How to View Accept/Reduce/Decline Graduate Loan Offer

Note: If you are registered for at <u>least 6 credits</u> in a summer session, you must submit the 'Direct Loan Processing Form' to include a summer loan payment.

- **Login in to CUNYfirst:**

- Bring down the drop-down menu and click on '**Student Center'**

- Click on the Financial Aid Tile – Use the **'Change'** button if current aid year is not the default
- Then select **'Awards'**
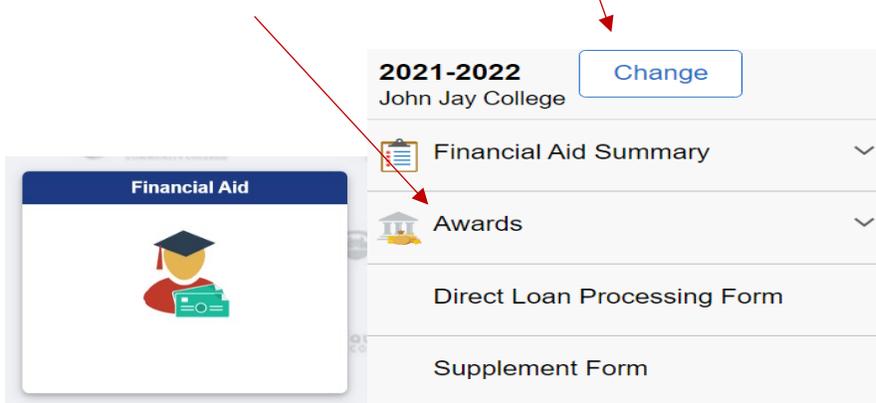
- Select **Accept/Decline** from the side menu.
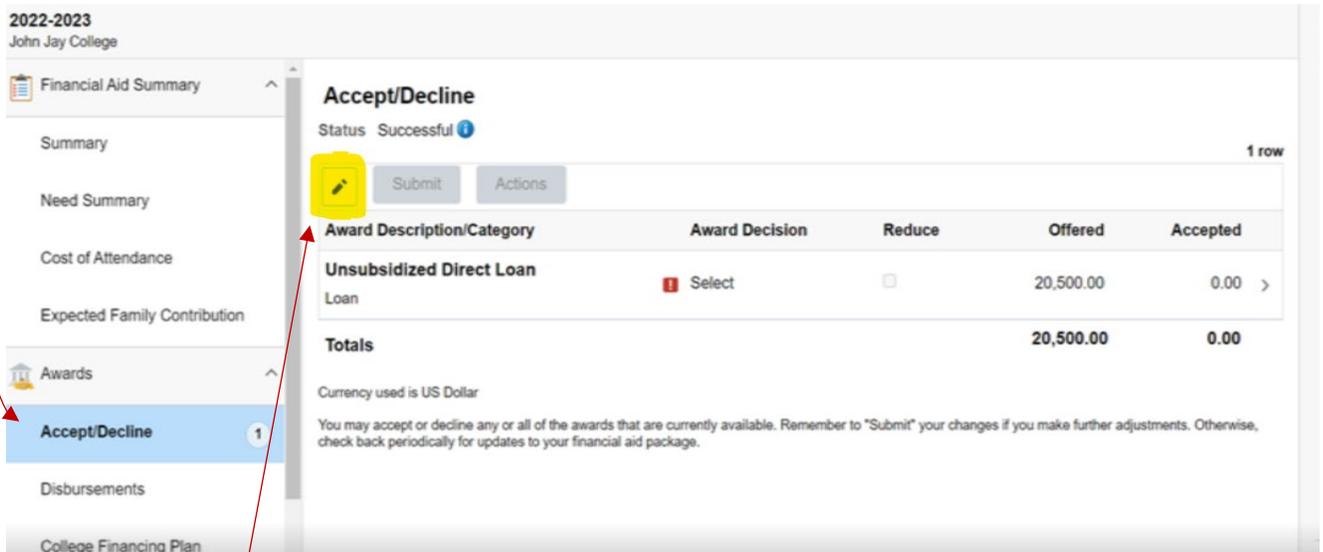
- Select the pencil icon in the top left corner above the award description to activate the Submit and Actions buttons
- To **Accept/Decline** the <u>full amount</u> offered to you, choose the option in the dropdown under **'Award Decision'**.
- Select **'Submit'** to complete transaction.
- To <u>**Reduce**</u> the offer: select 'Accept' – **This will activate the reduce checkbox – check the box to <u>reduce</u>.**
  - This will open up the accepted column and allow you to enter the amount desired. ***Keep in mind this amount will be <u>split evenly among the Fall & Spring semesters only</u>. If you are taking at least 6 credits in the Summer semester you must submit the direct loan processing form.**
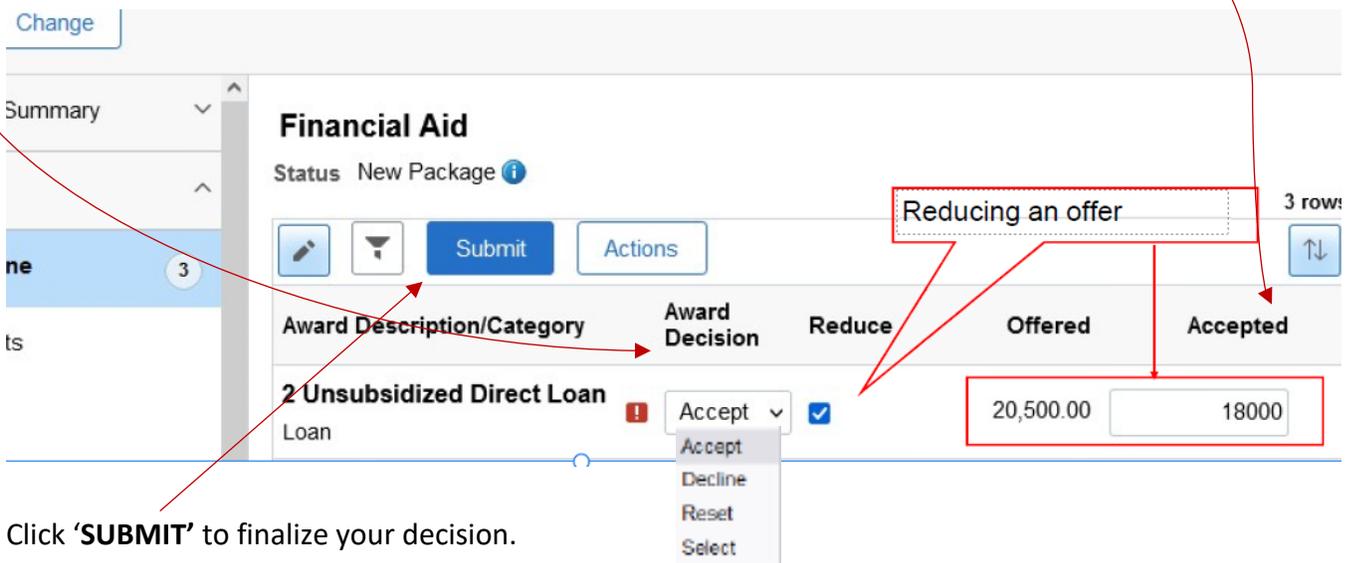
- Click '**SUBMIT'** to finalize your decision.

CUNY John Jay College of Criminal Justice