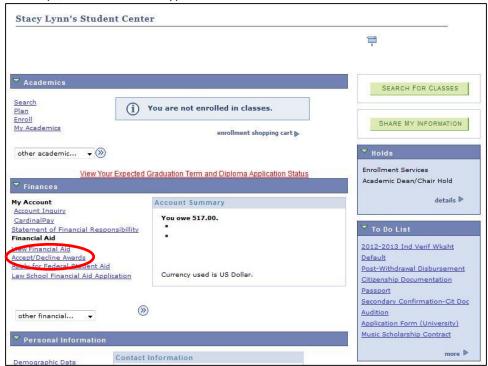
## **Accepting Financial Aid Awards**

Follow the below steps to accept financial aid awards in Cardinal Station. Awards must be accepted each academic year.

- 1. Log into <u>Cardinal Station</u> and navigate to the Student Center. The Student Center should be the default page you see when you log into the system but you can also access it via the left-hand menu.
- 2. Select the Accept/Decline Awards hyperlink in the Finances section of the Student Center.



3. Select the hyperlink for the aid year for which you need to accept awards. (Generally, you'll be selecting the first year in the list.)



4. Review the financial aid information listed and then select the green *Accept/Decline Awards* button. (If you believe awards are missing or incorrect, contact the Office of Student Financial Assistance at 202-319-5307 or <a href="mailto:cua-finaid@cua.edu">cua-finaid@cua.edu</a>.)



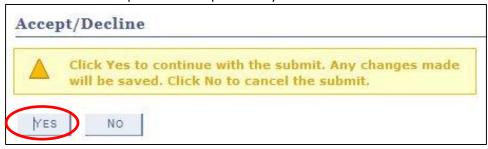
- 5. Review the information about your awards and scroll to the bottom of the page to accept and/or decline the awards listed.
- 6. Select the checkboxes in the *Accept* column for the awards you wish to accept and select the checkboxes in the *Decline* column for the awards you wish to decline. (You can also use the green *accept all* or *decline all* buttons if you wish to accept or decline all awards.)



7. Select the green *Submit* button.



8. Select the Yes button to complete the acceptance of your awards.



9. The system will display the below conformation once your actions have been successfully submitted.



Keep in mind that CUA issues account statements monthly. Once you've accepted your financial aid awards they will appear on your *subsequent* monthly statement; acceptance of awards will not retroactively change a statement that has already been issued. If you need to remit payment before the next statement is been issued you may deduct the amount of the accepted awards from the statement balance.

If you have questions about your awards or are having problems completing the above steps, contact the Office of Student Financial Assistance at 202-319-5307 or cua-finaid@cua.edu.