

## Purpose

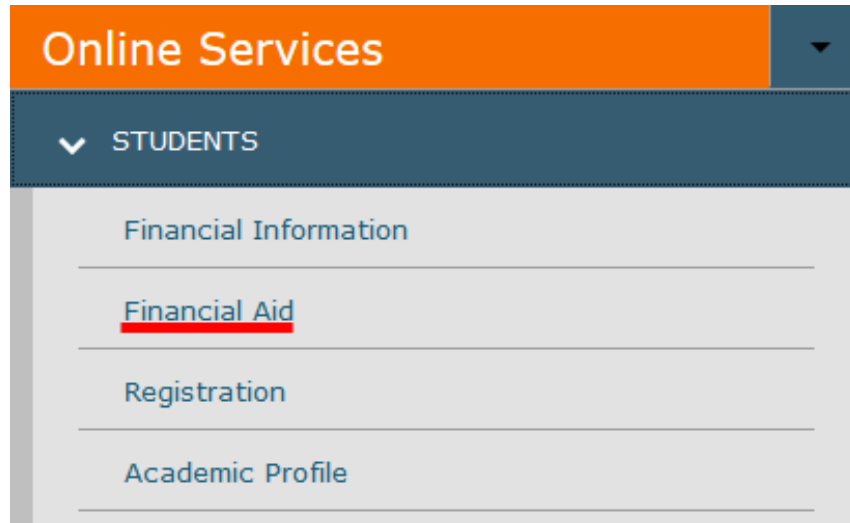
The Award Letter screen allows you to accept or reject your Financial Aid awards, and update your loan amounts.

### Step 1

Go to your [myGSU Portal homepage](#). Log in to the portal using your GSU username and password.

### Step 2

Go to **Online Services**. Choose **STUDENTS**. Then choose **FINANCIAL AID**.



### Step 3

When the Financial Aid menu opens, choose **My Financial Aid**.



### Step 4

The Financial Aid Self-Service homepage will open in a new tab.

mygsu Governors State University Portal

Financial Information ▾ Financial Aid ▾ Financial Aid Home

### Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year:  
Financial Aid 2017-2018 ▾

[Contact Financial Aid Office](#)

### Step 5

On the right hand side of the homepage, you can find **FINANCIAL AID RESOURCES**. Depending on the size of your screen, you will find **FINANCIAL AID RESOURCES** either on the lower right side of the page, or as a tab with your checklist.

| Checklist        |  |
|------------------|--|
| ✓ Completed      | Submit a Free Application for Federal Student Aid (FAFSA)          |
| ✓ Completed      | Complete required documents  |
| 🔄 In-Progress    | Your application is being reviewed by the Financial Aid Office     |
| ⚠️ Action Needed | <a href="#">Review and accept your Financial Aid Award Package</a> |
| ✓ Completed      | Complete Direct Loan Entrance Counseling                           |

- Resources
- Form Links
  - [Loan Reduction Form](#)
- Helpful Links
  - [FAFSA Application](#)
  - [Entrance Counseling](#)
  - [Master Promissory Note](#)

OR

Checklist Financial Aid Counselor **Resources** Loan History Pell Lifetime Eligibility Used

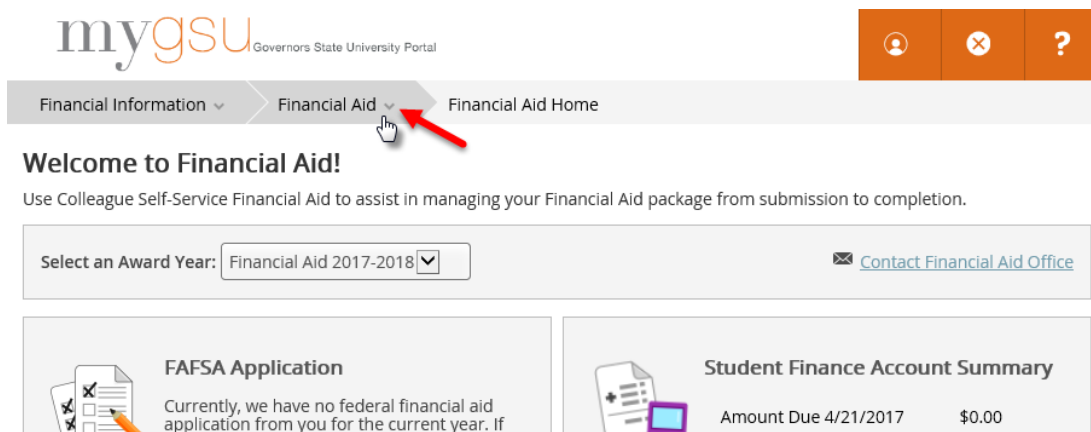
| Checklist     |  |
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| ✓ Completed   | Submit a Free Application for Federal Student Aid (FAFSA)      |
| ✓ Completed   | Complete required documents                                    |
| 🔄 In-Progress | Your application is being reviewed by the Financial Aid Office |

# View My Financial Aid Award Letter

## Financial Aid - Online Services Tutorial

### Step 6

To go to **AWARD LETTER**, hover over the **FINANCIAL AID** menu at the top of the page.



### Step 7

Choose **AWARD LETTER**.



# View My Financial Aid Award Letter

## Financial Aid - Online Services Tutorial

### Step 8

When the **AWARD LETTER** opens, please read through your letter.

**i** Please read through your award letter. If you have questions, contact the Office of Financial Aid.

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**Financial Aid 2017-2018** **\$21,133.00**

**Award Letter** 5

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**GOVERNORS STATE UNIVERSITY**

Office of Financial Aid  
1 University Parkway  
University Park, IL 60484  
708-534-4480

Date: 4/21/2017  
Student ID:    
**Award Year: Financial Aid 2017-2018**

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Dear   1

Your FAFSA and any supporting documentation has been processed and your awards have been determined below. Award amounts are based on full-time enrollment. Awards such as the Pell Grant and MAP Grant will be pro-rated based on the number of credits hours for which you are enrolled. You must be enrolled at least half time in order to be eligible for student loans. Federal Work Study does not guarantee that you will be able to secure on-campus employment. If you are planning to attend in summer, you will need to complete a separate application that will be available in February.

**Budget:** \$24,954      **EFC:**        **Need:**  

| FINANCIAL AID   | TOTAL              | FALL        | SPRING      |
|---|--------------------|-------------|-------------|
| <b>SCHOL. &amp; GRANTS</b>  |                    |             |             |
| Federal Pell Grant  | <b>\$5,370.00</b>  | \$2,685.00  | \$2,685.00  |
| Federal Supplemental Educational Opportunity Grant  | <b>\$700.00</b>    | \$350.00    | \$350.00    |
| St of IL MAP Grt Est  | <b>\$3,563.00</b>  | \$1,781.50  | \$1,781.50  |
| <b>LOANS</b>  |                    |             |             |
| Fed Direct Subsidized Ln - UG1  | <b>\$4,500.00</b>  | \$2,250.00  | \$2,250.00  |
| Federal Unsubsidized Ln - UG1   | <b>\$2,000.00</b>  | \$1,000.00  | \$1,000.00  |
| <b>EMPLOYMENT &amp; OTHER</b>   |                    |             |             |
| Federal Work Study - UG   | <b>\$5,000.00</b>  | \$2,500.00  | \$2,500.00  |
| <b>Total</b> <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: white;">2</span> | <b>\$21,133.00</b> | \$10,566.50 | \$10,566.50 |

Loans and Federal Work Study should be accepted or rejected online through My Awards in the myGSU portal under Financial Aid. Disbursement of aid begins after the refund date of each semester. It is the responsibility of the student to read the information located at [www.govst.edu/financialaid](http://www.govst.edu/financialaid) regarding financial aid eligibility. Failure to comply with the rules and regulations may result in the cancellation and/or repayment of your awards. Please contact the Office of Financial Aid at 708-534-4480 or [faid@govst.edu](mailto:faid@govst.edu) with any questions.

3 I verify that I accept the award package and electronically sign my award letter.

4

Cancel and Return Home

### Listing of Parts of the Award Letter

1. Read about your awards. Note that if attend in the summer, you will need to complete a separate application that will be available in February.
2. Read the information about your financial aid. Additional information is available on the [Financial Aid website](#).
3. Check the box to verify that you accept the award package and electronically sign your award letter.
4. To accept, choose ACCEPT.
5. To print your Award Letter, click on the AWARD LETTER print link in the upper left side of the page.

If you have any questions, please contact the Financial Aid Office.

### Contact the Financial Aid Office:

- Phone: 708.534.4480 or ext. 4480
- Email: [faid@govst.edu](mailto:faid@govst.edu)