Using the Student Center: Accept or Decline Financial Aid

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to accept and decline Financial Aid Awards.

In the Finances group box, under the Financial Aid heading, click the Accept/Decline Awards link.

The first time you access your Financial Aid information through the Student Center using either the View Financial Aid or Accept/Decline awards links, a Financial Aid Consent to Electronic Communications screen will appear. Read the information on the screen, and select the radio button to the left of your designation.

**If you select “I DO NOT AGREE to electronic communications” follow the instructions on the screen and contact the appropriate office. After you click SAVE you will be brought to the Student Center main page.**

**If you select “I AGREE to electronic communications” and click SAVE you will be brought to the Terms and conditions screen.**

NOTE: For privacy reasons, all of the sensitive student information has been masked from these screens.
Read the Terms and Conditions

Every time you access Accept/Decline Financial Aid Awards, you will need to complete the Terms and Conditions steps.

Click the radio button indicating that you have read and understand these award terms and conditions.

To go to the Financial Aid, Select Aid Year to View screen, click the Continue button.

On the Financial Aid page select the Aid Year that you would like to view.

The first time you select the Aid Year, the Student Permissions Select Permission Form page will display. Read the information on the screen (be sure to scroll to the end).

After reading the information select the radio button to the left of your designation. Select the Yes button to continue with the agreement process by pressing Next.
On the Student Permissions/Permission Form Agreement page, check the box to the left of “Yes, I have read the agreement.”

Click the Submit button to proceed.

Use the Financial Aid/Award Package page to accept or Decline your awards. To accept your award(s) click the Accept All button or check the box in the Accept column next to the individual Award. To decline, click the decline all button or check the box in the Decline column next to the individual award.

If you would like to accept a lesser amount of your award for the year, click in the box in the Accept column for the correct financial aid type. Next, to the left of the Accept column, in the Accepted column, change the award amount to the amount you would like for the year.

The update totals button will display your totals based on what you have accepted or declined. Click the update totals button to update your record. If you hit submit without clicking update, it will take you back to the “Which Aid Year” screen.

When you have made your selections click the Submit button.
On the Accept/Decline affirmation page click the Yes button, this will bring you to the Accept/Decline Submit Confirmation page.

If you click on NO, you will return to the Financial Aid Award page.

Click the Yes, button.

On the Accept/Decline Submit Confirmation page click OK. You will then return to the Financial Aid Award Package page. Click the OK button.

This concludes this tutorial.