Self Service: Student

## Accept/Decline Awards

Students may use Self Service to accept or decline a Perkins Loan and a Work Study Award.

| Step | Action |
| :---: | :---: |
| 1. | Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <br> - Enter your Username and Password and click the Go icon. <br> - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2. | On the Student Center page in the Finances section, click the Accept/Decline Awards link. |
| 3. | Financial Aid <br> Select Aid Year to View <br> Click the aid year you wish to view <br> On the Financial Aid Select Aid Year to View page, select a link in the Aid Year column to view all awards. |

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| 4. |  <br> On the Award Package page in the Award column, select the Federal Perkins Loan link. |
| :---: | :---: |
| 5. |  <br> The Award Detail page displays for you to review the award amount and terms of the loan. |
| 6. | Select the Return to Award Package link. |

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| 7. | Financial Aid |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Award Package |  |  |  |  |  |  |
|  | Financial Aid Year 2012-2013 |  |  |  |  |  |  |
|  | 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. |  |  |  |  |  |  |
|  | Award | Category | Career | Offered | Accepted | Accept | Decline |
|  | Federal Perking Loan | Loan | Undergraduate | 1,800.00 | 1,800.00 | จ | $\square$ |
|  | Federal Work Study | Work/Study | Undergraduate | 2,000.00 | 0.00 | $\square$ | $\square$ |
|  | $\begin{aligned} & \text { Federal PELL } \\ & \text { Grant } \end{aligned}$ | Grant | Undergraduate | 2,775.00 | 2,775.00 | จ | $\square$ |
|  | Federal SEOG | Grant | Undergraduate | 400.00 | 400.00 | マ | $\square$ |
|  | College <br> Scholarship 1 | Scholarship | Undergraduate | 5,000.00 | 5,000.00 | V | $\square$ |
|  | Unsubsidized Direct Loan | Loan | Undergraduate | 4,500.00 | 4,500.00 | , | $\square$ |
|  | Processed TAPFall | Grant | Undergraduate | 1,950.00 | 1,950.00 | $\square$ | $\square$ |
|  | Subsidized Direct Loan | Loan | Undergraduate | 4,500.00 | 4,500.00 | 『 | $\square$ |
|  | Total |  |  | 22,925.00 | 19,125.00 |  |  |
|  | Currency used is US Dollar. |  | accept all decline all |  | clear all update totals |  |  |
|  |  |  |  |  |  |  | Submit |
|  | Select either the Accept or Decline $\sqrt{\bar{\nabla}}$ checkbox for the viewed award. |  |  |  |  |  |  |
| 8. | Click the Federal Work Study link. |  |  |  |  |  |  |

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