

Instructions for Accepting 2011-2012 Financial Aid

Once you log into your my.evergreen.edu account, follow these steps to view and accept award offers.

1. Click on **Student Services, Financial Aid, Enrollment Verification**
2. Click on **Financial Aid**
3. To view your award information and accept or decline your awards, click on **My Award Information**.
4. Choose **Award By Aid Year** and then choose 2011-2012.
5. Please read the information on the "General Information" tab carefully, and progress through each tab before accepting your award offer.
6. The "Award Overview" tab shows you how your overall need is calculated, your total cost of attendance, and a summary of the awards offered to you. **You cannot accept or decline your awards on this tab.**
7. The Resources/Additional Information tab will list any outside scholarships or other resources you may be receiving.
8. The Terms and Conditions tab includes the terms and conditions of receiving financial aid at Evergreen. **Please read all information on this tab carefully before accepting the terms and conditions.** Accepting these terms and conditions **DOES NOT** mean you are accepting all of the awards offered to you. PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.
IF YOU DO NOT ACCEPT YOUR TERMS AND CONDITIONS AND AWARDS WITHIN 45 DAYS, YOUR AID WILL BE CANCELLED. **SOME AID CANNOT BE REINSTATED.**
9. The Accept Award Offer screen shows the types and amounts of Financial Aid you have been offered. You can use the drop down menu under the "Accept Award" column to accept or decline the awards that are listed here, or you can use the "Accept Full Amount All Awards" button to accept everything you have been offered. Please print a copy of your award screen for your records.
10. If you are accepting a Federal Direct Subsidized or Unsubsidized loan for the first time, you will need to complete Direct Loan Entrance Counseling and an Electronic Master Promissory Note. Your entrance counseling and E-mpn can be completed at <http://studentloans.gov> You will sign in using the same PIN you used to complete the FAFSA.
*If you have received a Direct Loan at a previous school, you **may** not need to complete a new master promissory note.*

11. If you have a Perkins Loan as part of your aid offer you will receive an email in the next week from SignMyLoan asking you to complete the Perkins Loan application process. Please make sure you complete the process through the link provided in the email from SignMyLoan if you plan to receive these funds. Due to a very small amount of funding, not all students are offered Perkins Loans so don't be alarmed if you do not see a Perkins Loan offer on your award screen.
12. Please visit our website at <http://www.evergreen.edu/financialaid/offers.htm> to view specific information about each type of aid you have been offered. This resource page lists all of the possible types of aid at Evergreen and the terms and conditions for each fund.
13. Still have questions about how to accept your aid? Visit our "Accept Your Financial Aid" page at <http://www.evergreen.edu/financialaid/notification.htm>, reply to this email, or call us at 360-867-6205.

Welcome To Evergreen!

The Office of Financial Aid
The Evergreen State College
Olympia, WA 98505
finaid@evergreen.edu
360-867-6205

