UCLA

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

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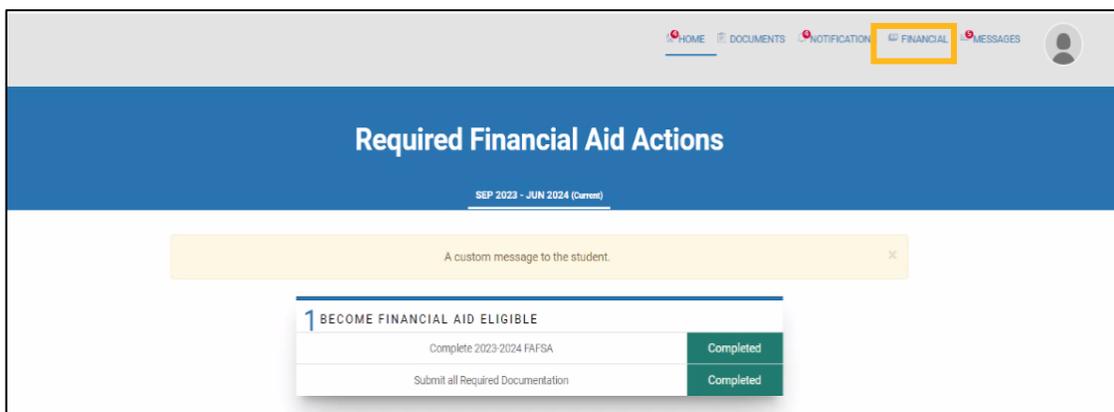
This guide will provide students step-by-step instructions on accepting, adjusting, or declining financial aid, specifically Federal Loans.

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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.

2. 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.

3. 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.

4. 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.

5. Click **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.

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

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**.
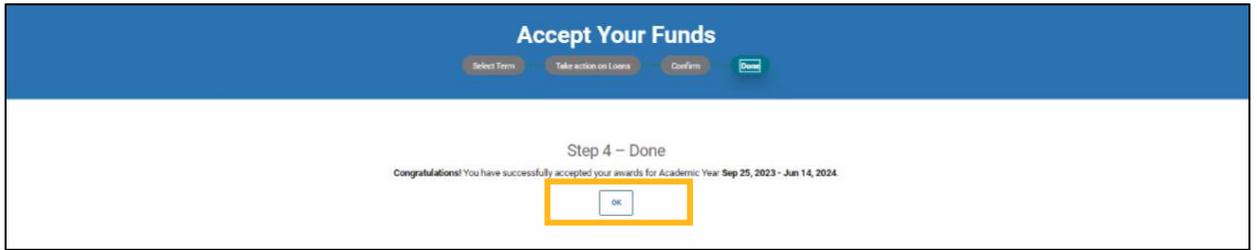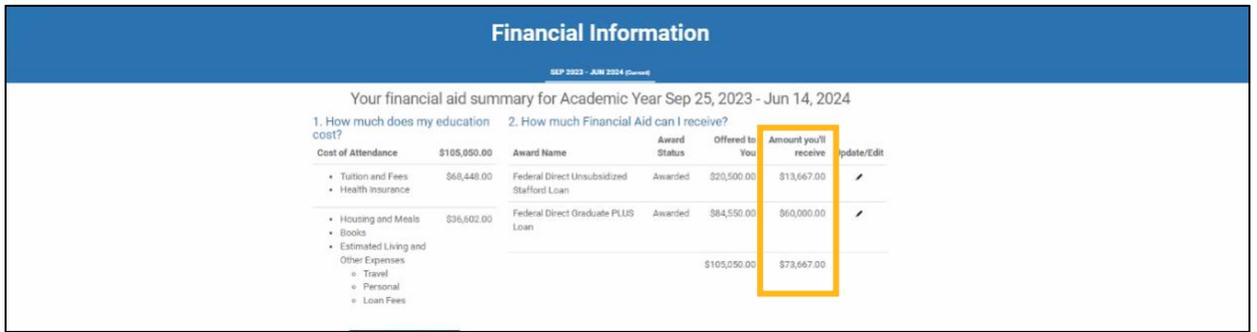

a. **Note:** If further adjustments are needed, click the **Take Action on Loans** tab from the Accept Your Funds menu.
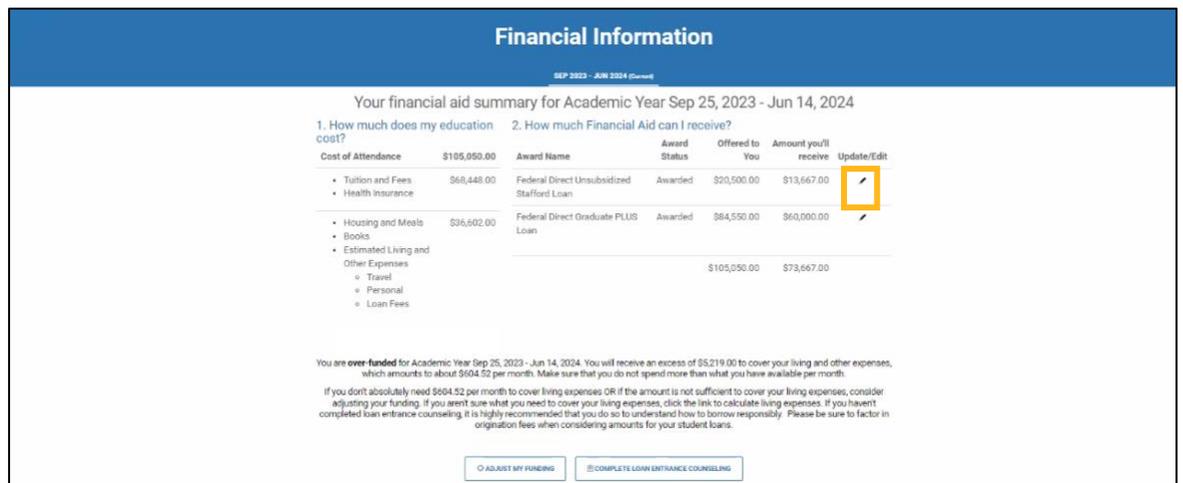
9. A confirmation message will appear. Click **OK** to be redirected to the Financial Information screen.

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.