

# INSTRUCTIONS TO REVIEW AND ACCEPT AWARD PACKAGE



## Office of Financial Aid

**Once your Financial Aid package has been posted to your Banner account. Please follow the instructions below to view and accept your estimated award package as well as complete any unsatisfied requirements for student loans if you are accepting the ones offered.**

- ▶ **Log into Banner Self Service**
- ▶ **Select the Student Tab**
- ▶ **Select the Financial Aid Dashboard**
- ▶ **Select Offer**
- ▶ **Accept or Decline Loans**
- ▶ **Terms & Conditions Prompt Will Appear**
  - Review the Terms and Conditions thoroughly before accepting to ensure you understand how your financial aid will be awarded and maintained.
- ▶ **Accept Award Offer**
  - Review your Financial Aid Awards (Scholarships, TOPS, Grants, Loans)
  - Most students will be offered student loans each academic year. You will need to accept or decline the loans on your Banner. If you choose to accept the loans, you will need to complete the following:
    - **Entrance Counseling & Master Promissory Note**  
Go to [studentaid.gov](http://studentaid.gov) , Log in with your FSA ID and complete the above 2 requirements to ensure your loans can disburse. These two requirements will come to our institution electronically within a few business days.

**If you are receiving an Institutional Scholarship, please refer to your contract from the Scholarship office for award requirement information.**

Acceptance of your terms and conditions and of your financial aid awards, along with the completion of any additional requirements to receive your aid indicates that you agree to comply with the rules and regulations that govern the programs for financial aid as well as the policies of this institution. You are stating that you understand you must adhere to state, federal and institutional rules and regulations.

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## Financial Aid Tabs

If you have any questions regarding your financial aid please contact the Financial Aid Office at [finaid@ulm.edu](mailto:finaid@ulm.edu) or 318-342-5320.

- Home
  - Student Requirements
- Offer
  - Award offer
  - Accepting or declining loans
  - Terms and Conditions
- Financial Aid History
  - Aid taken out listed by year.
- Satisfactory Academic Progress
  - Your financial aid eligibility status

## How to view my bill!

Billing is handled by the Student Account Services Office. For specific questions regarding your bill, please contact Student Account Services at [sas@ulm.edu](mailto:sas@ulm.edu) or 318-342-5124.

- Log into Banner Self Service
- Select Student tab
- Select Account detail for term
- Select term
  - This shows your bill, your aid, and aid applied to the bill.
- Account Balance net of Authorized Financial Aid and Memos is your credit (a negative number) or what you still owe.
- You can select "**Pay Now**" on this screen to pay any remaining balance or set up your payment plan.

