Colgate Financial Aid Portal Instructions

Accepting/Declining Your Aid

First, log-in to the student Financial Aid Portal. Make sure the 2024/2025 award year is selected at the top right corner. Select "Pending Aid Offered" option from the menu at the top left of the screen:

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

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

Menu ≡

Current Award Year: 2024/2025 ▾ | Log Out | | Help |

COLGATE UNIVERSITY

Pending Aid Offered

Grants and scholarships (gift aid that does not need to be earned or repaid) are the most beneficial types of financial aid. Students are not required to actively accept grants or scholarships; they are automatically offered in an 'accepted' status.

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 starting in late July/early August. 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 Work-Study (Self Help)	$1,450.00	$1,450.00	$2,900.00		Pending ▾
Federal Subsidized Loan (Self Help)	$1,750.00	$1,750.00	3500		Pending ▾
Total	$3,200.00	$3,200.00	$6,400.00		

| Decline All | Accept All |

◀ ▶

| Submit |

Aid can also be individually accepted or declined by updating the drop-down options under the Status column next to each individual aid type 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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Decline All   Accept All

Submit

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.