

How to Accept or Decline Your Federal Loan(s) in Voyager

If you haven't activated your Lawrence account yet, please start here: www.lawrence.edu/admissions/account-registration

1. Go to www.lawrence.edu/info/offices/financial-aid/loans
2. Click on the "Accept or Decline Loans in Voyager" link.

The screenshot shows the Lawrence University website's 'Loans' page. The navigation bar at the top includes 'Search', 'Deposit', 'Apply', 'Visit', 'Give', 'Afford', and 'MENU'. The main header features the Lawrence University logo and navigation links for 'About', 'Admissions', 'Academics', 'Conservatory', 'Athletics', 'Library', and 'Student Life'. The breadcrumb trail reads 'OFFICES & INFORMATION / OFFICES A-Z / FINANCIAL AID / LOANS'. The page title is 'Loans'. On the left, a sidebar menu lists 'Offices & Information', 'News', 'Directories', 'Offices A-Z', 'Financial Aid', 'Apply for Financial Aid', 'Contact', and 'Important Dates'. The main content area is titled 'Loan Options' and includes sections for 'Student Loan Options' (with links to Federal Direct Subsidized/Unsubsidized Loan, Federal Perkins Loan, and Private Student Loan Options), 'Parent Loan Options' (with links to Federal Parent PLUS Loan and Private Parent Loan Options), and 'Steps to Receiving Your Loan(s)'. A red arrow points to a blue button labeled 'Accept or Decline Loans in Voyager' located in a yellow box. Below this, the 'Additional Resources' section lists 'How to Accept Your Loan in Voyager (PDF)' and 'Federal Direct Stafford Loan Services'.

3. Login to Voyager.

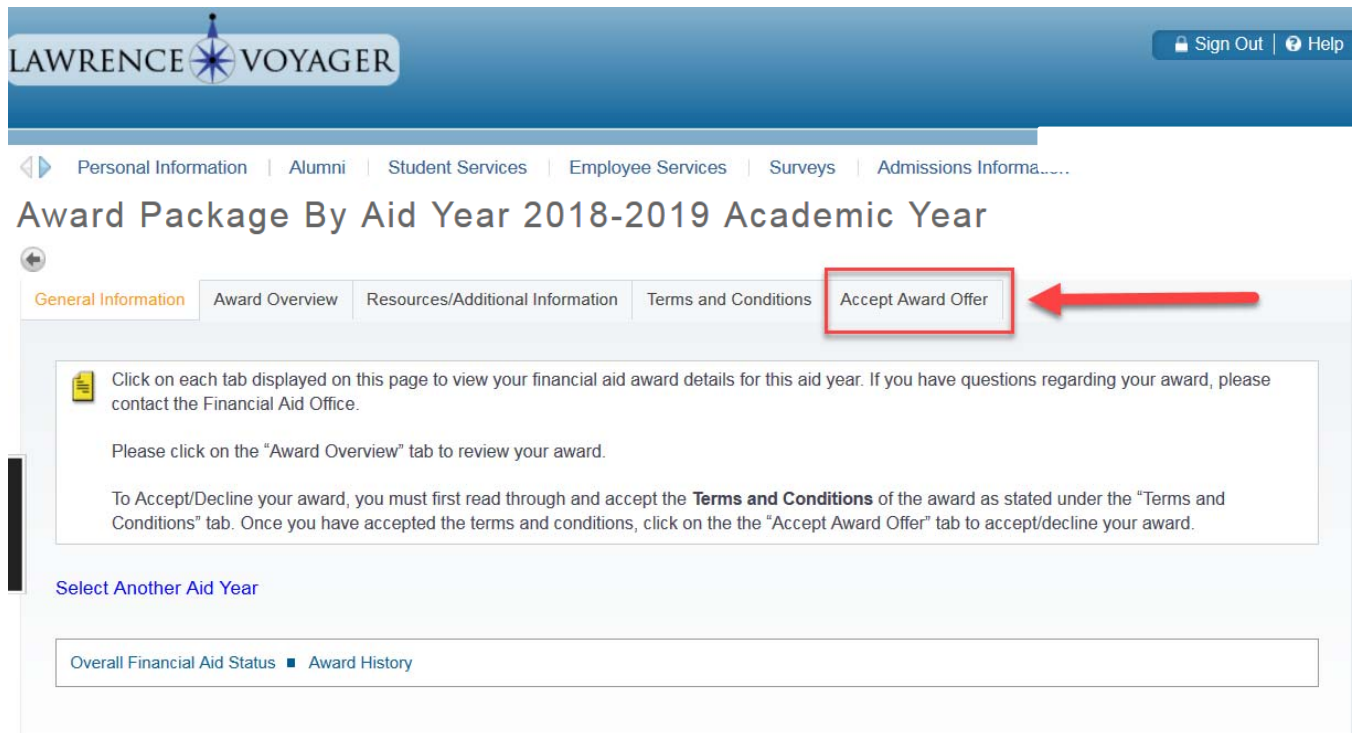
4. Click on “Accept Award Offer by Aid Year”

The screenshot shows the Lawrence Voyager website header with the logo and navigation links: Personal Information, Alumni, Student Services, Employee Services, Surveys, and Admissions Information. The main content area is titled 'Award Information' and contains three links: 'Award By Aid Year', 'Accept Award Offer by Aid Year', and 'Award History'. The 'Accept Award Offer by Aid Year' link is highlighted with a red box, and a red arrow points to it from the right. A vertical 'Feedback' button is visible on the left side of the page. The footer contains the copyright notice: © 2017 Ellucian Company L.P. and its affiliates.

5. Select the Aid Year and click on the “Submit” button

The screenshot shows the Lawrence Voyager website header with the logo and navigation links: Personal Information, Alumni, Student Services, Employee Services, Surveys, and Admissions Information. The main content area is titled 'Select Aid Year' and contains an information box with the text: 'Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid). To define or redefine the aid year, select the aid year from the pull-down list below, then click Submit.' Below the information box is a dropdown menu labeled 'Select Aid Year' with the value '2018-2019 Academic Year' selected. A 'Submit' button is located below the dropdown menu, and a red arrow points to it from the right. A vertical 'Feedback' button is visible on the left side of the page. The footer contains the copyright notice: © 2017 Ellucian Company L.P. and its affiliates.

6. Click on the “Accept Award Offer” tab



The screenshot shows the Lawrence Voyager website interface. At the top, there is a navigation bar with the logo and the text "LAWRENCE VOYAGER". To the right of the logo, there are links for "Sign Out" and "Help". Below the navigation bar, there is a secondary navigation bar with links for "Personal Information", "Alumni", "Student Services", "Employee Services", "Surveys", and "Admissions Informa...". The main content area is titled "Award Package By Aid Year 2018-2019 Academic Year". Below the title, there is a tabbed interface with five tabs: "General Information", "Award Overview", "Resources/Additional Information", "Terms and Conditions", and "Accept Award Offer". The "Accept Award Offer" tab is highlighted with a red box, and a red arrow points to it from the right. Below the tabs, there is a message box with a yellow icon and text: "Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office." Below this message, there are two paragraphs of text: "Please click on the 'Award Overview' tab to review your award." and "To Accept/Decline your award, you must first read through and accept the **Terms and Conditions** of the award as stated under the 'Terms and Conditions' tab. Once you have accepted the terms and conditions, click on the the 'Accept Award Offer' tab to accept/decline your award." Below the message box, there is a link "Select Another Aid Year". At the bottom of the page, there is a box with the text "Overall Financial Aid Status" and a link "Award History".

7. Review your **three options**

- **Option 1:** Accept all of the loans offered to you.
- **Option 2:** Choose Decline or Accept for each loan.
- **Option 3:** Accept a partial amount of your loan.

Option1: Accept all of the loans offered to you.

A) Click on the “Accept Full Amount All Awards” button at the bottom of the screen.

Award Package By Aid Year 2018-2019 Academic Year



General Information Award Overview Resources/Additional Information Terms and Conditions

Print



Options for Accept Award Offers include:

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Award Decision

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Direct Subsidized Loan	Offered	Fall Term 2018	\$1,167.00	Select Decision ▼	<input type="text"/>
	Offered	Winter Term 2019	\$1,167.00	Select Decision ▼	<input type="text"/>
	Offered	Spring Term 2019	\$1,166.00	Select Decision ▼	<input type="text"/>
Fund Total:			\$3,500.00		
Federal Direct Unsubsidized Loan	Offered	Fall Term 2018	\$667.00	Select Decision ▼	<input type="text"/>
	Offered	Winter Term 2019	\$667.00	Select Decision ▼	<input type="text"/>
	Offered	Spring Term 2019	\$666.00	Select Decision ▼	<input type="text"/>
Fund Total:			\$2,000.00		

Accept Full Amount All Awards

Submit Decision

Option 2: Choose Decline or Accept for each loan.

A) Choose Accept or Decline from the “Accept Award” drop-down menu

B) Click on the “Submit Decision” button when finished

Award Package By Aid Year 2018-2019 Academic Year

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General Information | Award Overview | Resources/Additional Information | Terms and Conditions | **Accept Award Offer**

[Print](#)

Options for Accept Award Offers include:

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3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Award Decision

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Direct Subsidized Loan	Offered	Fall Term 2018	\$1,167.00	Accept	
	Offered	Winter Term 2019	\$1,167.00	Accept	
	Offered	Spring Term 2019	\$1,166.00	Accept	
Fund Total:			\$3,500.00		
Federal Direct Unsubsidized Loan	Offered	Fall Term 2018	\$667.00	Decline	
	Offered	Winter Term 2019	\$667.00	Decline	
	Offered	Spring Term 2019	\$666.00	Decline	
Fund Total:			\$2,000.00		

Accept Full Amount All Awards | **Submit Decision** ←

Option 3: Accept a partial amount of your loan.

- A) Select Accept from the “Accept Award” drop-down menu
- B) Enter the amount in the “Accept Partial Amount” field
- C) Click on the “Submit Decision” button

Personal Information | Alumni | Student Services | Employee Services | Surveys | Admissions Information

Award Package By Aid Year 2018-2019 Academic Year

General Information | Award Overview | Resources/Additional Information | Terms and Conditions | **Accept Award Offer**

Print

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1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Award Decision

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Direct Subsidized Loan	Offered	Fall Term 2018	\$1,167.00	Accept	1000
	Offered	Winter Term 2019	\$1,167.00	Accept	1000
	Offered	Spring Term 2019	\$1,166.00	Accept	1000
Fund Total:			\$3,500.00		
Federal Direct Unsubsidized Loan	Offered	Fall Term 2018	\$667.00	Decline	
	Offered	Winter Term 2019	\$667.00	Decline	
	Offered	Spring Term 2019	\$666.00	Decline	
Fund Total:			\$2,000.00		

Accept Full Amount All Awards | **Submit Decision**

If you make a mistake or change your plans about accepting or declining your loan(s), please contact the Financial Aid Office.

Accepted loans can be declined, and declined loans can be accepted.

Contact the Financial Aid Office at 920-832-6583 or financial.aid@lawrence.edu.