

## Instructions for Accepting Financial Aid

1. View your Financial Aid Award Screen by signing into your my.evergreen account. Then click on “Financial Aid.”
2. To view your award information and accept or decline your awards, click on "My Award Information".
3. Choose "Award By Aid Year" and then choose the current academic year.
4. Please read the information on the "General Information" tab carefully, and progress through each tab before accepting your award offer.
5. 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.
6. The Resources/Additional Information tab will list any outside scholarships or other resources you may be receiving. If you are receiving one and it is not listed here, please contact the Financial Aid Office.
7. The "Terms and Conditions" tab lists information about each of the awards you have been offered. **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.
8. 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. **Print a copy of your award screen for your records.**
9. If you are accepting a Federal Direct Subsidized or Unsubsidized Loan for the first time at Evergreen, you will need to complete Direct Loan Entrance Counseling and an Electronic Master Promissory Note at: [www.studentloans.gov](http://www.studentloans.gov) Please note that the Federal government has made some changes around interest subsidy and have put a time limitation for first time borrowers. For more information please visit [www.evergreen.edu/financialaid/loans-direct.htm](http://www.evergreen.edu/financialaid/loans-direct.htm)
10. If you are a dependent student and you have been offered a Parent Plus Loan, your parent can log in to [www.studentloans.gov](http://www.studentloans.gov) to accept the loan. If you are a graduate student and you have been offered the Graduate Plus Loan, you will log into [www.studentloans.gov](http://www.studentloans.gov) and complete the Plus Loan application as a Graduate Student. This loan cannot be accepted via my.evergreen.edu.
11. If you have been awarded a Federal Perkins Loan, you will need to sign a promissory note and/or update your loan information with SignMyLoan. Once you accept your Perkins Loan, you will receive instructions via email from SignMyLoan on how to complete the process. If these requirements are not completed, your loan may be cancelled and cannot be reinstated.
12. Still have questions about how to accept your aid? Please call, email, or come by our office so we can help you.