How to Accept or Decline Awards Online

Congratulations! You are about to review your new award letter.

1- Go to the Accept Awards Online Tab-

Click this tab to accept or decline awards.

Click here to learn the Terms & Conditions of your award.

The drop down menu will allow you to individually Accept or Decline your awards.

You can also click this button to accept or decline all your awards at once.

Award totals are **ANNUAL**. If you want to see a break down per semester, you have to go to the ‘Awards’ tab.

**FINAL STEP**- Once you submit the awards, you are not able to change your awards online. Go to step 4.

Go to step 4.
2 - Check the Awards Tab to see how much you are eligible for per semester.

Check this tab to view awards per semester.

California Institute of Int...

Financial Aid Online

Awards

The following shows your financial aid award for the academic terms indicated below.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA10</td>
<td>$1,500.00</td>
<td>Federal Work Study</td>
</tr>
<tr>
<td>Direct Subsidized Loan</td>
<td>$1,750.00</td>
<td></td>
</tr>
<tr>
<td>Direct Unsubsidized Loan</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$4,250.00</td>
<td></td>
</tr>
</tbody>
</table>

| SP11 | $1,500.00 | Federal Work Study |
| Direct Subsidized Loan | $1,750.00 |
| Direct Unsubsidized Loan | $1,000.00 |
| Subtotal | $4,250.00 |

3- **Budget how much you need for college.** Check your tuition and fees per semester to see if you have enough to cover your tuition charges. Check here for tuition and fees: (scroll down to 2010-11 tuition and fees) [http://www.ciis.edu/Admissions_and_Financial_Aid/Tuition_and_Fees.html](http://www.ciis.edu/Admissions_and_Financial_Aid/Tuition_and_Fees.html)

- If for any reason you want to reduce the amount of your loans, you must contact our office by email at finaid@ciis.edu and request the reduction in writing.

- If for any reason you made a mistake by accepting or declining your awards, email us immediately at finaid@ciis.edu.
6- Check the Document tab

Check the Document tab to see if there are any outstanding documents.

If your Entrance loan counseling is showing as ‘Not Received’ and you already completed it, disregard the status. We are still updating our systems regarding this.

If your Master Promissory Note is showing as ‘Not Received’ and you already completed it, disregard the status. We are still updating our systems regarding this.

We will complete the update for Entrance loan counseling and Master Promissory Notes in July. Please disregard the ‘Not Received’ status for only those two items.

7- Have you setup a Direct Deposit yet?
If not, please follow the instructions to set it up as soon as possible: https://my.ciis.edu/ics/icsfs/eBiz_Tips.pdf?target=ab7b28a9-d4c3-4cfe-9087-33e5c4135d24

You have now completed your award letter online process.

We hope that this process is easier and more convenient for you.

Thank you again for your support and remember that we are here for you.

CIIS Financial Aid Staff