Accepting and Declining Your Loans

How to Decline Loans:

Go to your Financials Hub

1) Login to your Workday Student Portal



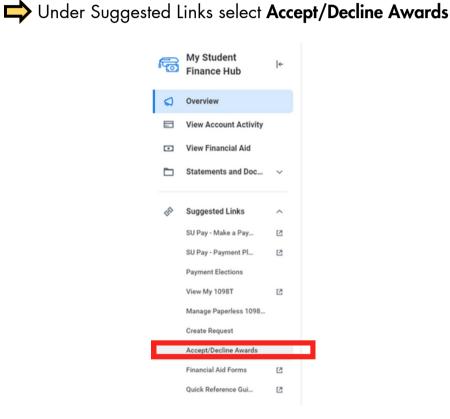
Menu

Apps Shortcuts

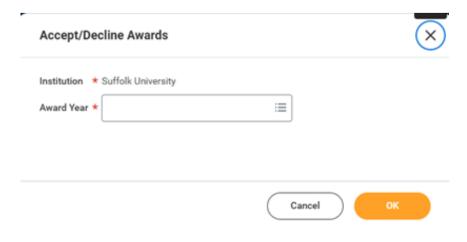
Your Saved Order

Academics Hub

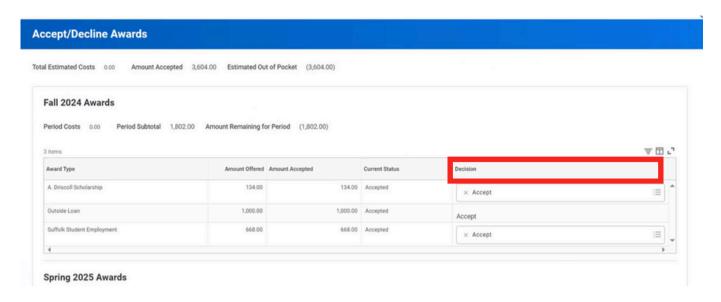
Financials Hub



2) Select the Award Year



3) Under the Decision column go to the loan(s) you would like to adjust and change **Accept** to **Decline**

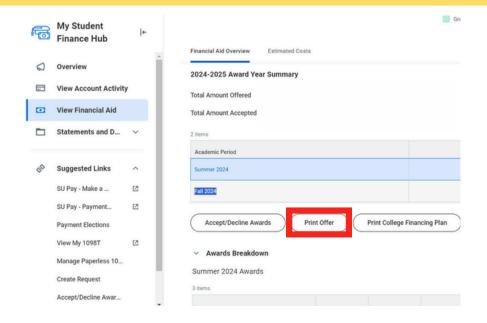


You will receive a message that says "If you decline you cannot accept in the future"

This is NOT accurate – if you change your mind and wish to borrow loans please reach out to Student Financial Services

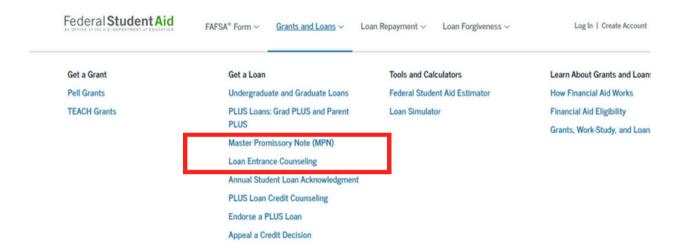
To view your Financial Aid Offer without the loans you can select **Print**Offer in the Financial Aid Overview section

Your offer letter will then download and appear in your Workday Notifications



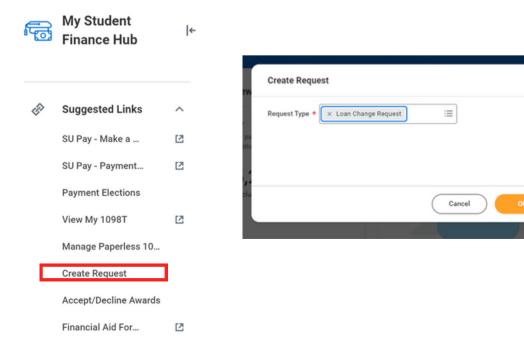
How to Accept Loans:

- First-time loan borrowers will need to complete <u>Entrance Counseling</u> and the <u>Master Promissory Note</u> for the Federal Subsidized, Unsubsidized, and PLUS Loans.
- This can be completed through **www.studentaid.gov** under "Grants and Loans" tab on the homepage. Once completed it will take approximately 24-48 hours for Student Financial Services to be notified.



How to accept loan(s) if you previously declined them:

You can accept the loan by creating a request in Workday in your **Financials Hub**. Select **Create Request** and search **Loan Change Request** then enter the loan name and amount of the loan you want to accept.



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