Adjusting or Rejecting Awards

This guide will show you how to further adjust the Federal loans you were awarded in your financial aid package after previously accepting them. If you haven’t already accepted your awards, please follow the instructions provided in “Accepting Awards” on the Financial Aid Student Portal Library.

1. Log into your myRutgers account and open the financial aid portal by finding the My Financial Aid widget, clicking on the awards tab, and clicking on “Award Detail and Information.”

2. To begin adjusting your awards, go to the Financial tab.
3. Click on the pencil icon next to the fund you wish to adjust.

![Image of Financial Information page]

4. Once in the Accept Your Funds page, click “Start Loan Acceptance.”

![Image of Accept Your Funds page]

Note: The amount you previously selected will appear in the accepted amount column on page 1 only. Going forward, you will only see the full amount of the award you are eligible for. If you need to accept more or less than what you previously accepted, you should double check the amount you previously accepted and make a mental note for your adjustments going forward.
5. On Step 2 (Accept Loans), you can either accept the full amount offered, accept a lower amount, or decline your loans altogether.

   a. If you would like to accept the full amount of the award you’re eligible for, select the first option. Then click “Continue.”

   ![Accept Your Funds](image1)

   b. If you would like to make an adjustment to your award (adding or reducing the amount you accepted), select the second option. Enter the total amount you’d prefer, up to the full amount of both loans, and then click “Continue.”

   - Example A: You were awarded $20,500 in Loan A and $26,667 in Loan B. If you previously accepted the full $20,500 for Loan A and $20,000 for Loan B, but want to increase Loan B by $5,000, enter $45,500. Double check the loan amounts are correct, and then click “Continue.”

   ![Accept Your Funds](image2)
Example B: You were awarded $20,500 in Loan A and $26,667 in Loan B. If you previously accepted the full $20,500 for Loan A and $20,000 for Loan B, but want to decrease Loan B by $5,000, enter $35,500. Double check the loan amounts are correct, and then click “Continue.”

Note: If you notice you can only adjust the size of your unsubsidized loan, that’s because this platform is designed to encourage you to take the full subsidized loan first. The subsidized loan will not accrue interest while you’re in school and up to 6 months after graduation, whereas the unsubsidized loan will accrue interest while you’re in school. If you only want to accept the subsidized loan, enter the amount of the subsidized loan as your “another amount” and then click continue.

c. If you would like to decline your loans entirely, select the third option, and then click “Continue.”
6. Confirm the loan/award amounts in your package. Use the pencil icon to adjust funding further, such as how much you want disbursed per term. The totals should add up to the award amount you've selected on step 2.
   a. For example, if you accept $20,500 for your award, term 11 and term 12 together should add up to $20,500.
   b. Once you've adjusted your term funds, click “Continue.”

   c. If you accepted the wrong amount for your loan, accidentally declined a loan, or want to start the process over again, you can navigate back to step 2 “Accept Loans” at the top of the screen to readjust the amount of loan you’re accepting.
7. Read through the *Electronic Signature Consent* message and click “I Accept.” Then enter your NetID and last name to sign. Finally, click “Sign & Finish.”
   a. The “Sign & Finish” button will remain ghosted until you’ve clicked “I Accept” and entered the required information.

8. Once you click “Sign & Finish,” you’ll be shown a confirmation message that indicates you’ve successfully accepted/adjusted/declined your awards for the academic year. Click “OK.”

**Note:** If you see a notice that invites you to view your award letter in the messages tab, do not go to the messages tab to view the letter. Your “award letter” is your award package available in the financial tab.
9. You’ll be brought back to the Financial Tab which will show your accepted, adjusted, rejected awards in your package.

10. To make further adjustments, click the pencil icon and begin the acceptance process again.

11. If you have additional questions about adjusting your loans, please contact your regional One Stop Student Services Center.