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.

4. Once in the Accept Your Funds page, click “Start Loan Acceptance.”
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 for which you are eligible. 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](image)

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](image)
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.”

   ![Accept Your Funds](Image)

   **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 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.

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**Accept Your Funds**

**Step 4 – E-Sign your Awards Letter**

Please *review* your Award Letter/Disclosure information for Academic Year May 9, 2022 - May 5, 2023.

Please view your current Award Letter from the Messages tab.

**Electronic Signature Consent**

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you had signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Rutgers Office of Financial Aid. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

- I ACCEPT
- Enter Student ID
- Enter Last Name
- SIGN & FINISH

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**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.

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.”

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**Accept Your Funds**

**Step 5 – Done**

*Congratulations!* You have successfully accepted your awards for Academic Year May 9, 2022 - May 5, 2023.

OK
9. You’ll be brought back to the Financial Tab which will show your accepted, adjusted, rejected awards in your package.

![Financial Information](image)

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

![Financial Information](image)
Adjusting PLUS Loans

Unlike Subsidized and Unsubsidized loans, you do not have to accept the PLUS loan for it to disburse. If you would like to accept a lower amount of PLUS loan than offered, you can adjust the PLUS loan in the student portal in a similar manner as you adjust Subsidized and Unsubsidized loans.

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 the pencil icon next to the PLUS loan.

4. A verification pop-up will appear requesting the borrower’s (parent’s) last 4 digits of SSN and their Date of Birth. Enter requested information and click validate.
5. Enter the total amounts per term you would like to accept in the boxes provided.

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Eligibility</th>
<th>Accepted Amount per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Plus Loan</td>
<td>$17,834.00</td>
<td>Enter $ amount</td>
</tr>
</tbody>
</table>

Electronic Signature Consent

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I ACCEPT

CANCEL

Enter Student ID

Enter Borrower Last name

SIGN & FINISH

6. Read 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.

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I ACCEPT

CANCEL

NetID

Last Name

SIGN & FINISH
7. The adjusted amount will reflect in the financial tab after completing adjustments.

8. If you are unable to adjust your PLUS loan, please contact your regional One Stop Student Services Center with exact amounts to be accepted for the fall and spring terms. One Stop can also help if you have additional questions about adjusting your loans.