

## 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 Student Finances tab at the top.
3. Click on Launch Student Account Summary.
4. Click on Financial Aid tab at the top.
5. Click on Financial Aid Status Link
6. Select the appropriate Aid Year (ie: 2223 Aid Year for Fall 2022 and Spring 2023)  
*Click Submit*
7. Click on student requirements link that indicates  
*"You have unsatisfied student requirements for this aid year".*
8. Under Unsatisfied Requirements, click on Financial Aid Terms and Conditions  
*A new window will open; select the Terms and Conditions Tab*
9. **Under Award Package for Aid Year, click on Terms and Conditions Tab**  
*Carefully read the information regarding Federal Financial Aid*
10. Click on the Accept Button.

**All Financial Aid Recipients must accept the Financial Aid Terms and Conditions**

**(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.**

*You must accept the Financial Aid Terms and Conditions once each academic year before you proceed*

### 1. Accept your student loan offer

- a. Log into your account at <http://mycollege.sunybroome.edu>.
- b. Click on Student Finances Tab at the top.
- c. Click on Launch Student Account Summary.
- d. Click on the Financial Aid Tab under My Account (Self Service Banner).
- e. Click on the Award link.
- f. Click on Award for Aid Year link.
- g. Select the appropriate award year from drop down box, click submit. (2223 Aid Year)
- h. Click on the Accept Award Offer tab.

***If grayed out you have failed to accept the Terms and Conditions***

- i. Click on Select Decision next to your Student Loan Offers, choose decision.
- j. 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://studentaid.gov>.
- b. Sign in using the requested information (you will need your federal FSA ID username and password).
- c. On the My Home Page under "I want to:"
- d. Click on "Complete Loan Counseling (Entrance, Financial Awareness, Exit)".
- 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 Loan Agreement (Master Promissory Note)".
- c. Select the MPN for Direct Subsidized/Direct Unsubsidized Loans
- d. Follow the instructions to complete and submit your MPN.
- e. To finish the process you must view BOTH the HTML and PDF versions of the MPN.

If you experience difficulties with the above steps 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.**