

STEPS TO SECURE FINANCIAL AID FUNDS

The information on this sheet will walk you through the process of accepting your financial aid package.

1. Review your award notification. Please contact our office if you have any questions regarding your awards.
2. You must read, understand and accept the **Terms and Conditions Governing Financial Aid Awards**. To do this, access your **UNA Portal** account, click the **Self-Service** tab, click **Financial Aid**, then click **Award, Award for Aid Year** and select the **current aid year**. Click the **Terms and Conditions** tab and click the link to read the actual terms and conditions. When you have finished, click **Accept**. If you have any questions regarding any of the listed terms and conditions, please contact our office before accepting them. **You cannot move on to the remaining steps on this page until you have completed this step.**

THE PREVIOUS STEP NEEDS TO BE COMPLETED IF YOU WILL RECEIVE PELL GRANT ONLY. IF LOANS ARE REQUESTED, STEPS 2 through 5 MUST BE COMPLETED.

3. To accept, reduce or decline your financial aid, access your **UNA Portal** account and click **Self-Service**, then click on **Financial Aid** and choose **Award**. Select **Award for Aid Year** and then the **current aid year**. Click on the **Accept Award Offer** tab.
4. If you accept a student loan, you must sign a Direct Loan Master Promissory Note (MPN) if you are obtaining a Direct Loan for the first time at UNA. While in the **Accept Award Offer** tab, you may click the link to sign the Direct Loan MPN or you may choose the **Sign My Direct MPN** link from the menu in **Self-Service**. You may also sign the MPN directly at www.studentloans.gov.
5. If you accept a student loan offer and have not previously completed loan entrance counseling, it must be completed before your loan will disburse. In **Self-Service**, click on **Financial Aid** and then click the link to **Direct Loan Entrance Counseling**. You may also complete this step directly at www.studentloans.gov. You may bring in the confirmation number or wait for our office to receive electronic notification that you have completed this step. Please do not confuse Loan **ENTRANCE** Counseling with Loan **EXIT** Counseling.
6. Be sure to check your financial aid requirements in **Self-Service** by selecting **Financial Aid, Financial Aid Status**, and **Student Requirements**. Outstanding requirements may prevent the timely disbursement of your financial aid.