Accepting/Rejecting Financial Aid on Portal

Only students who have already set up their student portal login will be able to accept or reject their awards. Instructions for setting up the login are sent to new students from the Registrar’s Office once registered for classes.

IMPORTANT – Before accepting your awards:

1. Use the Student Budget Worksheet to help you determine how much you will need to borrow.
	1. [Online Student Budget Worksheet](https://www.clarkssummitu.edu/admissions/future-undergraduate-students/undergraduate-financial-aid/financial-forms-resources/withdrawals-refunds/)
	2. [On-campus Student Budget Worksheet](https://www.clarkssummitu.edu/admissions/future-undergraduate-students/undergraduate-financial-aid/financial-forms-resources/withdrawals-refunds/)
2. Read the [*Terms and Conditions*](https://www.clarkssummitu.edu/wp-content/uploads/2016/12/FA_Terms_Conditions.docx) of your financial aid. By accepting your awards, we assume you agree to these terms.
3. **New students receiving loans\*** – Go to [www.studentloans.gov](http://www.studentloans.gov) (School Code 002670)
	1. Complete the Entrance Counseling
	2. Electronically sign your Master Promissory Note (MPN)

**To accept, reject, or change your awards on Portal:**

1. Go to the Portal homepage at <https://portal.ClarksSummitU.edu>, and log in.
2. On the left side of the screen, click on “My Financial Aid.”
3. The menu will drop down. Click on “Award Letter.”
4. Select correct enrollment (this will only be available if you have more than one enrollment).
5. From the appropriate academic year, click on “Review Award Details.”
6. Look your aid over carefully. Loans are displayed first. Your grants and scholarships are below that. If you have any questions about any of your aid or something does not look right, STOP. Contact the Financial Aid Office at 800.451.7664 x9215 or email financialaid@ClarksSummitU.edu.

**Students who wish to receive their loan for only one semester must contact the Financial Aid Office.**

For maximum loan amounts based on grade level and dependency status as well as other information such as interest rates and bank, or “origination,” fees, visit the [Federal Student Aid](http://www.studentaid.ed.gov/types/loans/subsidized-unsubsidized) website.

Accepting Awards

1. If you desire a lesser amount of the loans shown, enter the new amount in the box. Click “Recalculate Awards” to the lower right. Your new loan disbursement amounts and bank fees will display. KEEP IN MIND THAT ALTHOUGH YOU WILL ONLY RECEIVE THE AMOUNTS DISPLAYED UNDER EACH TERM, YOU WILL BE RESPOSIBLE TO REPAY THE TOTAL LOAN AMOUNT, WHICH INCLUDES THE BANK FEE.
2. Place a check mark in the Accept/Reject box to the right of the awards (both loans and grants and scholarships) that you wish to accept. (Leave unchecked the boxes for loans you wish to reject).
3. Click “Accept All Awards” toward the bottom of your screen.

Rejecting Awards

1. To reject any remaining loans, go back into your award letter by clicking “Review Award Details.” Place a check mark in the box to the right of the loan you wish you reject, and click on “Reject Awards” toward the bottom of the screen.

**\* New students must complete** [**Entrance Counseling**](https://studentloans.gov/myDirectLoan/index.action) **and sign the** [**MPN**](https://studentloans.gov/myDirectLoan/index.action) **before their loans can be approved by the Financial Aid Office. You should do this before accepting your awards­­­ on** [**Portal**](https://portal.clarkssummitu.edu/)**. (School Code 002670)**