

## STEP 1

### FINANCIAL AID TERMS AND CONDITIONS

Financial Aid Recipients are required to accept the Financial Aid Terms and Conditions once every academic year.

How to accept the terms and conditions:

1. Log into your MyCollege account at <http://mycollege.sunybroome.edu>
2. Click on the Student Finances
3. Click on Financial Aid Tab in My Account (Self Service Banner)
4. Click on Financial Aid Status Link
5. Select the appropriate Aid Year (ie: 2018-2019);  
*Click Submit*
6. Click on student requirements link that indicates  
*"You have unsatisfied student requirements for this aid year".*
7. **Click on Terms and Conditions Tab under Award Package for appropriate Aid Year**  
*Carefully read the information regarding Federal Financial Aid*
8. Click on the Accept Button.

(This is *not* accepting student loans, that is a separate process, see back for details)

# STEP 2

## STUDENT LOAN INFORMATION

**All student loan recipients must complete the following first step to receive funding.**

### 1. Accept, Reduce or Decline your student loan offer

- a. Go to <http://mycollege.sunybroome.edu>.
- b. Click on the Financial Aid link.
- c. Click on the Students Tab.
- d. Click on the Financial Aid link.
- e. Click on the Award link.
- f. Click on the Award for Aid Year link.
- g. Select the appropriate award year from drop down box, click submit.
- h. Click on the Accept Award Offer tab.
- i. Decide if you want to Accept, Reduce or Decline. Click on Submit Decision

You may accept, decline or accept a partial amount of the student loan funding that you have been offered (*you may not increase the award*). Remember to do this for both the Subsidized Loan and the Unsubsidized loan if you have been offered both.

**If you received Federal Direct student loan funds in the previous academic year you will not need to complete steps 2 and 3.**

### 2. Complete your Entrance Counseling

- a. Go to <https://studentloans.gov>.
- b. Under “Manage My Direct Loan” click the sign in button.
- c. Sign in using the requested information  
*You will need your federal FSA ID username and password*
- d. Click on “Complete Counseling”.
- e. Under “Choose Loan Counseling Type” click on “Entrance Counseling”.
- f. Follow the instructions to complete and submit your entrance counseling.

### 3. Sign your Master Promissory Note (MPN)

- a. Follow steps a, b and c from item 2 above.
- b. Click on “Complete Master Promissory Note”.
- c. Follow the instructions to complete and submit your MPN.
- d. To finish the process you must view BOTH the HTML and PDF versions of the MPN.

If you experience difficulties with this process please contact the Financial Aid Office at 607-778-5028.

**Please note that if you do not accept your loan funds within 60 days of the date that the funds were offered your loan offer(s) will be canceled. If you decide at a later date that you would like to receive student loan funds you may do so by submitting a written request to our office.**