

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:

2022/2023

- **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. Fill out the Consent to Release Form so that the Financial Aid Office can speak directly with your parent/guardian about your aid.
- **Read the [Financial Aid Policies](#) for important information regarding financial aid eligibility, disbursement information, and renewal criteria.**

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.

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

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".



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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 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.