

1 HOW TO ACCEPT OR DECLINE YOUR STUDENT LOANS: 2018-19

Important: In order to **limit the amount you borrow in student loans it is important to complete your degree in eight semesters and avoid withdrawing from classes.**

1. Log on to the Purchase Portal at www.Purchase.edu/Portal/

2. Select the purple **MyHeliotrope** link pictured below:

Home » Current Students

Current Students

ANNOUNCEMENTS:

Excelsior Application Now Available
Check out our **Excelsior Scholarship** webpage for details!

New Student Registration
Registration for new students has started. Classes fill up quickly. Visit the **New Student Registration** page to get started.


Congratulations Class of 2017!
Check out the **Commencement website** for more information.

Need Help? Can't Log In? Click here for help - HelioEmail: heliotropecentral@purchase.edu

Quick Links

- Academic Calendar
- Account Activation / Password Reset
- Email
- Moodle
- **MyHeliotrope**
- Purchase Jobscore
- RoomBook
- SharePoint Collaboration
- Library

3. Log in with your Purchase College credentials:

 **Purchase College Login**

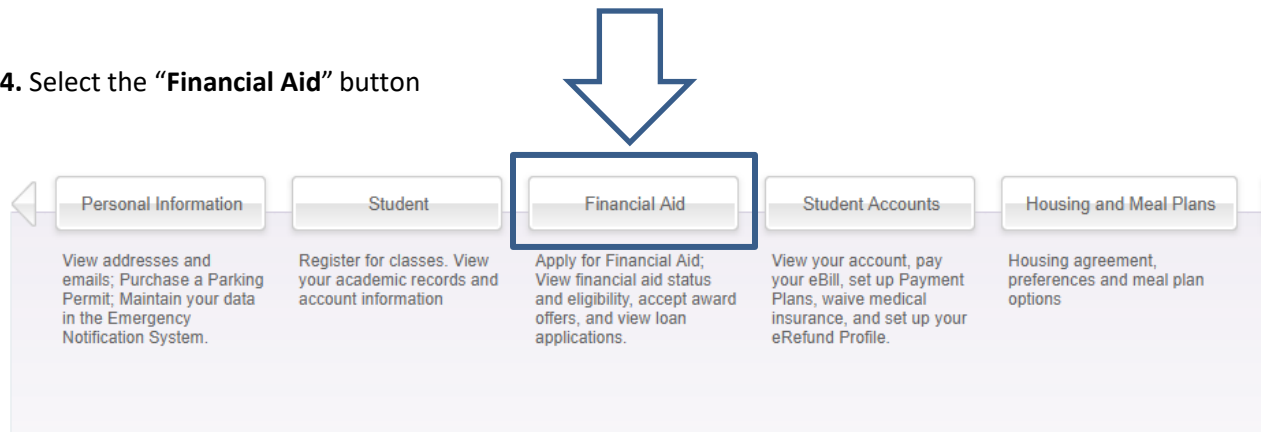
username (john.smith - do NOT include '@purchase.edu')

password

[reset password / activate account](#)

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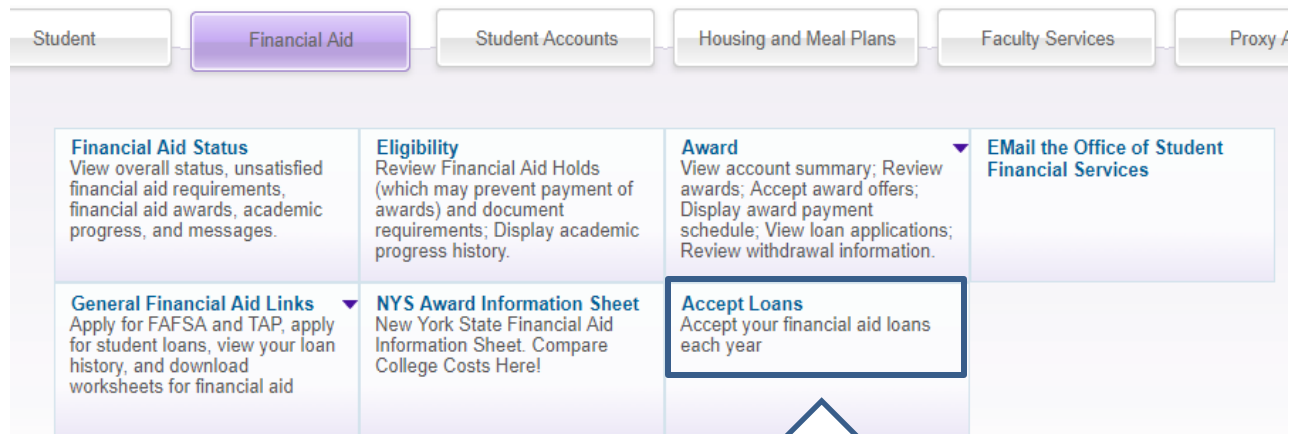
4. Select the "Financial Aid" button



A horizontal navigation menu with five buttons: Personal Information, Student, Financial Aid, Student Accounts, and Housing and Meal Plans. The 'Financial Aid' button is highlighted with a blue box and a large blue arrow points down to it from above.

Personal Information	Student	Financial Aid	Student Accounts	Housing and Meal Plans
View addresses and emails; Purchase a Parking Permit; Maintain your data in the Emergency Notification System.	Register for classes. View your academic records and account information	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	View your account, pay your eBill, set up Payment Plans, waive medical insurance, and set up your eRefund Profile.	Housing agreement, preferences and meal plan options

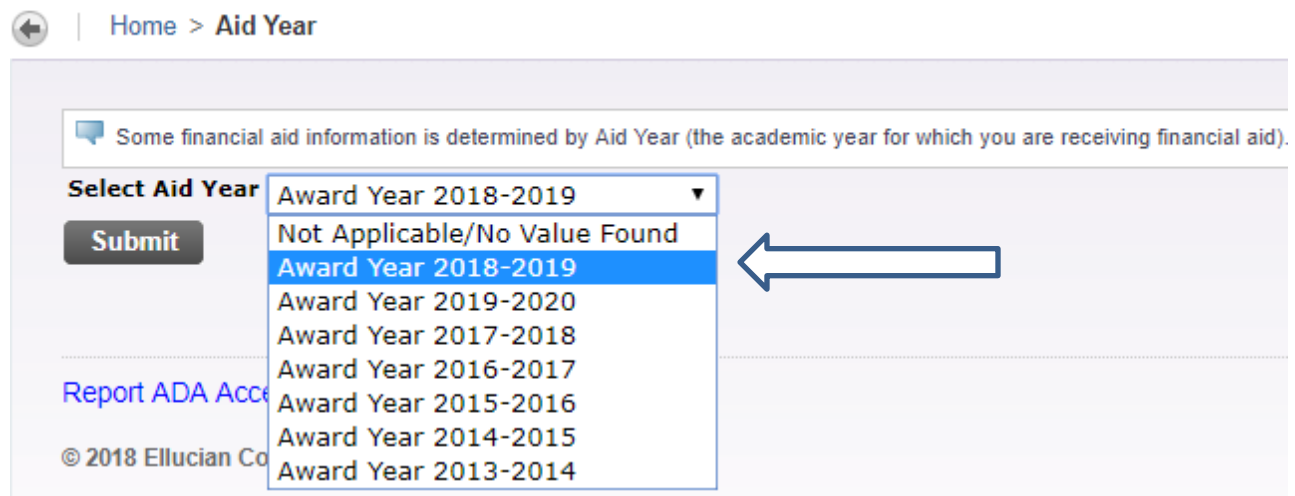
5. Select "Accept Loans"



A horizontal navigation menu with buttons: Student, Financial Aid, Student Accounts, Housing and Meal Plans, Faculty Services, and Proxy / Below the 'Financial Aid' button, a sub-menu is open. The 'Accept Loans' option is highlighted with a blue box and a large blue arrow points up to it from below.

Student	Financial Aid	Student Accounts	Housing and Meal Plans	Faculty Services	Proxy /
	Financial Aid Status View overall status, unsatisfied financial aid requirements, financial aid awards, academic progress, and messages.	Eligibility Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.	Award View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.	EEmail the Office of Student Financial Services	
	General Financial Aid Links Apply for FAFSA and TAP, apply for student loans, view your loan history, and download worksheets for financial aid	NYS Award Information Sheet New York State Financial Aid Information Sheet. Compare College Costs Here!	Accept Loans Accept your financial aid loans each year		

6. Select "Award Year 2018-2019"



A screenshot of a web page titled "Award Year". At the top, there is a breadcrumb "Home > Aid Year" and a message: "Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid)." Below this is a "Select Aid Year" dropdown menu with a "Submit" button. The dropdown menu is open, showing a list of award years. The "Award Year 2018-2019" option is highlighted with a blue bar and a large blue arrow points to it from the right.

Home > Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year: Award Year 2018-2019

Submit

Report ADA Acco

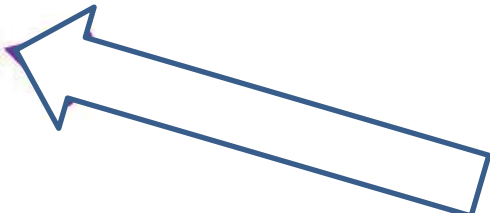
© 2018 Ellucian Co

- Award Year 2018-2019
- Not Applicable/No Value Found
- Award Year 2018-2019
- Award Year 2019-2020
- Award Year 2017-2018
- Award Year 2016-2017
- Award Year 2015-2016
- Award Year 2014-2015
- Award Year 2013-2014

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7. Using the drop down menu, choose to “**Accept**” or “**Decline**” each loan per semester. You can also choose a lesser amount of the by specifying in the box on the right hand side OR click “Accept Full Amount All Awards” instead of doing one by one, if you know you will be borrowing the entire amounts for the year.

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Pell Grant	Accepted	Fall	\$2,213.00		
	Accepted	Spring	\$2,212.00		
	Fund Total:			\$4,425.00	
Federal SEOG	Accepted	Fall	\$150.00		
	Accepted	Spring	\$150.00		
	Fund Total:			\$300.00	
Federal Work Study	Accepted	Fall	\$500.00		
	Accepted	Spring	\$500.00		
	Fund Total:			\$1,000.00	
Direct Loan Subsidized	Offered	Fall	\$2,750.00	Select Decision ▼	<input type="text"/>
	Offered	Spring	\$2,750.00	Select Decision ▼	<input type="text"/>
	Fund Total:			\$5,500.00	
Direct Loan Unsubsidized	Offered	Fall	\$3,500.00	Select Decision ▼	<input type="text"/>
	Offered	Spring	\$3,500.00	Select Decision ▼	<input type="text"/>
	Fund Total:			\$7,000.00	
Direct Loan PLUS	Offered to parent	Fall	\$3,500.00		
	Offered to parent	Spring	\$3,500.00		
	Fund Total:			\$7,000.00	



8. After making a decision on all awards, choose the “**Submit Decision**” choice. If you need to make further adjustments please email our office at financialservices@purchase.edu.
9. If you have not borrowed loans before, you must complete BOTH the **Entrance Counseling and the Loan Agreement (Master Promissory Note/MPN)** before we can request the loans and add them to your eBill
- Go to <https://studentloans.gov/myDirectLoan/index.action>
 - Click on the blue “**Log In**” button, and log in with your FSA ID.
 - Select “**Complete Loan Counseling**” from the page that appears.
 - Select “**START**” for the 1st option, **Entrance Counseling**”
 - Once you have completed the Entrance Counseling then go back to the main page, and select “**Complete Loan Agreement (Master Promissory Note).**”
 - Select the “**START**” button for the 1st option “**MPN for Subsidized/Unsubsidized Loans**” and complete the MPN.
 - Once you have completed both the “**Entrance Counseling**” and the “**MPN for Subsidized/Unsubsidized Loans**” online, our office will be notified within 24 hours.