

# Colgate Financial Aid Portal Instructions

## Accepting/Declining Awards

First, log-in to the student Financial Aid [Portal](#). Select “Accept Awards” option from the menu at the top left of the screen

**Accept Awards**  
Supplemental Forms  
Documents & Messages  
Home  
Awards

**COLGATE UNIVERSITY**

**Welcome Ben**

**Colgate University Financial Aid Portal**

**New Students:**  
In late spring/early summer, you will be given instructions and access to do the following in this financial aid portal:

- Accept or decline loans and work study offered in your financial aid letter
- Report outside scholarships
- Complete the Direct Loan MPN and Direct Loan Entrance Counseling requirements to finalize Federal Direct Student Loans
- Give written permission for the Financial Aid Office to speak with authorized individuals (parents/guardians) about the details of your financial aid

**Continuing Students:**

- Please submit missing materials immediately to prevent delays in receiving your 2021-2022 financial aid notification
- Check this portal frequently; new materials may be added as your application is reviewed
- After you submit documents, allow 3-5 business days for your portal to update
- 2021-2022 financial aid notices will be available on this portal beginning in June 2021
- If there are not documents listed, please [contact us](#)

**2021/2022**

- **Parents of dependent students do not have direct access to this financial aid portal. We welcome you to share the information on this portal with your family.**
- **Guard against identity theft! Never submit documents containing sensitive data (SSN, account numbers, etc.) via email.**

Questions? [Contact Us](#)  
Email: [finaid@colgate.edu](mailto:finaid@colgate.edu)  
Phone: 315-228-7431  
Web: <https://www.colgate.edu/financialaid>

To 'Accept All' awards listed, click the 'Accept All' button.

To 'Decline All' awards listed, click the 'Decline All' button.



### Accept Awards

**Awards in "pending" status must be accepted or declined.** Update the status of each award listed, and submit your answer.

If you were offered a Federal Direct Loan as part of your award package, you may borrow a different amount from what is offered in Federal Direct Loan.

- Decline the Federal Direct Loan if you do not plan to borrow at all (you may contact the Financial Aid Office throughout the academic year if your plans change).
- To decrease the amount offered in Federal Direct Loan, enter the dollar amount you plan to borrow (no less than \$100 total).
- To increase the amount you plan to borrow in Federal Direct Loan, first accept the original amount below, then submit a Loan Request Form (on the Supplemental Forms section on this portal).

If you are a FAFSA filer and were not offered a Federal Direct Loan as part of your award package, you may request to borrow by submitting a Loan Request Form on the Supplemental Forms section of the financial aid portal.

Your Awards					
Award	Fall	Spring	Total	Message	Status
Federal Direct Subsidized Loan	\$1,250.00	\$1,250.00	<input type="text" value="2500"/>		<input type="button" value="Pending"/>
Federal Work-Study	\$1,400.00	\$1,400.00	\$2,800.00		<input type="button" value="Pending"/>
<b>Total</b>	<b>\$2,650.00</b>	<b>\$2,650.00</b>	<b>\$5,300.00</b>		

Awards can also be individually accepted or declined by updating the status next to each individual award.

Loans can be reduced by entering a new total in the box and then selecting 'Accepted' next to the fund, and then clicking "Submit".

**Menu** Current Award Year: 2021/2022

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To increase a loan amount, first, accept the original loans offered as part of your package, if applicable. Then, complete the Loan Request form on the Supplemental Forms page.

The Office of Financial Aid is available at [finaid@colgate.edu](mailto:finaid@colgate.edu) or 315-228-7431 to help with any questions.