

Accepting and Declining Your Loans



How to Decline Loans:

1) Login to your Workday Student Portal

➡ Go to your **Financials Hub** ➡ Under Suggested Links select **Accept/Decline Awards**

Menu

Apps

Shortcuts

Your Saved Order



Academics Hub



Financials Hub



My Student
Finance Hub



Overview



View Account Activity



View Financial Aid



Statements and Doc... ▾



Suggested Links ^

SU Pay - Make a Pay... 

SU Pay - Payment Pl... 

Payment Elections

View My 1098T 

Manage Paperless 1098...

Create Request

Accept/Decline Awards

Financial Aid Forms 

Quick Reference Gui... 

2) Select the **Award Year**

Accept/Decline Awards

Institution * Suffolk University

Award Year *

Cancel

OK

3) Under the Decision column go to the loan(s) you would like to adjust and change **Accept** to **Decline**

Accept/Decline Awards

Total Estimated Costs0.00Amount Accepted3,604.00Estimated Out of Pocket(3,604.00)

Fall 2024 Awards

Period Costs0.00Period Subtotal1,802.00Amount Remaining for Period(1,802.00)

3 items

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
A. Driscoll Scholarship	134.00	134.00	Accepted	<div>× Accept</div>
Outside Loan	1,000.00	1,000.00	Accepted	Accept
Suffolk Student Employment	668.00	668.00	Accepted	<div>× Accept</div>

Spring 2025 Awards

You will receive a message that says “If you decline you cannot accept in the future”

This is NOT accurate – if you change your mind and wish to borrow loans please reach out to Student Financial Services

To view your Financial Aid Offer without the loans you can select **Print Offer** in the Financial Aid Overview section

Your offer letter will then download and appear in your Workday Notifications

My Student Finance Hub

Overview

View Account Activity

View Financial Aid

Statements and D...

Suggested Links

SU Pay - Make a ...

SU Pay - Payment...

Payment Elections

View My 1098T

Manage Paperless 10...

Create Request

Accept/Decline Awar...

Financial Aid Overview

Estimated Costs

2024-2025 Award Year Summary

Total Amount Offered

Total Amount Accepted

2 items

Academic Period	
Summer 2024	
Fall 2024	

Accept/Decline Awards

Print Offer

Print College Financing Plan

Awards Breakdown

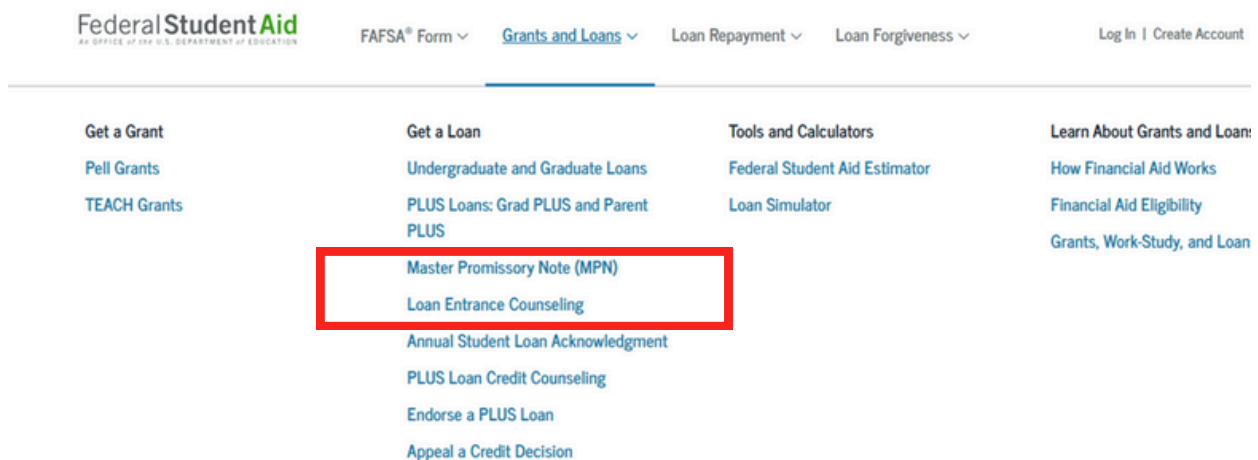
Summer 2024 Awards

3 items

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How to Accept Loans:

- First-time loan borrowers will need to complete Entrance Counseling and the Master Promissory Note for the Federal Subsidized, Unsubsidized, and PLUS Loans.
- This can be completed through **www.studentaid.gov** under "Grants and Loans" tab on the homepage. Once completed it will take approximately 24-48 hours for Student Financial Services to be notified.



How to accept loan(s) if you previously declined them:

You can accept the loan by creating a request in Workday in your **Financials Hub**. Select **Create Request** and search **Loan Change Request** then enter the loan name and amount of the loan you want to accept.

