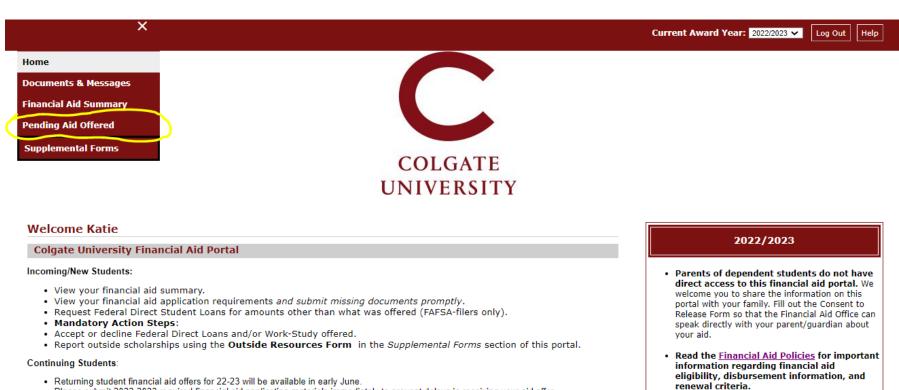
Colgate Financial Aid Portal Instructions

Accepting/Declining Awards

First, log-in to the student Financial Aid Portal. Select "Pending Aid Offered" option from the menu at the top left of the screen:



- · Please submit 2022-2023 required financial aid application materials immediately to prevent delays in receiving your aid offer.
- After you submit documents, allow 3-5 business days for your portal to update.
- If no documents are listed, please contact us if you plan to apply for financial aid.

Domestic Students Applying for Federal Student Aid Only:

- The FAFSA can be submitted any time during, or in the months preceding, the 22-23 academic year.
- Beginning in June 2022, if your FAFSA has been received, use the Loan Request Form in the Supplemental Forms section of this portal to request a loan for the 22-23 academic year.

Residents of NY State:

· Complete the NYS Tuition Assistance Program (TAP) application.

Questions? Contact Us Email: finaid@colgate.edu Phone: 315-228-7431

Web: https://www.colgate.edu/financialaid

To 'Accept All' awards listed, click the 'Accept All' button and then the "Submit" button.

To 'Decline All' awards listed, click the 'Decline All' button and then the "Submit" button.



Pending Aid Offered

Work study and/or Federal Direct Loans offered in your initial financial aid package must be accepted or declined. Update the status of 'pending' financial aid offered, and submit your answer.

- Work study if you accept the amount offered, you will be given access to a listing of available jobs in your Colgate Student Portal. You may earn more or less than the amount offered, depending on the number of hours you work.
- Accepting Federal Direct Loans to borrow the amount offered, change the status from 'pending' to 'accepted.' First-time borrowers must complete a Master Promissory Note and Loan Entrance
 Counseling to finalize the loan. Go to the Documents section of this portal to confirm receipt of those requirements.
- Declining Federal Direct Loans if you do not plan to borrow, change the status from 'pending' to 'declined' (you may request loans throughout the academic year if your plans change).
- Borrowing a different amount of Federal Direct Loans if you plan to borrow a different amount from what is listed, change the status from 'pending' to 'declined' and then submit a Loan Request Form on the Supplemental Forms section of this portal.



Awards can also be individually accepted or declined by updating the drop-down options under the Status column next to each individual award and clicking the "Submit" button.

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



Pending Aid Offered

Work study and/or Federal Direct Loans offered in your initial financial aid package must be accepted or declined. Update the status of 'pending" financial aid offered, and submit your answer.

- Work study if you accept the amount offered, you will be given access to a listing of available jobs in your Colgate Student Portal. You may earn more or less than the amount offered, depending on the number of hours you work.
- Accepting Federal Direct Loans to borrow the amount offered, change the status from 'pending' to 'accepted.' First-time borrowers must complete a Master Promissory Note and Loan Entrance
 Counseling to finalize the loan. Go to the Documents section of this portal to confirm receipt of those requirements.
- Declining Federal Direct Loans if you do not plan to borrow, change the status from 'pending' to 'declined' (you may request loans throughout the academic year if your plans change).
- Borrowing a different amount of Federal Direct Loans if you plan to borrow a different amount from what is listed, change the status from 'pending' to 'declined' and then submit a Loan Request Form on the Supplemental Forms section of this portal.



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

The Office of Financial Aid is available at finaid@colgate.edu or 315-228-7431 to help with any questions.