

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-

The screenshot shows the user interface for accepting or declining awards. At the top, a navigation bar includes the user's name (Joe zTestDZ1), the current award year (2010/2011), and links for My Account, Logout, and Help. The main header features the California Institute of Integral Studies logo and the word 'online'. Below this is a menu with tabs for Home, Awards, Accept Awards Online, Documents, Messages, and Forms. A callout box points to the 'Accept Awards Online' tab, stating: "Click this tab to accept or decline awards."

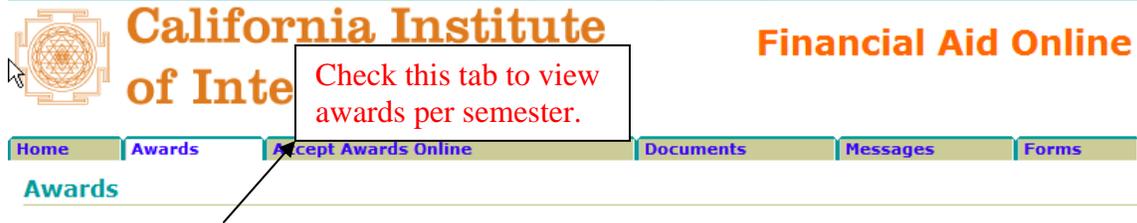
Under the 'Awards' section, there is a link to "Terms & Conditions" with a callout box: "Click here to learn the Terms & Conditions of your award." Below this, a message states: "Before you accept or decline your awards, be aware of the terms and conditions, [click here](#). Instructions on how to accept or decline your awards."

The main content area displays a table of financial aid awards:

Fund	Amount	Message	Status
Federal Work Study	\$3,000.00	The Federal Work Study (FWS) P...	Pending
Direct Subsidized Loan	\$3,500.00		Pending
Direct Unsubsidized Loan	\$2,000.00		Pending
Total Awards:	\$8,500.00		

Below the table are buttons for "Decline All" and "Accept All". A callout box points to the status dropdown menus, stating: "The drop down menu will allow you to individually Accept or Decline your awards." Another callout box points to the "Accept All" button, stating: "You can also click this button to accept or decline all your awards at once." At the bottom right, there is a "Submit" button. A callout box points to it, stating: "FINAL STEP- Once you submit the awards, you are not able to change your awards online. Go to step 4." A final callout box points to the "Awards" tab in the navigation bar, stating: "Award totals are ANNUAL. If you want to see a break down per semester, you have to go to the 'Awards' tab."

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



California Institute of Integral Studies Financial Aid Online

Check this tab to view awards per semester.

Home Awards Accept Awards Online Documents Messages Forms

Awards

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

	Fund	Amount	Message
FA10	Federal Work Study	\$1,500.00	The Federal Work Study (FWS) P...
	Direct Subsidized Loan	\$1,750.00	
	Direct Unsubsidized Loan	\$1,000.00	
	Subtotal	\$4,250.00	
SP11	Federal Work Study	\$1,500.00	The Federal Work Study (FWS) P...
	Direct Subsidized Loan	\$1,750.00	
	Direct Unsubsidized Loan	\$1,000.00	
	Subtotal	\$4,250.00	

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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

- 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



Documents

Below is a list of all the items we received from you and/or still need to complete your application.

Items listed as **Not Received** or **Incomplete** are still outstanding; please submit them as soon as possible.

Fax number: 415.575.1268 ~ email: finaid@ciis.edu

Your Documents		
Document	Status	Status Date
Entrance (Loan) Counseling	Not Received	4/26/2010
10FA 11SP Award Letter	Not Received	4/27/2010
Master Promissory Note	Not Received	4/13/2010
2010-2011 FAFSA	Received	4/5/2010
1040 Federal Tax Return	Received	4/5/2010
Admission Verification	Received	9/30/2009
W-2 Forms	Received	
Verification Worksheet - Independent	Received	
10FA 11SP CIIS Financial Aid Application	Received	

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.

[Download Forms Here](#)

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