VIEWING AND RESPONDING YOUR FINANCIAL AID AWARD NOTICE

A STEP-BY-STEP GUIDE
1. Go to https://my.fiu.edu to access your awards Online.

2. Your Panther ID and password are necessary to access your awards online.
   - Newly Admitted Students: If you are logging in for the very first time, your default password is the date of birth in the format: ddMonYYYY
   - Your password is CASE SENSITIVE. You must CAPITALIZE the first letter of the MONTH.

   Example:
   Date of birth = April 20, 2009
   Your password = 20Apr2009

After you change your password, be sure to set your security questions. This will allow you to reset your password.
Accept/ Decline your Awards

- To access your awards Online, Click on Accept/Decline Awards in the Financial Aid section below Finances.

To view your accepted Financial Aid for each Fall/ Spring Term, click on View Financial Aid under Finances for the appropriate academic year.
To Accept / Decline / Reduce your Financial Aid Awards...

It is very **IMPORTANT** that you review **ALL** eligibility requirements for **EACH** award under **Accept/Decline Awards** by clicking on the hyperlinked award’s name.

- **All awards** must be accepted or declined and **submitted**.

- To accept or decline the entire award offer, click on the “**Accept All**” or “**Decline All**” buttons. Click **Submit** after all awards have been accepted and/or declined.

- To reduce a Federal Direct Loan award, accept the award and then make your changes inside the rectangular edit box.
The message for selected awards may instruct you to complete additional documents.

**IMPORTANT:** Every award will be adjusted or cancelled depending on the student’s eligibility and actual enrollment.

- Please be aware that **ALL AWARDS** are offered based on **FULLTIME** enrollment (Undergraduates **12+ credits**/Graduates **9+ credits**). Awards will be adjusted to meet actual current enrollment.

- **SUMMER AID ONLY:** The awards offered are based on varying enrollment levels.
  - **Attn: Pell Grant recipients:** the initial award is based on fulltime enrolment but will be adjusted based on actual enrollment AFTER the drop/add period.
  - All other aid grant aid offered is based on half time enrollment
  - (Undergraduates minimum of 6-8 credits/Graduates minimum 3 credits).

- **Note:** if your half time enrollment INCLUDES Summer B, aid **will not** be released for disbursement until Summer B drop/aid period.

- Summer Awards offered are contingent upon meeting the **Standards of Satisfactory Academic Progress (SAP)** which will be reviewed AFTER each Spring semester. Failure to meet SAP could result in the Cancellation of the summer awards Offered. Those students Not meeting SAP at the end of the Spring semester will be a sent a communication via FIU PantherMail
Federal Work Study Award

- You may be required to complete additional Forms after the acceptance of the award.

- **Federal Work Study** – You must accept/decline the award.

- After the award has been accepted, visit [onestop.fiu.edu](http://onestop.fiu.edu)
  
  - Click on **Financial Aid** followed by **Federal Work-Study** link under the Types of Aid section to learn more information about the FWS program.
  
  - Click on the **J.O.B.S.** link under “How does work-study work?” to view Hiring Departments.
  
  - Contact the selected Department of interest for an interview.
Searching for Federal Work-Study Jobs

1. Onestop.fiu.edu: Click Financial Aid

2. Click Federal Work-Study Link

3. Scroll down and click on J.O.B.S. Link

How does work-study work?

Once you have been awarded Work-Study by Financial Aid, you are required to find a job that would be affiliated with the Work-Study Program. Job postings are listed online through J.O.B.S. Link. Follow the application instructions listed for each job. There is no limit to the amount of positions you can apply for. However, you can only accept one work-study position per academic semester.

Work study jobs are not positions in which you are paid to study. Twice a month you will record the hours that you have worked and you will receive full payment for those hours according to the university payroll schedule. The money is not automatically applied toward school expenses. It is up to you to decide how you use the earnings from your job. Once your award has been depleted for the semester, you may continue working if your employer chooses to pay you from other funds.

It is your responsibility to know how much of your award you have used and how much is remaining for the semester. You can continue your work-study position in the following semester provided that you are still eligible for work study funds. Remember to reapply for work study when you renew your FAFSA.
Federal Direct Loan Awards

- You may only reduce the loan award prior to accepting it under Accept/Decline Awards.

- IMPORTANT: Reducing the amount of the loan will reduce the loan for the entire academic year, unless indicated that the loan is for a specific semester.

- Example:
  Direct Unsubsidized Loan $2000
  $1000 goes for the Fall and $1000 goes for the Spring. If you reduce this loan to $1000, you will receive $500 for the Fall and $500 for the Spring.

  Direct Unsubsidized Loan Fall $1000
  This loan is $1000 for the Fall term ONLY. Reducing the amount will only affect the Fall term.

- Once accepted, you will no longer be able to edit the amount. After acceptance, you will need to submit the Loan Request Form found on our website (Follow the steps: Onestop.fiu.edu >Financial Aid> Required Forms).
If you are a first time borrower, you must complete the following items on www.studentloans.gov:

- Direct Lending (DL) Master Promissory Note
- Entrance Interview

NOTE: Your awards will not be processed if the required documentation is not completed.
Graduate PLUS Loans

- A separate **Entrance & Exit Interview** and **Master Promissory Note** is required. This is in **addition** to the Stafford Entrance Counseling session for unsubsidized loans.

- Please view your accepted award on **my.fiu.edu** to determine the appropriate **Entrance Counseling Session** to complete.
Direct Loans: Signing the Master Promissory Note

If you are a first-time Federal Direct Loan borrower, using your Federal FAFSA PIN, complete and submit the electronic Master Promissory Note at: http://studentloans.gov/

You must obtain your FAFSA PIN to proceed with the Mater Promissory Note submission.
If you do not remember your FAFSA PIN (Personal ID Number) you may retrieve your PIN at www.pin.ed.gov for student/parent to sign the electronic Master Promissory Note.
Under federal regulations, **Perkins Loan Awards** will require the completion of a **Perkins Promissory Note** within **30 days** of the beginning of the term.

If you accept this loan you will be notified via your FIU Email with instructions regarding the completion and submission of the Perkins Loan Promissory Note.

Once you have completed all the requirements, click the **SUBMIT** button to confirm your award.
Loan Request Forms

- After receiving and accepting your awards, if you decide to decline or increase/reduce your loans, visit our website at onestop.fiu.edu, click on Financial Aid followed by Required Forms.

- Print and complete Loan Request Form for the academic school year of the desired loan(s). Graduate students and Undergraduate student have different forms. Print the form corresponding to you. Submit to PC 125 or fax it to 305.348.2346.

- Please allow 7-10 business days for Loan Request Forms to be processed. Be aware that the maximum for a loan to be increased is depend on your academic level.
Once you are on Campus Finances, click on View Financial Aid to view your Accepted Awards for each semester (Fall and Spring).
 Viewing your Awards

- Once you are on Campus Solutions Self-Service page, click on **7 more** under Campus Finances.
Select the correct **Aid Year** to view your awards for the Academic Year.

- **Aid Year 2014** is to view for **Fall 2013** and **Spring 2014** awards.
- **Aid Year 2013** is to view **Fall 2012, Spring 2013, Summer 2013** awards.

### Financial Aid

#### Select Aid Year to View

**Click the aid year you wish to view**

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<th>Institution</th>
<th>Aid Year Description</th>
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<td>Federal Aid Year 2013-2014</td>
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Accepting your Financial Aid Awards

To accept or decline an individual award, check the select box under the "Accept" or "Decline" column.

To confirm your selections, you must click the SUBMIT button.
If you have any questions regarding your financial aid award, you may communicate with us via the Live Chat at our website: onestop.fiu.edu under Financial Aid’s “Contact Us”.

Check our website regularly for up-to-date news, deadlines, and information.

Remain active on your my.fiu.edu account and check you To Do List for any required documentation asked from you.

Remember to remain active on your FIU Email address to receive financial aid correspondences and updates.
HAVE A WONDERFUL SEMESTER!

From the Financial Aid Office Staff