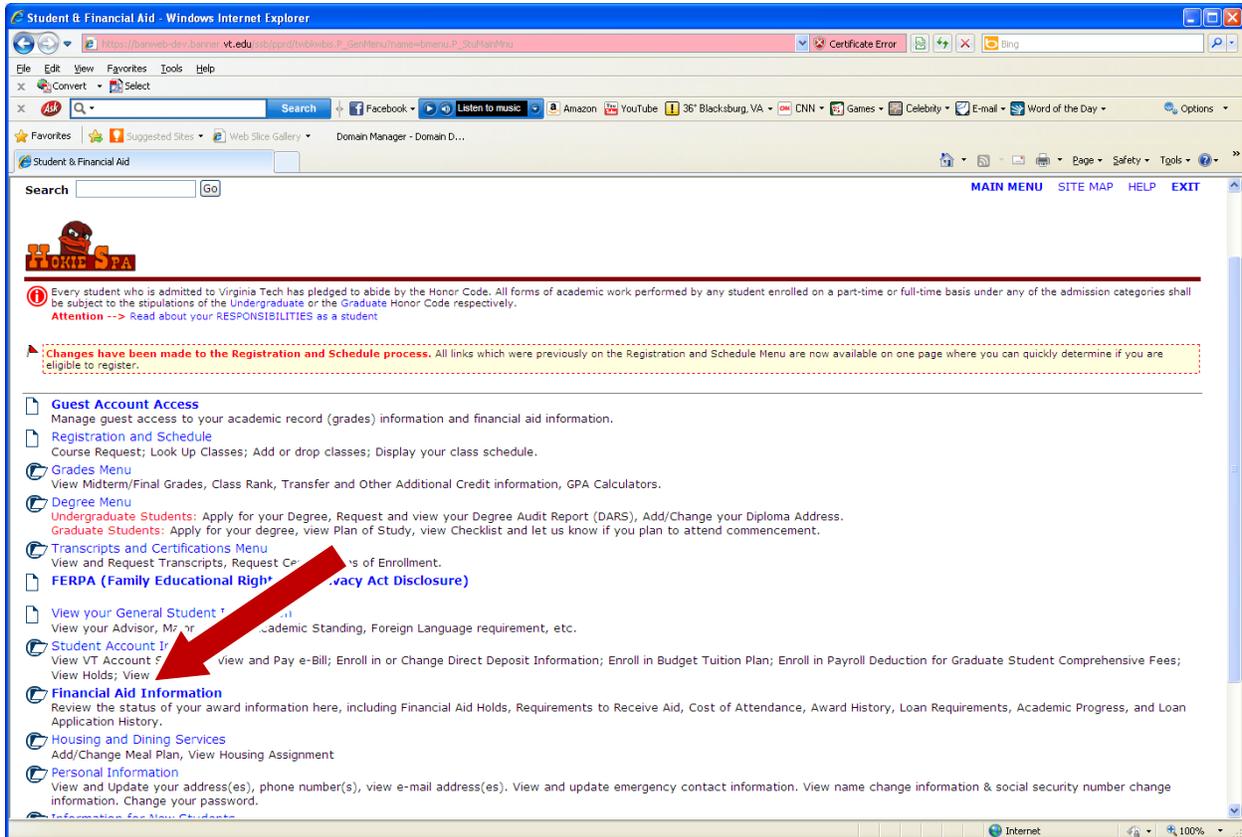


FWS Accept/Decline Instructions

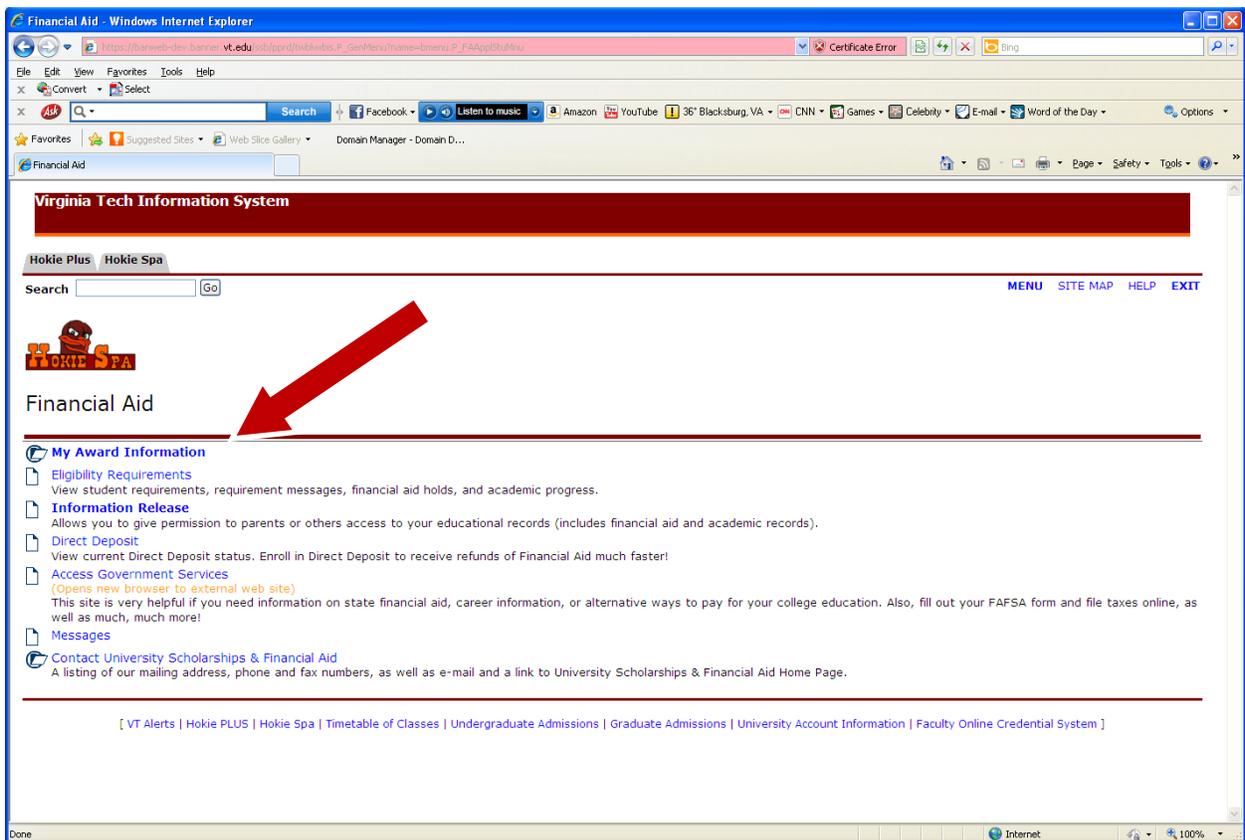
Federal Work Study Recipients:

Important change for 2011-2012 - If you have been awarded Federal Work Study and would like to utilize your award, you must accept the award online at the Hokie SPA.

- Step #1 - Log on to the Hokie SPA at www.hokiespa.vt.edu
- Step #2 - Click on Financial Aid Award Information



- Step #3 – Click on My Award Information



>Award

- Step #4 - Click on Award Package by Aid Year

The screenshot shows a Windows Internet Explorer browser window displaying the Virginia Tech Information System. The page title is "Award Information Menu". At the top, there is a search bar and navigation links for "MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is a "Hokie Plus" logo. The main content area lists several links with brief descriptions:

- [Award Package by Aid Year](#) (highlighted with a red arrow)
- [Loan History](#)
- [Federal Direct Student Loan MPN and Entrance Interview](#)
Complete your Entrance interview. (Opens a new browser)
- [Perkins Loan Requirements](#)
Complete your Perkins Loan Information (entrance interview, confidential questionnaire and sign your Perkins Promissory Note).
- [Health Professional Student Loan \(HPSL\) Loan Requirements](#)
Complete your HPSL Loan Information (entrance interview, confidential questionnaire and sign your HPSL Promissory Note).
- [Brookings Loan Requirements](#)
Complete your Brookings Loan Information (entrance interview, confidential questionnaire and sign your Brookings Promissory Note).
- [Horizons-Brookings Loan Requirements](#)
Complete your Horizons-Brookings Loan Information (entrance interview, confidential questionnaire and sign your Horizons-Brookings Promissory Note).
- [CW Thomas/VT & VTCOSM Loan Fund Requirements](#)
Complete your CW Thomas/VT & VTCOSM Loan Fund Loan Information (entrance interview, confidential questionnaire and sign your CW Thomas/VT & VTCOSM Loan Fund Promissory Note).
- [Return of Title IV Funds Summary](#)
- [Select Aid Year](#)

At the bottom of the page, there is a link for "Contact University Scholarships & Financial Aid" with a sub-description: "A listing of our mailing address, phone and fax numbers, as well as e-mail and a link to University Scholarships & Financial Aid Home Page."

The footer contains navigation links: [VT Alerts | Hokie PLUS | Hokie Spa | Timetable of Classes | Undergraduate Admissions | Graduate Admissions | University Account Information | Faculty Online Credential System]

- Step #5 - Select 2011-2012 on the drop-down box

The screenshot shows a Windows Internet Explorer browser window displaying the 'Select Aid Year' page of the Virginia Tech Information System. The browser's address bar shows a URL starting with 'https://barweb-dev.banner.vt.edu'. The page header includes 'Virginia Tech Information System' and navigation links for 'Hokie Plus' and 'Hokie Spa'. A search bar is present with a 'Go' button. The main heading is 'Select Aid Year' with a timestamp of '03/31/11 08:23 AM'. Below the heading, a message states: 'Financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid). To define or redefine the aid year, select the aid year from the pull-down list below, then click Select Aid Year.' The 'Select Aid Year' section features a drop-down menu currently set to '2011-2012' and a 'Submit' button. A large red arrow points to the '2011-2012' text in the drop-down menu. At the bottom of the page, there is a footer with links: '[VT Alerts | Hokie PLUS | Hokie Spa | Timetable of Classes | Undergraduate Admissions | Graduate Admissions | University Account Information | Faculty Online Credential System]'. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Step #6 – Under Accept Award, Click on the drop-down box to select Accept or Decline Federal Work Study that is in the offered status. Click the “Submit Decision” button. Selecting Undecided will leave the Federal work Study in the offered status and will result in the cancelation of the FWS award.
Failure to accept the Federal Work Study award by June 13, 2011 will result in cancelation of Federal Work Study.

Award Package By Aid Year 2011-2012 03/31/11 08:31 AM

General Information | Award Overview | Resources/Additional Information | Terms and Conditions | **Accept Award Offer**

Print

Accept or Decline Offered Financial Aid
Please review the aid listed below in the offered status. Aid that needs to be accepted or declined will have a drop down box under the Accept Award Column. Aid that is offered and not accepted by established deadlines, will be canceled.

If you want to accept the offered aid:

- Go to the drop down box under Accept Award Column.
- Change to Accept.
- Click Submit Decision button.
- If the aid listed is a Brookings/Horizons or HPSL loan, go to the top of the page and click the link to the Final Disclosure.

If you want to decline the offered aid:

- Go to the drop down box under Accept Award Column.
- Change to Decline.
- Click the Submit Decision button.

If you are undecided whether to accept the aid or not, please exit out of this area until you have made your decision. Please be aware aid not accepted by established deadlines, will be canceled. Please email University Scholarships and Financial Aid with your questions at: финаid@vt.edu.

Award Decision

Fund	Status	Fall Semester 2011	Spring Semester 2012	Total	Accept Award	Lender
Commonwealth Award	Accepted	\$1,050.00	\$1,050.00	\$2,100.00		
Federal Direct Sub Loan	Accepted	\$2,250.00	\$2,250.00	\$4,500.00		
Federal Direct Unsub Loan	Accepted	\$1,000.00	\$1,000.00	\$2,000.00		
Federal Work Study	Offered	\$1,000.00	\$1,000.00	\$2,000.00	Undecided	
Funds for the Future	Accepted	\$265.00	\$265.00	\$530.00	Undecided	
Total		\$5,565.00	\$5,565.00	\$11,130.00	Decline	

Submit Decision