

# *Accessing Your Financial Aid Information on WINS*

## **To Accept/Decline Your Aid Online:**

- From the WINS Home Page/Student Center click on *View Financial Aid*. Click on the appropriate aid year.
- Click on *Financial Aid Summary*. This provides your eligibility breakdown and Enrollment Detail. Verify that your Residency, Grade Level and Enrollment Status are accurate. (If changes need to be made, please refer to instructions below.)
- Click on *Accept/Decline Awards*. You can accept or decline any or all of your aid on this page. Click *Submit* when finished. (Once you decline an aid type, you can no longer change it online. Contact the Financial Aid Office if you need any declined aid reinstated.)

## **To Make Changes to your Enrollment Detail:**

- If changes need to be made to your Enrollment Detail (i.e., residency, grade level, enrollment status) click on *Submit Change Request* (from the Accept/Decline page,) choose the related topic from the dropdown menu and submit your request.

## **To List Additional Sources of Aid:**

- You are required to notify the Financial Aid Office if you are receiving additional financial assistance (i.e., private scholarships, employer tuition assistance, veteran's benefits, etc.) To supply that information, click on *Submit Change Request*. (Choose: report aid from other sources.)

## **To Print an Award Letter:**

- From the Accept/Decline Awards page, click on *Print Award Letter* to view and/or print a copy of your Award Letter.

## **To Authorize the Release of Financial Aid Information:**

- From the WINS Home Page/Student Center, click on *Release F/A Information*. Conditional releases, restricting the release of information to a specific individual, need to be submitted in writing to the Financial Aid Office.

## **Useful Links Included on Award Package Page**

**Account Inquiry:** View current charges, payments due and outstanding balance, make a payment online.

**Previous Transactions:** Lists dates of previous accept/decline transactions you have performed.

**Entrance Interview Information:** Links you to the website where you may complete your Direct Loan counseling if you are a first-time borrower of a Federal Direct Loan.

**Award Letter Information:** Links you to information pertaining to your financial aid (Withdrawal Notices, IRS Notices, Student Employment Information, Direct Loan Information, Satisfactory Academic Progress Policy.) This information must be viewed in order to accept your aid online.

**Submit Change Request:** Use this link to request that changes be made to your financial aid or enrollment information, to inform us that you are a December graduate, or to decline work study and request a possible increase to loan dollars.