Student Guide to Student Connection
How to accept loan funds that are offered on Self-Service Banner

This guide will walk you through the process of how to accept and/or decline loan funds that have been offered to you. All other aid will be automatically accepted for you. To accept, reduce, or decline these awards, follow the steps below:

1. Go to davenport.edu and **login** using your User Name and Password.

2. Under the Financial Aid Section, click on **Accept your loan**.
3. Click on the link to **Self Service Banner (SSB)** found in Step 2.

**Accepting, Reducing, Declining Aid**

All the hard work of filling out applications and meeting deadlines has an up side: getting a notice that you have received a financial award or loan approval. To accept your aid, you will need to use your student login. If you have not received a login, contact your Admissions Representative or your advisor.

**What to do with grants or scholarships?**

The Financial Aid office will automatically accept them for you, since you do not have to pay these back. You do not need to do anything, unless you wish to decline a grant or scholarship.

**What to do with loans?**

1. Decide if you want the loan. Once you have been awarded a loan, you have the option to accept, reduce or decline it. You won’t receive any loan money until you make a selection in Self-Service Banner (SSB). We have downloadable PDF instructions to help you decide.

2. After reading the instructions, go to **Self Service Banner (SSB)** (login required) to submit your selection of loans.

3. Once you submit your decision, you have completed the process. Loans will disburse to your student account during the semester according to the disbursement schedule on your loan disclosure statement that you received from the federal government.

4. Select **aid year** based on your award notification and click **submit**.

![Screenshot of DAVENPORT Portal](image.png)
5. Choose the **Accept Award Offer** tab.

6. On the Accept Award Offer tab you will notice the **Accept Award column**. All the funds that you have the option to accept will have a **drop down** arrow allowing you to accept the full amount, reduce or decline the award. To accept a partial amount, type in the amount of the award you would like to receive in the **Accept Partial Amount** text box located under the Accept Partial Amount column. In this example we are accepting the subsidized loan and declining the unsubsidized loan. **Keep in mind that loans cannot be processed for less than $100.00. The amount you accept will be split evenly between the semesters that are shown.** After making your choice using the appropriate columns Accept Award or Accept Partial Amount, click on **Submit Decision**. If you would like to accept the full loan amounts being offered to you, you can simply click **Accept Full Amount All Awards**. Once your decision has been submitted, you will not be able to make changes through Self Service Banner (SSB). You will need to submit an online Loan Request Form (LRF) to the Financial Aid Office for adjustments to the amounts.
7. After submitting your decision, you will see the updated **statuses** for loan funds awarded to you. The process is complete.

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**Award Package for Aid Year 2012 - 2013**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Fall 2012</th>
<th>Winter 2013</th>
<th>Total</th>
<th>Accept Award</th>
<th>Accept Partial Amount</th>
<th>Lender</th>
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</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>Accepted</td>
<td>$1,743.00</td>
<td>$1,713.00</td>
<td>$3,456.00</td>
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<tr>
<td>Scholarship</td>
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<td>$90.00</td>
<td>$155.00</td>
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<tr>
<td>Federal Direct Subsidized Loan</td>
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<td>$3,500.00</td>
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<tr>
<td>Fed. Direct Unsubsidized Loan</td>
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<td>$0.00</td>
<td>$0.00</td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>$3,558.00</td>
<td>$3,553.00</td>
<td>$7,111.00</td>
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