

Process to Accept Student Financial Aid Awards

Once a student's financial aid has been awarded, the student must access the aid package in PRISM (the University of Wisconsin Colleges' online Student information System) to indicate the intended action as to the aid offered and also to report any outside sources of assistance.

Visit www.uwc.edu, **Money Matters > Financial Aid**, under the **Award Guides** section:

- To review the **Financial Aid Award Guide** and **Aid Programs Chart** for the corresponding academic year
- To review **PRISM Account Access Instructions** if you have yet to establish a PRISM account

To Accept/Decline Aid Online in PRISM:

1. Log in to PRISM: go to www.uwc.edu and click the **PRISM** link at the top of the page. Navigate to **Main Menu > Self Service > Student Center** after you have logged in to PRISM.
2. From the Student Center Home Page, click on **View Financial Aid**. Choose the appropriate academic year you would like to review.
3. Click on the **Accept/Decline Awards** button. You need to accept, reduce, or decline Federal Work-Study and Federal Direct Student (Subsidized and Unsubsidized) Loan awards, if offered. Grant awards have been accepted for you as they do not have to be repaid; if you wish to decline a grant, contact the Student Financial Aid Office.
 - a. Click on the "Accept" box next to an award if you want to accept the full amount.
 - b. To reduce an amount, click on the "Accept" box and enter the reduced award amount.
 - c. Click on the "Decline" box to fully decline an award.
4. Click **Submit** when finished. Once you decline an aid type, you can no longer change it online. Contact the Student Financial Aid Office if you need any declined aid reinstated.

To Report Outside/Additional Aid in PRISM:

- Federal regulations require you to notify the Student Financial Aid Office if receiving outside sources of assistance (i.e., non-UW Colleges or private scholarships, tuition reimbursement, DVR, non-federal Veterans' benefits, AmeriCorps, etc.). These awards must be taken into account and may result in adjustments to your aid package.
- Click on **Report Other Financial Aid** in **Self Service > Student Center** to provide outside aid information.

If Accepting a Federal Direct Student (Subsidized or Unsubsidized) Loan:

1. Complete the online **Direct Loan Entrance Counseling** session if have never done so at the University of Wisconsin Colleges, including transfer students: www.uwc.edu, select Money Matters > Financial Aid > Direct Loan Entrance Counseling under Fin Aid – Quick Links.
 2. Complete a **Direct Loan Master Promissory Note** (MPN): click Direct Loan Master Promissory Note also under Fin Aid – Quick Links if an active Direct Loan MPN is not on file with the U.S. Department of Education.
- New Direct Student Loan borrowers will have to complete both of these steps.

Federal Direct Parent PLUS Loan Award:

- If you are a Dependent aid applicant, aid package includes a Parent PLUS Loan, and your parent wishes to accept the PLUS Loan award, the parent borrower must:
 1. Review the information available at www.uwc.edu, Money Matters > Financial Aid > Parent PLUS Loan Application under Fin Aid – Quick Links.
 2. Submit the **Parent PLUS Loan Request Form** available on the PLUS Loan webpage to accept and apply for the loan. A PLUS Loan cannot be accepted via Self Service as the parent is the borrower and thus a PLUS application requires the parent's acceptance of the award, not the student's.