

# AWARD INSTRUCTIONS

Steps to Follow After Receiving Your Financial Aid Award Notification  
(For additional instructions on accessing your financial aid info online visit:

<http://www.uww.edu/financialaid/award/award08-09.html>)

## **If You Received a Paper Award Letter and Do Not Have WINS\* Access:**

- You must complete and sign the Award Letter and return it to the Financial Aid Office within three weeks of the date mailed.
- Accept or decline your financial aid by circling the aid that you are **declining**, if any.
- List any additional financial assistance that you are receiving (i.e., scholarships, veteran's benefits, employer tuition assistance, etc.)
- Verify that your enrollment detail is accurate and make any changes necessary.
- Authorize that information regarding your financial aid be disclosed to your parents, legal guardians, and/or spouse, if desired.

## **If You Received a Paper Award Letter and Have WINS Access:**

- Your financial aid can be accepted or declined by returning the paper Award Letter **OR** by accessing your financial aid information through your WINS account. (Must be completed within three weeks of the Award Letter date.)
- You can verify and make changes to your enrollment detail, list additional aid resources and complete the information disclosure authorization through your WINS account.
- Refer to "Accessing Your Financial Aid Information On WINS" on the Financial Aid website for instructions for Accepting/Declining Your Aid Online.

## **If You Received an Electronic Award Notification:**

- You must accept or decline your aid via your WINS account. (Must be completed within three weeks of the notification date.)
- You can verify and make changes to your enrollment detail, list additional aid resources and complete the information disclosure authorization through your WINS account.
- Refer to "Accessing Your Financial Aid Information On WINS" on the Financial Aid website for instructions for Accepting/Declining Your Aid Online.

*\*The Whitewater Information Network for Students (WINS) is UW-Whitewater's interactive web-based system that gives you access to most of your personal information and records. While in WINS you can register for classes, update your local address information and make tuition payments. You can view and print certain student records including your undergraduate advising report and an unofficial transcript. You are able to view your grades, your assigned academic advisor, your financial aid award, entrance test scores, and transfer credits if you have any.*