want to adjust and then enter the amount of the loan you wish to accept under **"Accepted"**, then click **"Submit"** at the top left-hand side of the screen.

Financial Aid

2022-2023 [Change](#)

Accept/Decline
Status Revised Package ⓘ

[✎](#) [⌵](#) [Submit](#) [Actions](#) 2 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Federal DL Unsub Loan - AY	Accept	<input checked="" type="checkbox"/>	20,500.00	20,500.00
Federal DL PLUS for Grads - AY	Accept	<input type="checkbox"/>	10,614.00	10,614.00
Totals			31,114.00	31,114.00

Currency used is US Dollar

You may accept, reduce, or decline any Federal Work-Study or loans currently offered. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

[Entrance Interview & Prom Note Information](#)

11. You will receive a message confirming that you want to submit the award decision.

Do you want to submit this award decision?

[Yes](#) [No](#)

12. Once you click **"Yes"**, the changes are saved to your account.