

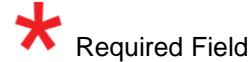
Overview:

This document explains how Students can accept and decline a financial aid awards in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, email the Business Office at businessoffice@findlay.edu.

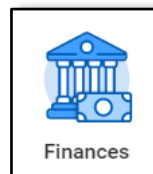
Icons referred to in this document



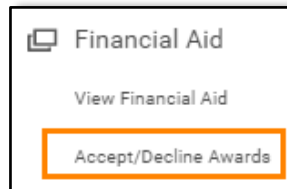
Accept/Decline Financial Aid

Students are not required to accept their loans, these are the awards that are available. They can be accepted in full or in part. Students are also allowed to accept some of their awards and decline others. For example, a student may decline a federal, unsubsidized loans, and accept their federal subsidized loans.

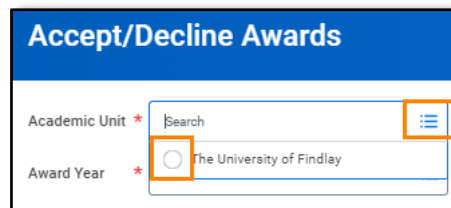
- Click the **Finances** application on the Workday home page.



- Under *Financial Aid*, click **Accept/Decline Awards**.

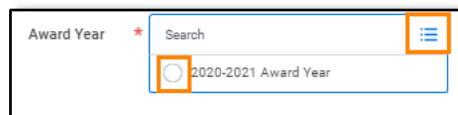


- Click the **Prompt** to select the **Academic Unit**.



- Click the **Prompt** to select the **Academic Year**.

Note: You will only be able to select Award Years for which you have Financial Aid to accept/decline.



- Click **OK**.
- Your Financial Aid Awards displays by **Academic Period**.

Total Estimated Costs 24,772.00 Amount Accepted 8,173.00 USD Estimated Out of Pocket 18,599.00 USD

2021 Spring Awards

Period Costs 24,772.00 Period Subtotal 8,173.00 Amount Remaining for Period 18,599.00

5 Items

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Undergraduate Federal Pell Grant	3,173.00	3,173.00	Accepted	<input checked="" type="radio"/> Accept
Ohio College Opportunity Grant	3,500.00	3,500.00	Accepted	Accept
Federal Direct Subsidized Loan	5,500.00	0.00	Offered	<input type="radio"/>
Undergraduate Federal Direct Unsubsidized Loan	2,000.00	0.00	Offered	<input type="radio"/>
Federal Work Study	1,500.00	1,500.00	Accepted	<input checked="" type="radio"/> Accept

2021 Summer Awards

Period Costs 0.00 Period Subtotal 0.00 Amount Remaining for Period 0.00

0 Items

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
No Data				

- Review awards with a **Current Status** of **Offered**.
Note: Grants, Scholarships, and Work Study are automatically accepted by the Office of Financial Aid.
- Click the **Prompt** to make a **Decision** on each Award.
Note: Awards that already have a decision will still display.

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Undergraduate Federal Pell Grant	3,173.00	3,173.00	Accepted	<input checked="" type="radio"/> Accept
Ohio College Opportunity Grant	3,500.00	3,500.00	Accepted	Accept
Federal Direct Subsidized Loan	5,500.00	0.00	Offered	<input type="radio"/>

- Click the **Radio Button** to **Accept**, **Accept Partial**, or **Decline** the Award.
Note: If you select **Accept Partial**, enter the **Amount Accepted**. Students are not required to accept their loans, these are the awards that are available. They can be accepted in full or in part. Students are also allowed to accept some of their awards and decline others. For example, a student may decline a federal, unsubsidized loan, and accept their federal subsidized loans.

Accept
 Accept Partial
 Decline

Search ☰

Amount Accepted	Current Status	Decision
<input type="text" value="3,173.00"/>	Accepted	<input checked="" type="radio"/> Accept
<input type="text" value="3,500.00"/>	Accepted	Accept
<input type="text" value="5,500.00"/>	Offered	<input checked="" type="radio"/> Accept Partial

- Repeat steps 8 – 9 for all offered awards.
- Click **OK**.
- Click **Done**.