

# How to Accept, Reduce, and/or Cancel Federal Direct Loans

## 1. Log into your SOMA Portal and select Student Home tile



### 2. Student Home Page - select Financial Aid tile

< NOMA Home		Student	Home	
	Financial Account	Prancial Add	Prette	Academic Records
	Student Center	Tests 1100	Advising	Manage Classes



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- 3. Make sure you're in the correct academic year. Select change, if necessary
  - a. <u>Review offered loans</u>
  - b. Under Summary: Select Accept/Decline

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Accept/Decline 2	Award Description/Category	Award Status	Award	Disbursed
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	Direct Grad PLUS Lean	Clevel	39,057.00	0.00 >
	Totals		111,224.00	0.00
	Currency used is UII Dallar			
	Account Balance			
	Gased on review of your Free Application for Federal Student Aid you have b be available, contact the Financial Aid Office for more information.	een avanded the lands ald. It is intercled to twip you fill the pap between your ability to pay, your ex	pecked lamity contribution or $\mathbb{S}^p\mathbb{C},$ and callege costs, or the cost of effendence	e sr OGA. Additional loen funding may

#### 4. <u>To Accept Loan(s), please do the following:</u>

- a. Click Edit Button
- b. Under Award Decision Select Accept Loan(s) & Submit

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	You may accept or decime any or all of the avoids that are currently avoidable	a Renember to "Submit" your changes if you make further adjustments. (	Otherwise, check back periodically for updates	to your financial aid peckage.		



## How to Accept, Reduce, and/or Cancel Federal Direct Loans

- 5. <u>To Reduce Loan(s), please do the following:</u>
  - a. Click Edit Button
  - b. Under Award Decision Select Accept Loan
  - c. <u>Under Reduce Check Reduce</u>
  - d. Under Accepted Indicate the loan amount to accept & Submit
    - i. <u>\*The amount accepted DOES NOT account for loan origination fees\*</u>

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		Direct Unsubsidized Loan	Acopt v			47, 167 10	47,157.00
		Direct Grad PLUS Loan	86et +			39,057.00	0.00
		Totals				111,224.00	25,000.00
		Currency used is 125 Dollar. You may accept or desires any or all of the avaids that are surrently available. Remem	ler is "School" your changes if you na	ie Litre algebreits. Otevroe,	their back periodically for aplates to p	or Transial and package.	

### 6. <u>To Cancel Loan(s), please do the following:</u>

- a. Click Edit Button
- b. Under Award Decision Select Decline Loan & Submit

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		Direct Unsubsidized Loan	B Delive w		0.00	0.00	
		Direct Gred PLUS Loan	B Detre +		0.00	0.00	
		Totals			111,224.00	25,000.00	

\*To make changes after submission, you must contact the Office of Student Financial Services (<u>sfs@hmhn.org</u>) and request a Direct Loan Change form.