

# Accept/Decline Financial Aid Awards



## Overview

This quick reference guide will cover how to view your financial aid package in Workday.

### Process

1. After logging into Workday, click the **Finances** icon on your home page.



2. The **Finances** dashboard provides quick links to your account, payment, payment elections, 1098T information and financial aid.

3. Click the **Accept/Decline Awards** link under the **Financial Aid** heading.

4. Select the Academic Unit and Award Year for the Financial Aid Package and click the **OK** button at the bottom of the screen.

A screenshot of the "Accept/Decline Awards" screen. The title "Accept/Decline Awards" is at the top. Below it are two dropdown menus: "Academic Unit" with "Santa Clara University" selected, and "Award Year" which is empty. At the bottom are two buttons: "OK" (orange) and "Cancel" (white with a grey border).

5. The **Accept/Decline Awards** screen will display the Total Estimated Costs, Amount Accepted and Estimated Out of Pocket Cost. The Total Estimated Costs amount is a link that will allow drill-down into the Student Cost amounts.

**Note:** You must accept/decline awards for each semester separately.

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7. Once all the awards have been accepted or declined, click the **OK** button.

6. The **Accept/Decline Awards** screen will list all the awards per period and will allow the Amount Accepted and the Decision columns to be updated.

**Note:** Grants and scholarships will be accepted on your behalf. You will only be able to accept or decline loans and federal work study.

**2021 Fall Awards**

Period Costs 24,651.00    Period Subtotal 73,933.00    Amount Remaining for Period (49,282.00)

13 items

Award Type	Loan Details	Amount Offered	Amount Accepted	Current Status	Decision
Saudi Arabian Cultural Mission - SACM-Welder		10.00	10.00	Accepted	
Duke University - ZZZ DNU Test 06		23,000.00	23,000.00	Accepted	
Sons and Daughters Waiver		1,250.00	1,250.00	Accepted	
Duke University - ZZZ DNU STL TEST 03		0.00	0.00	Accepted	
Department Chair's Scholarship		1,750.00	1,750.00	Accepted	<input type="text" value="x Accept"/>
Founders' Scholarship		5,000.00	5,000.00	Accepted	<input type="text" value="Accept"/>
Federal Pell Grant		3,173.00	3,173.00	Accepted	<input type="text" value="x Accept"/>
Federal Direct Subsidized Loan		2,250.00	2,250.00	Accepted	<input type="text" value="x Accept"/>
Federal Parent PLUS Loan	Donna Day	2,500.00	2,500.00	Accepted	Accept
Federal Work Study		500.00	0.00	Offered	<input type="text"/>
Federal Parent PLUS Loan	Moon Day	0.00	0.00	Accepted	Accept
Federal Parent PLUS Loan	Thores Day	20,000.00	20,000.00	Accepted	Accept

**2022 Spring Awards**

Period Costs 0.00    Period Subtotal 0.00    Amount Remaining for Period 0.00