

Steps to Accept Financial Aid Award

In order to **Accept Your Award** from the *WVSU Financial Aid Office* you must access it through the **MYSTATE** icon located on the WVSU homepage.

When you enter the secure area:

- 1.) Click "Student and Financial Aid" Tab**
- 2.) Click "Award"**
- 3.) Click "Award for Aid Year" and choose the aid year from the drop down box and click submit**
- 4.) Click "Accept Award Offer" Tab**
- 5.) Accept or Decline all funds that are in the "offered" status**
- 6.) When you have accepted/declined ALL funds click "Submit"**
- 7.) Submit Decision**

* Failure to accept/decline award will cause your financial aid not to pay to your account. You must make a decision on the "Undecided" options. Failure to not make a decision will cause your Award not to be submitted; resulting in your Financial Aid not to pay.

* Some funds are automatically accepted and do not give you the option to accept or decline. Funds such as Grants and Scholarships may be automatically accepted.

* Students may choose not to accept the full amount of loans offered. If a different loan amount is desired enter specific amount into appropriate box under Accept Partial Award Heading.

*If your need to request child care expenses, decline a semester of aid, add summer aid, add an aid resource not listed on your award, accept previously declined awards, or request other changes to your award, please contact the Office of Student Financial Assistance to complete an Adjustment Form.

*Students may have additional requirements after awards have been accepted. Students are advised to check MYSTATE and WVSU webmail regularly.

*** If you Accepted Loans for the first time or Transferred to WVSU, you must go to **www.studentloans.gov** and sign:

Master Promissory Note and Complete the Entrance Counseling