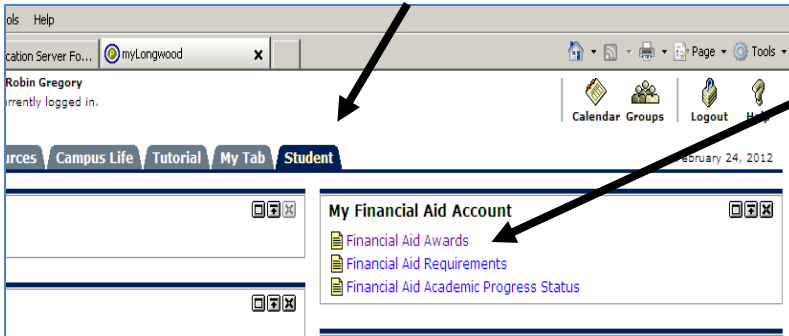


# How to Accept Your Financial Aid

(This is also in video form on our Financial Aid website)

1. Once your deposit has been paid and you receive your sign-on information from Longwood in the mail, log into MyLongwood (<https://my.longwood.edu/cp/home/displaylogin>) using your LancerNet ID and password; click the "student" tab.



-Click on **Financial Aid Awards** to view your financial aid package!

Additional Information:

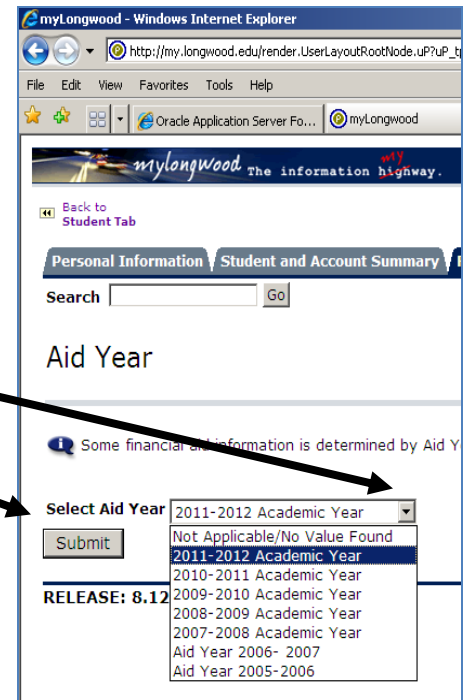
- Click on **Financial Aid Requirements** to see any documents or other requirements we need from you!

-Click on **Financial Aid Academic Progress Status** to view your status after the end of the each academic year.

2.

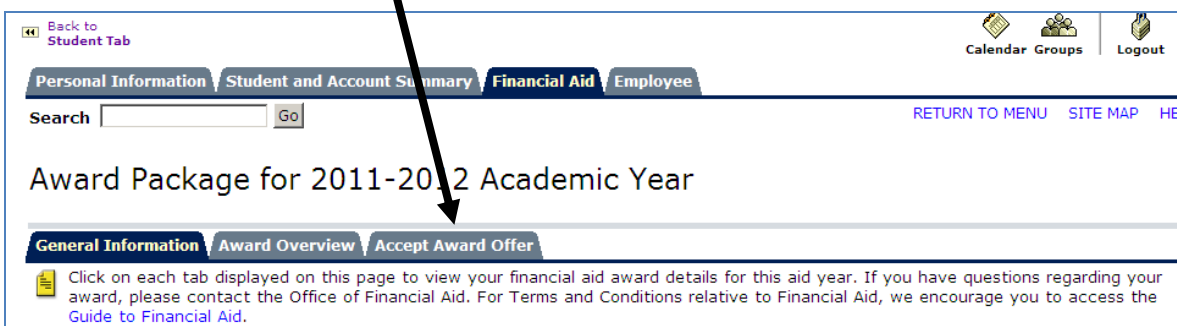
-Click the arrow to get a drop down box for the academic year.

- Choose "2013-2014 Academic Year" and click **submit**



3.

You can view your awards by clicking the "Accept Award Offer" tab.



# 4.

This will display the options you have to accept your financial aid. You may:

- Accept the full amount of all the awards offered by clicking the “Accept Full Amount All Awards” button.
- For each fund, you have three choices:
  - Undecided-if you would like to wait to make a decision
  - Decline-if you do not need/want the aid offered
  - Accept-you can use this feature if you would like to accept only a partial amount of the offered aid. You can put the dollar amount you wish to accept in the “Accept Partial Amount” block.

Once you make your decision, click the “Submit Decision” button. If you would like an explanation of any award, click that fund, highlighted in blue.

**IMPORTANT!** Click on any of the specific **Award fund** links or **Award Messages and General Messages** below for further instructions on acceptance of awards.

Contact the **Office of Financial Aid** if you wish to change an award that is in Accepted, Declined, or Cancelled status, or if you wish to make changes to an individual term award amount.

Award Decision						
Fund	Status	Fall 2011	Spring 2012	Total Accept Award	Accept Partial Amount	Lender
<a href="#">Federal Direct Sub Loan</a>	Student Accept Self Service	\$1,232.00	\$592.00	\$1,824.00		
<a href="#">Federal Direct Unsub Loan</a>	Offered	\$3,000.00		\$3,000.00	Undecided	
<a href="#">Employee Free Class</a>	Accepted	\$1,845.00	\$1,494.00	\$3,339.00		
<a href="#">Longwood Grant</a>	Accepted	\$1,000.00	\$900.00	\$1,900.00		
<b>Total</b>		\$7,077.00	\$2,986.00	\$10,063.00		

Accept Full Amount All Awards      Submit Decision

# 5.

Contact the **Office of Financial Aid** if you wish to change an award that is in Accepted, Declined, or Cancelled status, or if you wish to make changes to an individual term award amount.

Award Decision						
Fund	Status	Fall 2011	Spring 2012	Total Accept Award	Accept Partial Amount	Lender
<a href="#">Federal Direct Sub Loan</a>	Student Accept Self Service	\$1,232.00	\$592.00	\$1,824.00		
<a href="#">Federal Direct Unsub Loan</a>	Student Accept Self Service	\$3,000.00		\$3,000.00		
<a href="#">Employee Free Class</a>	Accepted	\$1,845.00	\$1,494.00	\$3,339.00		
<a href="#">Longwood Grant</a>	Accepted	\$1,000.00	\$900.00	\$1,900.00		
<b>Total</b>		\$7,077.00	\$2,986.00	\$10,063.00		

**Unsatisfied Disbursement Requirements**

Requirement	Status	As of Date	Fund	Source Term Instructions
<a href="#">Direct Loan Master Promissory Note</a>	Requested from student	Mar 02, 2012	Federal Direct Unsub Loan	

The Outstanding Requirement link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement. Select the Requirement Messages link for messages pertaining to the above requirements.

Once you click the **submit decision button**, you will see this screen. Any requirements that are needed will show at the bottom under “Unsatisfied Disbursement Requirements”. Click on the requirement and it will give you instructions or take you to the correct link!

## Additional Information

Statuses:

- Student Accept Self Service – student accepted the award on MyLongwood
- Accepted – Student accepted either by email, in person, or the fund is set up as an automatic accept
- Offered – the award is still in an offered status and needs your action