

## Accepting, Adjusting, and Declining Federal Loans in the Bruin Financial Aid Portal

### Overview

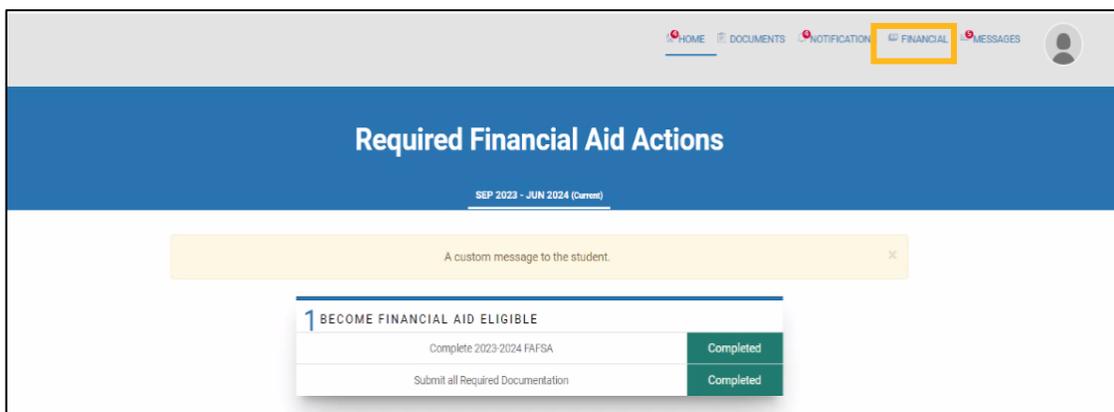
This guide will provide students step-by-step instructions on accepting, adjusting, or declining financial aid, specifically Federal Loans.

### Sections

- [Accept, Adjust, or Decline Aid](#)
- [Obtain Help](#)

### Accept, Adjust, or Decline Aid

1. From the homepage, under Step 2, Take Action on Loans, click the **Review/Accept Awards** link, or from the top menu, select the **FINANCIAL** tab.



- The Review/Accept Awards link will redirect you to the Accept Your Funds screen. If you choose this option, please follow the steps to accept your funds.

**Accept Your Funds**

Select Term — Take action on Loans — Confirm — Done

### Step 1 - Select Term(s)

**Congratulations!** You have been determined eligible for financial aid! Please review your financial aid offer and go through the fund acceptance process to select the amount of financial aid required to cover your costs of education at UCLA.

To remain eligible for the awards that require your confirmation, you must accept these funds by Jul 31, 2025. Please be sure to factor in origination fees when considering amounts for your student loans. Your origination fees can be seen in the breakdown under section 3 "When am I scheduled to receive my financial aid?" by clicking on the icon to left of the Award Name.

2024 Fall Awards			
Fund	Awarded	Actions	Accepted
Federal Pell Grant	\$2,465.00		-
Federal Supplemental Opportunity Grant (FSEOG)	\$267.00		-
UCLA Bruin Success Scholarship	\$833.00		-
University Grant Resident	\$6,175.00		-
UCLA Parenting Grant	\$2,000.00		-
Federal Work Study	\$1,000.00		-
Federal Direct Subsidized Stafford Loan	\$1,166.00	Accepted	\$1,166.00
Federal Direct Unsubsidized Stafford Loan	\$2,000.00	Accepted	\$2,000.00

2025 Winter Awards

- The FINANCIAL tab will redirect you to the Financial Information screen. Under section 2, How much Financial Aid can I receive? a list of awards will be displayed. Check each award's status and ensure the status reads **Awarded**. **Note:** Do not try to complete the loan acceptance process if the awards listed have a **Projected** status. Click the **Pencil** icon or the **Update Acceptance** button next to each listed award or the **Adjust My Funding** link to start the acceptance process.

### Financial Information

SEP 2023 - JUN 2024 (Current)

#### Your financial aid summary for Academic Year Sep 25, 2023 - Jun 14, 2024

1. How much does my education cost?      2. How much Financial Aid can I receive?

Cost of Attendance	Award Name	Award Status	Offered to You	Amount you'll receive	Update/Tools
• Tuition and Fees	Federal Direct Unsubsidized Stafford Loan	Awarded	\$20,500.00	Requires Acceptance	Update Acceptance
• Health Insurance	Federal Direct Graduate PLUS Loan (Chadwick Warhol 72339234)	Awarded	\$82,381.00	\$60,000.00	
• Housing and Meals			\$102,881.00	\$60,000.00	
• Books					
• Estimated Living and Other Expenses					
• Travel					
• Personal					
• Loan Fees					

You are **under-funded** for Academic Year Sep 25, 2023 - Jun 14, 2024. You need \$5,790.00, which amounts to about \$670.66 per month, to cover your remaining tuition and fees.

You can accept more funds to cover these costs. If you have already accepted the maximum awarded amounts available, you should reach out to the Financial Aid office to explore additional means to cover these expenses. Please be sure to factor in origination fees when considering amounts for your student loans.

- The Accept Your Funds screen will display. Proceed to check or uncheck the **Select Term to Take Action** box on all the term awards you want to accept.

**Accept Your Funds**

Select Term — Take action on Loans — Confirm — Done

**Step 1 - Select Term(s)**

**Congratulations!** You have been determined eligible for financial aid! Please review your financial aid offer and go through the fund acceptance process to select the amount of financial aid required to cover your costs of education at UCLA.

To remain eligible for the awards that require your confirmation, you must accept these funds by Jul 31, 2025. Please be sure to factor in origination fees when considering amounts for your student loans. Your origination fees can be seen in the breakdown under section 3 "When am I scheduled to receive my financial aid?" by clicking on the icon to left of the Award Name.

**2024 Fall Awards** Select Term to Take Action

Fund	Awarded	Actions	Accepted
Federal Pell Grant	\$2,465.00		-
Federal Supplemental Opportunity Grant (FSEOG)	\$267.00		-
UCLA Bruin Success Scholarship	\$833.00		-
University Grant Resident	\$6,175.00		-
UCLA Parenting Grant	\$2,000.00		-
Federal Work Study	\$1,000.00		-
Federal Direct Subsidized Stafford Loan	\$1,166.00	Accepted	\$1,166.00
Federal Direct Unsubsidized Stafford Loan	\$2,000.00	Accepted	\$2,000.00

**2025 Winter Awards** Select Term to Take Action

- Click **Take Action on Loans**.

Fund	Awarded	Actions	Accepted
Federal Direct Unsubsidized Stafford Loan	\$6,833.00	Pending Acceptance	-
Federal Direct Graduate PLUS Loan	\$26,415.00		\$20,000.00

**2024 Spring Awards** Select Term to Take Action

Fund	Awarded	Actions	Accepted
Federal Direct Unsubsidized Stafford Loan	\$6,834.00	Pending Acceptance	-
Federal Direct Graduate PLUS Loan	\$26,414.00		\$20,000.00

**TAKE ACTION ON LOANS**

6. Review the amounts of each loan, and under the **Take Action** section of **Each Term**, select one of the following options:

- a. The full amount awarded of \$.
  - i. This option allows you to accept the awarded loan amount.
- b. Another amount.
  - i. This option allows you to adjust the loan amount you accept.  
**Note:** This option will prioritize using the most beneficial loan first and fully apply it to the term before moving on to the next loan.
- c. I would like to decline my funds that require acceptance.
  - i. This option allows you to decline the awarded loan amount.  
**Note:** This does not remove the loan from the package. If the student declines, they can still accept it via the student portal without notifying the Financial Aid Office.

2023 Fall Awards	
Cost of Attendance	Amount
Tuition and FeesHealth Insurance	\$22,816.00
Housing and MealsBooksEstimated Living and Other ExpensesTravelPersonal Loan Fees	\$13,534.00
<b>Total Cost of Attendance</b>	<b>\$36,350.00</b>

**Take Action**

The full amount awarded of \$6,833.00

Another amount

I would like to decline my funds that require acceptance

7. Once each term's Take Action sections are completed, click **Save**.

Fund	Awarded	Actions	Accepted
Federal Direct Unsubsidized Stafford Loan	\$6,834.00	Accepting	\$6,834.00
Federal Direct Graduate PLUS Loan	\$26,414.00		\$20,000.00
<b>Total Awarded</b>	<b>\$33,248.00</b>		
<b>Amount You will receive (excluding Fees)</b>	<b>\$33,248.00</b>		

a. **Note:** You cannot click **Save** until all the term awards have an action taken. Also, the system prevents the student from exceeding the eligible amount per term. If the student enters an amount that exceeds the eligible amount, they will not be able to Save, and the entry will be shown in red to alert the issue.

8. Review and confirm the listed loan amounts under the Fund section. Once reviewed, scroll down and Read the Electronic Signature Consent message thoroughly. When you are ready, click **I Accept**. Proceed to fill out the following fields: **Enter Student ID (UID)**, **Enter Last Name**, and click **Sign & Finish**.

If you haven't completed loan entrance counseling, it is highly recommended that you do so to understand how to borrow responsibly. Please be sure to factor in origination fees when considering amounts for your student loans. Your origination fees can be seen in the breakdown under section 3 "When am I scheduled to receive my financial aid?" by clicking on the icon to left of the Award Name.

**Electronic Signature Consent**

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third-party verification is necessary to validate your E-Signature, and that the lack of such certification or third-party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Financial Aid Office. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

I ACCEPT

< BACK

Enter Student ID

Enter Student ID

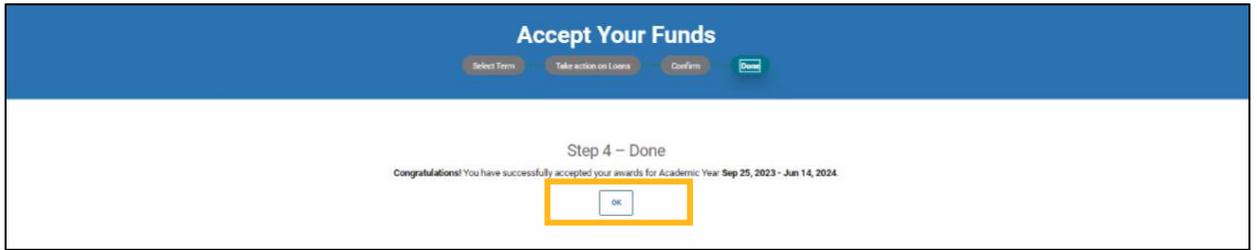
Enter Last Name

Enter Last Name

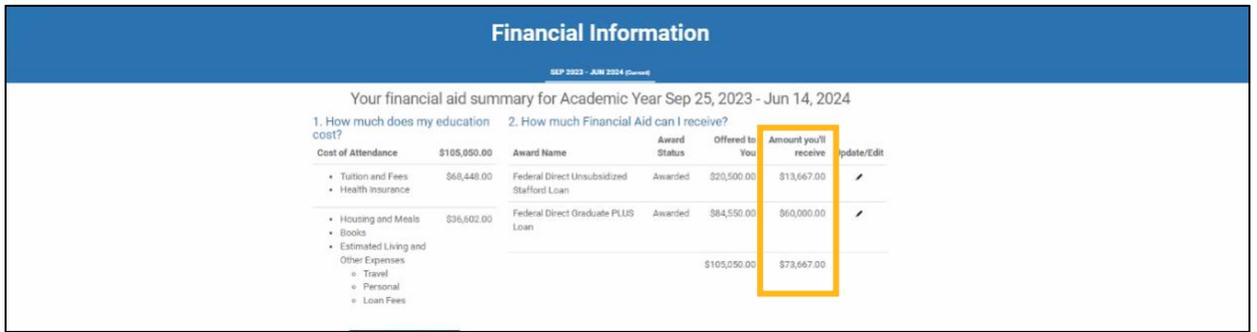
SIGN & FINISH

a. **Note:** If further adjustments are needed, click the **Take Action on Loans** tab from the Accept Your Funds menu.

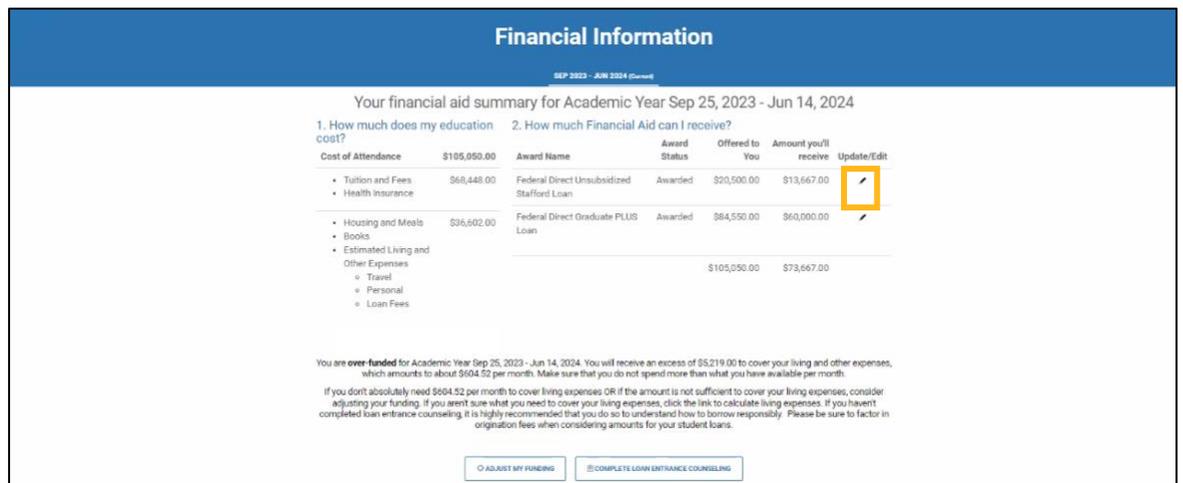
9. A confirmation message will appear. Click **OK** to be redirected to the Financial Information screen.



10. The Financial Information screen will display the amount of the award you have accepted and will receive.



- a. If you need to make further adjustments to your funds, begin the process by clicking on the **Pencil** icon next to the award you want to modify or on the homepage, under Step 2, Take Action on Loans, click the **Pencil** icon below the Completed status.





b. Proceed to follow **Steps 4 through 10**.

## Obtain Help

To obtain help please contact your [financial aid office](#) for assistance.