

## 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 your 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 at <u>sfs@pugetsound.edu</u> to make this adjustment for you.

- 1. Log into myPugetSound portal at my.pugetsound.edu
- 2. Click the Student Finances tile
- 3. Click Financial Aid tile
- 4. Select Accept/Decline from menu on left
- 5. Click Edit button
- 6. Select **Decline** from the drop down menu next to the loan you are wanting to decline
- 7. Click Submit button
- 8. Click Yes button to confirm declining of loan

## Don't Worry!

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



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Student Homepage 🔻				Welcor	ne,	
To Do List	My Advising Advisor Advisor Advising Class	Housing Information	Orie	ntation Information		
Weekly S	cs	Bill + Paymen	t ices	pus Resources		
Student Homepage	Si	tudent Finances				:
3 Financial Aid	Student Loan Statement	Financial Aid			ŵ	:
2023-2024						
Summany	Accept/Decline Status New Package ()					
Accent/Decline	Edit Submit 7 ions					3 rows
	Award Description/Category	Award Decision	Reduce	Offered	Accepted	
	PS Provost's Scholarship Scholarship	Accept 🗸		28,000.00	28,000.00	
	Puget Sound Scholarship Scholarship	Accept 🗸		2,000.00	2,000.00	
	Fed Loan-Unsubsidized 1 PY	Select		5,500.00	0.00	
	Totals Currency used is US Dollar You may accept or decline any or all of the awards that are curre financial aid package.	Accept Decline Reset Select ntly available. Remember to "Submit" your ch	nanges if you make further ar	35,500.00	30,000.00	es to your
	Do you want to	submit this award decision? es No	7			

Student Financial Services | 253.879.3214 sfs@pugetsound.edu pugetsound.edu/sfs 1500 N. Warner St. #1039 Tacoma, WA 98416-1039