ACCEPTING/DECLINING STUDENT LOANS

HOW TO ACCEPT OR DECLINE YOUR STUDENT LOANS:

1. LOGIN TO YOUR ACCOUNT AT **www.myuwg.westga.edu**.
2. CLICK THE "BANWEB" TAB.
3. CLICK "STUDENT SERVICES AND FINANCIAL AID".
4. CLICK "FINANCIAL AID".
5. CLICK "MY AWARD INFORMATION".
6. CLICK "AWARD PACKAGE INFORMATION AND ACCEPTANCE BY AID YEAR".
7. USE THE "SELECT AID YEAR" DROP-DOWN BOX TO CHOOSE THIS AID YEAR.
8. CLICK THE "RESOURCES" TAB AND ANSWER THE AUTHORIZATION STATEMENT REGARDING FEES AND FINANCIAL AID, SCROLL DOWN AND HIT "SUBMIT".
9. CLICK THE "ACCEPT AWARD OFFER" TAB AND DO ONE OF THE FOLLOWING:
   - ACCEPT EVERYTHING - SELECT "ACCEPT FULL AMOUNT ALL AWARDS".
   - DECIDE FOR EACH AWARD - "ACCEPT" OR "DECLINE" LOANS FROM EACH DROP-DOWN BOX.
   - ACCEPT PARTIAL AMOUNTS - SELECT "ACCEPT" AND ENTER AN AMOUNT IN THE "ACCEPT PARTIAL AMOUNT" FIELD.
   - SPLIT AN AWARD TO INCLUDE SUMMER OR CANCEL A LOAN NO LONGER NEEDED – SEND AN E-MAIL TO **finaid@westga.edu** WITH YOUR REQUEST. PLEASE ALLOW 24-48 HOURS FOR THE CHANGE TO BE REFLECTED ON YOUR BREAKDOWN BILL.
     *** EXAMPLES: "PLEASE SPLIT MY LOANS OVER FALL, SPRING, AND SUMMER SEMESTERS" OR "PLEASE CANCEL MY UNSUBSIDIZED LOAN FOR THIS YEAR, I NO LONGER NEED IT."

IF THIS IS YOUR FIRST SEMESTER EVER TO RECEIVE STUDENT LOANS AT **UWG**, YOU **MUST** COMPLETE A LOAN ENTRANCE COUNSELING SESSION (LECS) AND A MASTER PROMISSORY NOTE (MPN). BOTH MUST BE COMPLETED TO RECEIVE YOUR LOANS.

TO ACCESS THE LECS AND MPN:

1. GO ONLINE TO **www.StudentLoans.gov** AND SIGN IN USING YOUR FAFSA PIN.
2. ON THE SPLASH PAGE, SELECT THE FIRST OPTION, "COMPLETE COUNSELING," AND THEN "ENTRANCE COUNSELING" TO ACCESS THE LECS. PRINT A COPY FOR YOUR RECORDS AFTER COMPLETION.
3. GO BACK TO THE SPLASH PAGE AND SELECT THE SECOND OPTION, "COMPLETE MASTER PROMISSORY NOTE." PRINT A COPY FOR YOUR RECORDS.