How to Decline Loans in myPugetSound

Want to decline your loan(s) and update your bill immediately?
If you have been offered federal loans as a part of your financial aid package, you have the ability to decline any loans you do not want via myPugetSound portal. Both your financial aid and Bill + Payment will be updated in real time.

Before you begin, If you want to reduce your loan amount or decline one term only, you will need to email Student Financial Services to make this adjustment for you.

1. Log into the myPugetSound portal at my.pugetsound.edu.
2. Tap on the Student Finances menu item and select Accept/Decline Awards.
3. Tap on the current academic year.
4. Review your loans.
5. Tap the check boxes to the right of each loan that you would like to decline.
6. Tap the Submit button.
7. Tap the Yes button to confirm your changes.

Don’t Worry!
We won’t let you accidentally decline scholarships and grants. Only federal loans can be declined in the portal.