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.

3. Login to Voyager.
4. Click on “Accept Award Offer by Aid Year”

5. Select the Aid Year and click on the “Submit” button
6. Click on the “Accept Award Offer” tab

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.
**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

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### Award Package By Aid Year 2017-2018 Academic Year

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Term</th>
<th>Amount</th>
<th>Accept Award</th>
<th>Accept Partial Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Subsidized Loan</td>
<td>Offered</td>
<td>Fall Term 2017</td>
<td>$1,167.00</td>
<td>Accept</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offered</td>
<td>Winter Term 2018</td>
<td>$1,167.00</td>
<td>Accept</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offered</td>
<td>Spring Term 2018</td>
<td>$1,166.00</td>
<td>Accept</td>
<td></td>
</tr>
<tr>
<td>Fund Total:</td>
<td></td>
<td></td>
<td>$3,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Direct Unsubsidized Loan</td>
<td>Offered</td>
<td>Fall Term 2017</td>
<td>$667.00</td>
<td>Decline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offered</td>
<td>Winter Term 2018</td>
<td>$667.00</td>
<td>Decline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offered</td>
<td>Spring Term 2018</td>
<td>$666.00</td>
<td>Decline</td>
<td></td>
</tr>
<tr>
<td>Fund Total:</td>
<td></td>
<td></td>
<td>$2,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Actions:**
- [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

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.