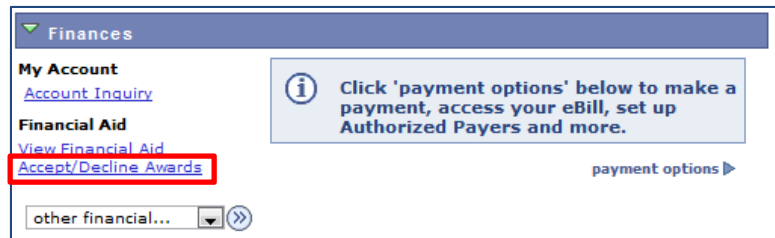




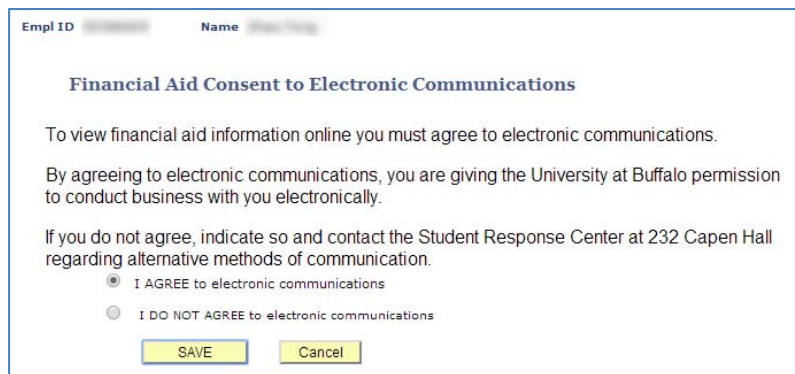
Using the Student Center: Accept or Decline Financial Aid

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



Financial Aid Terms and Conditions

As a financial aid recipient at the University at Buffalo, I understand that I am responsible for the following financial aid terms and conditions. I further understand for my own protection that I will be required to provide proof of my identity as required by [FERPA](#) when calling on the telephone, e-mailing or visiting an in-person site:

- Telephone - You will be asked various questions from the FAFSA to prove your identity.
- E-mail - all email correspondence from the student must be sent through their UB email account. Email communication from parents must match the email address provided on the FAFSA.
- In-person - Valid photo identification will be required.

1. Please note that you must file the FAFSA each year by March 1, if you wish to be considered for campus-based funds, such as Federal Work-Study, Supplemental Educational Opportunity Grants (SEOG), and Perkins, and by May 1 for Health Professions Loans. UB school code is 002837. Refer to the [Frequently Asked Questions](#) site for additional information.

2. Students must be enrolled in a matriculated degree program for federal financial aid eligibility. Once all the requirements for a degree are completed you will no longer be eligible federal financial aid.

3. New and transfer undergraduate students must provide a final official high school transcript to the Admissions Office. Failure to submit the transcript will prohibit the disbursement of financial aid.

I have read and understand the Financial Aid award terms and conditions.

Continue

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

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2015	University at Buffalo	Award access not available.
2014	University at Buffalo	Financial Aid Year 2013-2014

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.

UB

Favorites Main Menu > Self Service > Student Center

Victor Bull go to ...

Student Permissions

1. Select Permission Form

IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.

The Department of Education has implemented federal regulations that authorize this University to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the University and include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Education Loan Program
- Stafford Loan Program - Subsidized and Unsubsidized

Select a permission form and click next to continue with the agreement process or click cancel.

Permission Form	Description
<input checked="" type="radio"/> YES	Yes. Please allow my Title IV Financial Aid to pay all charges on my account. (RECOMMENDED)
<input type="radio"/> NO	No. Do not allow my Title IV Financial Aid to pay all charges on my account. I realize that by choosing this option I may have outstanding charges on my account that could be subject to late fees if not paid by the due date.

CANCEL 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 **accept all** or check the box in the Accept column next to the individual Award. To decline, click the decline all button **decline all** 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 **SUBMIT**.

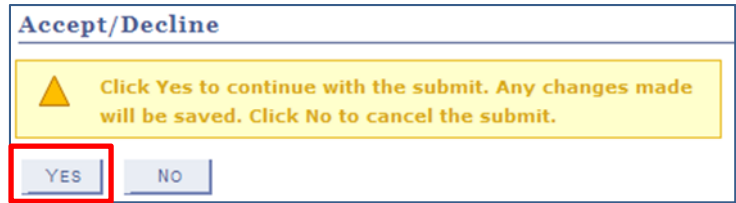
Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Direct Sub Loan 1	Loan	Undergraduate	1,813.00	1,813.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Direct Unsub Loan	Loan	Undergraduate	3,687.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Provost Scholarship (4)	Scholarship	Undergraduate	5,000.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TAP Estimate	Grant	Undergraduate	425.00	425.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			10,925.00	5,425.00		

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.

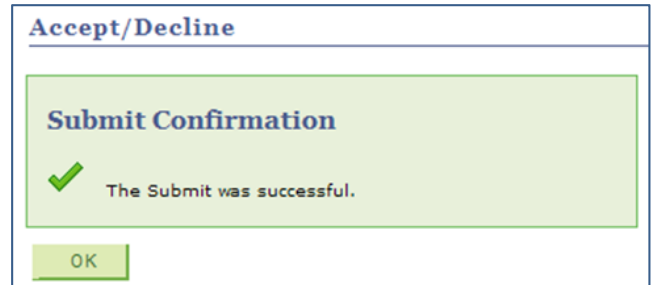
Click the Yes, button.

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




Accept/Decline

 Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.



Accept/Decline

Submit Confirmation

 The Submit was successful.

This concludes this tutorial.