



## How to Accept the Federal Direct Subsidized and Unsubsidized Loans and the Federal Perkins Loan (if offered on the Hokie SPA)

For new students, after the offer of admission has been accepted and the Virginia Tech PID has been created, the student may accept, decline, or reduce the federal student loans offered via the Hokie SPA. The VT PID and password are required. Returning students need to accept, decline, or reduce the federal student loans offered each year.

- Log into Hokie SPA – [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu)
- Choose the Hokie SPA tab, then select Financial Aid Information > My Award Information > Award Package by Aid Year > then select the appropriate aid year from the drop-down menu
- Under the “Accept Award” tab, select the drop down menu box to accept, reduce, or decline the loans. Then click the “Submit Decision” button
- Once accepted, new students must complete additional requirements as outlined on the next page
- Once a decision is made and submitted, subsequent changes can be requested by the student only by contacting our office at [finaid@vt.edu](mailto:finaid@vt.edu)\*

## How to Accept the Federal Work-Study (if offered on the Hokie SPA)

Students offered Federal Work Study (FWS), **must** accept the award via the Hokie SPA prior to June 1 each year. If the student does not have FWS on the award notice, then no award has been given to that student. See below for instructions on how to accept the award. Students can begin looking for positions at [Hokies4Hire](#) in mid-June.

For new students, after the offer of admission has been accepted and the Virginia Tech PID has been created, the student may accept or decline the federal work-study offered via the Hokie SPA. The VT PID and password are required. Returning students follow the procedure below as well:

- Log into Hokie SPA – [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu)
- Choose the Hokie SPA link, then select Financial Aid Information > My Award Information > Award Package by Aid Year > then select the appropriate aid year from the drop-down menu
- Under the “Accept Award” tab, select the drop down menu box to accept or decline your FWS. Click the “Submit Decision” button
- Once a decision is made and submitted, subsequent changes can be requested by the student only by contacting our office at [finaid@vt.edu](mailto:finaid@vt.edu)\*. Requesting FWS after it has been declined will result in the student being added to the waiting list for FWS.

*\*Please Note: Email is not always a secure method of communication and may inadvertently expose your information if misdirected. Virginia Tech suggests using fax, U.S. Postal Service or personal delivery as a more secure method of delivery. If you choose to submit information through email, Virginia Tech will not be responsible for any exposure of data.*

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## How to Complete the Student Federal Loan Requirements

### Federal Direct Subsidized and Unsubsidized Loan(s) if offered and then accepted on the Hokie SPA

All first-time Federal Direct Loan Borrowers at Virginia Tech must complete a **Master Promissory Note and Entrance Counseling Session** to satisfy federal requirements for disbursement of Federal Direct Loan(s). Loan funds will not show on the bill or disburse until these requirements are complete.

For Direct student loans (subsidized or unsubsidized), log into [www.studentloans.gov](http://www.studentloans.gov) using the FSA ID and complete the following:

1. **Entrance Counseling Session** - Select “Complete Counseling”, then choose “Entrance Counseling”, and begin the session (Virginia Tech’s school code is 003754)
2. **Master Promissory Note** - Choose “Complete Master Promissory Note” and then select “Subsidized/Unsubsidized”

**Please Note** - Failure to complete these requirements will result in the **cancellation** of your loan(s) and any balance will be immediately due to the University.

### Federal Perkins Loan if offered and then accepted on the Hokie SPA

All first-time Federal Perkins Loan borrowers must complete **three steps** to satisfy federal requirements for disbursement of this loan. Loan funds will not show on the bill or disburse until these requirements are complete.

All three steps are completed electronically on the [Hokie SPA](#). From the main page of Hokie SPA, choose **Financial Aid Information > My Award Information > Perkins Loan Requirements**. From the Perkins Loan Requirement link, you will be able to complete the following steps:

1. The **Master Promissory Note**
2. The **Entrance Interview**
3. The **Confidential Questionnaire**

**Please note** – while the Master Promissory Note and the Entrance Interview for the Perkins Loan are only completed once, **the confidential questionnaire must be completed each year** you receive a Perkins Loan.

Failure to complete these requirements will result in the **cancellation** of your loan and any balance will be immediately due to the University.