

Accepting/Declining Your Award

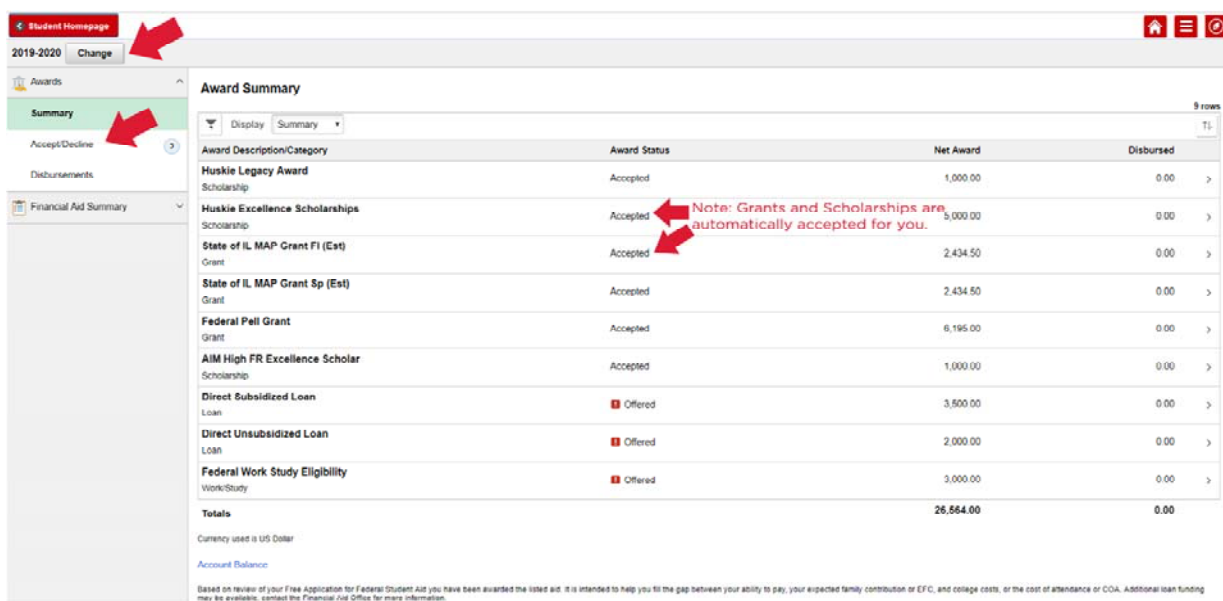
After logging in to MyNIU Student System at myniu.niu.edu, click on **Financial Aid** tile.



You must **accept** or **decline** your awards in a timely manner or you run the risk of losing the funding or being charged incorrectly.

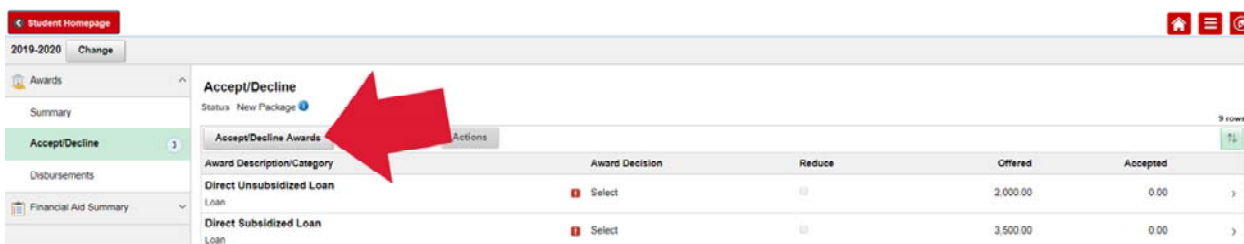
Select the current year to view/accept/decline awards. From the left navigation, click **Accept/Decline**.

Note: Grants and Scholarships are automatically accepted for you.



Award Description/Category	Award Status	Net Award	Disbursed
Huskie Legacy Award Scholarship	Accepted	1,000.00	0.00
Huskie Excellence Scholarships Scholarship	Accepted	5,000.00	0.00
State of IL MAP Grant FI (Est) Grant	Accepted	2,434.50	0.00
State of IL MAP Grant Sp (Est) Grant	Accepted	2,434.50	0.00
Federal Pell Grant Grant	Accepted	6,195.00	0.00
AIM High FR Excellence Scholar Scholarship	Accepted	1,000.00	0.00
Direct Subsidized Loan Loan	Offered	3,500.00	0.00
Direct Unsubsidized Loan Loan	Offered	2,000.00	0.00
Federal Work Study Eligibility Work/Study	Offered	3,000.00	0.00
Totals		26,564.00	0.00

Click **Accept/Decline Awards** button.



Award Description/Category	Award Decision	Reduce	Offered	Accepted
Direct Unsubsidized Loan Loan	Select	<input type="checkbox"/>	2,000.00	0.00
Direct Subsidized Loan Loan	Select	<input type="checkbox"/>	3,500.00	0.00

Accept All Awards (To reduce, see the next step)

To accept all awards, click **Actions**, select **Accept All**. When you are finished, click **Submit**.

The screenshot shows the 'Accept/Decline' interface. A red arrow points to the 'Submit' button. A dropdown menu is open, showing 'Accept All', 'Decline All', and 'Reset All' options. The table below shows the following data:

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Direct Unsubsidized Loan	Accept	<input type="checkbox"/>	2,000.00	2,000.00
Direct Subsidized Loan	Accept	<input type="checkbox"/>	3,500.00	3,500.00
Federal Work Study Eligibility	Accept	<input type="checkbox"/>	5,000.00	5,000.00

Accept/Decline/Reduce Individual Award

1. For each award, choose your award decision from the drop down. You can decline the offer if you don't need the loan.
2. If you need the loan, but not as much as is listed on the award letter, you can reduce the amount by checking the **Reduce** box.
3. Specify the adjusted amount that you want to accept.
4. When you are finished, click **Submit**.

The screenshot shows the 'Accept/Decline' interface with several annotations. A red arrow points to the 'Submit' button with the text '4. Submit to save'. Another red arrow points to the 'Accept' dropdown menu with the text '1. Accept or Decline'. A third red arrow points to the 'Reduce' checkbox for the 'Direct Subsidized Loan' with the text '2. Check box to reduce'. A fourth red arrow points to the 'Accepted' amount field (3,500.00) for the 'Direct Subsidized Loan' with the text '3. Specify amount'. The table below shows the following data:

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Direct Unsubsidized Loan	Select	<input type="checkbox"/>	2,000.00	0.00
Direct Subsidized Loan	Accept	<input checked="" type="checkbox"/>	3,500.00	3,500.00
Federal Work Study Eligibility	Accept	<input type="checkbox"/>	5,000.00	0.00
Federal Pell Grant	Decline	<input type="checkbox"/>	6,195.00	6,195.00
AIM High FR Excellence Scholar	Reset	<input type="checkbox"/>	1,000.00	1,000.00

Please note: Once a loan has been reduced, it cannot be reinstated to original offered amount in MyNIU. You will have to contact Financial Aid and Scholarship Office.

A confirmation message will display. Click **Yes** to submit the award decision.

