

The 2009—2010 Financial Aid Award Notice

The University of North Dakota utilizes an electronic award notification process. You must accept, modify or decline your award offer through **CampusConnection**

Please note: all award notifications (initial or revised) will be sent to your University e-mail account (U-Mail). This e-mail notification will contain a link to CampusConnection where you can review and accept, modify or decline your awards. You may also access your awards at any time by going directly to CampusConnection (a link is available at www.und.edu—detailed log in instructions are available through this link).

To Respond to **Your Award Notice:**

- ⇒ Log into CampusConnection. Go to Student Center > Accept/Decline Awards.
- ⇒ Click on Aid Year link for the awards you want to process (2010 for 2009—2010 academic year).
- ⇒ The first time you log in to view and process your awards for an award year, please read the processing instructions provided.
- ⇒ Review the awards listed, accepting, declining or reducing each award as appropriate.
 - ⇒ If you wish to decline an award, click on the check box under Decline. Clicking the Decline All button will decline ALL awards, including grants and scholarships!
 - ⇒ If you wish to accept an award, first, click on the hyperlink for each award. Review the amounts offered for each semester. If you are accepting a Federal Stafford or Unsubsidized Loan, follow the instructions on the next page for selecting a lender. After review is complete, click on the Return to Award Package link. Click on the check box under Accept for each award or click on the yellow Accept All button to accept all awards offered.
 - ⇒ If you wish to reduce the amount offered for an award, after the Accept checkbox is selected, the accepted amount for an award will become an updateable field. Here you can reduce the award to an amount you are willing to accept. **Please note:** reducing the accepted amount for a grant or scholarship will cause delays in the processing of your awards! **Awards for the academic year will be reduced equally for each semester (fall, spring).**
- ⇒ The Contact FA Office link can be used to cancel all or part of an award for one semester only, request a Change to an award offered, request a meeting with a financial aid advisor, notify our office that you wish to change your lender selection for a Federal Stafford Loan, or to notify us that you are canceling your financial aid application.
 - ⇒ Click on Return to Award Package
 - ⇒ Click on the Contact FA Office link to request the specific changes to your award.
 - ⇒ Select the appropriate request type from the drop-down box.
 - ⇒ Enter the details of your request in the text box.
 - ⇒ Click on the SAVE button to submit your request.
- ⇒ Use the Contact FA Office link or the **Outside Aid Reporting Form** (at www.financialaid.und.edu) to report any additional aid that you will be receiving. Failure to do so may result in a delay in the receipt of aid or the repayment of aid received.

Your Award Notice Continued

- ⇒ If you have been awarded a Federal Stafford Loan, you must click on the hyperlinked award name on the Award Package screen to select a lender (or review your current lender selection).
 - ⇒ If you are borrowing a Federal Stafford Loan for the first time at UND, you will need to select a lender for your loan through the Award Detail page (access this page by clicking on the hyperlinked award name).
 - ⇒ To select your lender, click on the Select Your Lender link at the bottom of the Award Detail page.
 - ⇒ If your selected lender is on the list, click on checkbox to select, click SUBMIT.
 - ⇒ If your chosen lender is not on the list, go back to the main Award Package page.
 - ⇒ Click on the Contact FA Office link
 - ⇒ Select Change Request from the drop-down menu and enter the details of your request in the text box.
 - ⇒ You can change your current lender selection by clicking Contact FA Office link. Select Change Request from the drop-down menu and enter the details of your request in the text box.
- ⇒ If you are borrowing a student loan for the first time, you must complete Entrance Loan Counseling. Click on the Entrance Interview Information link or you can also access Entrance Loan Counseling at www.financialaid.und.edu.
- ⇒ Click the SUBMIT button to complete the process!

Not sure if you need additional aid?

The Educational Expenses Planning Worksheet, provides additional information on determining your costs and need for financial assistance.

Family Educational Rights and Privacy for Students

All information contained in University records is considered confidential, except for directory information which may be released publicly. Directory information is defined in the *Code of Student Life* (<http://sos.und.edu/csl/>).

Students must give written authorization to Student Account Services before financial information (including financial aid) may be released to parents or spouse.

Minnesota Reciprocity

You do not have to reapply for reciprocity if you have graduated from a Minnesota High School or earned credits at UND in the previous 12 months. If you must apply for reciprocity, you must do so through the State of Minnesota.

If you apply late for reciprocity and do not receive confirmation of eligibility by the beginning of the term, you will be required to pay non-resident tuition at the time of fee payment.

However, a refund of non-resident fees will be made if confirmation of reciprocity eligibility is presented to Student Account Services prior to the end of the term.

Contact the Minnesota Higher Education Services Office (800) 657-3866 or for more information go to www.mheso.state.mn.us/

