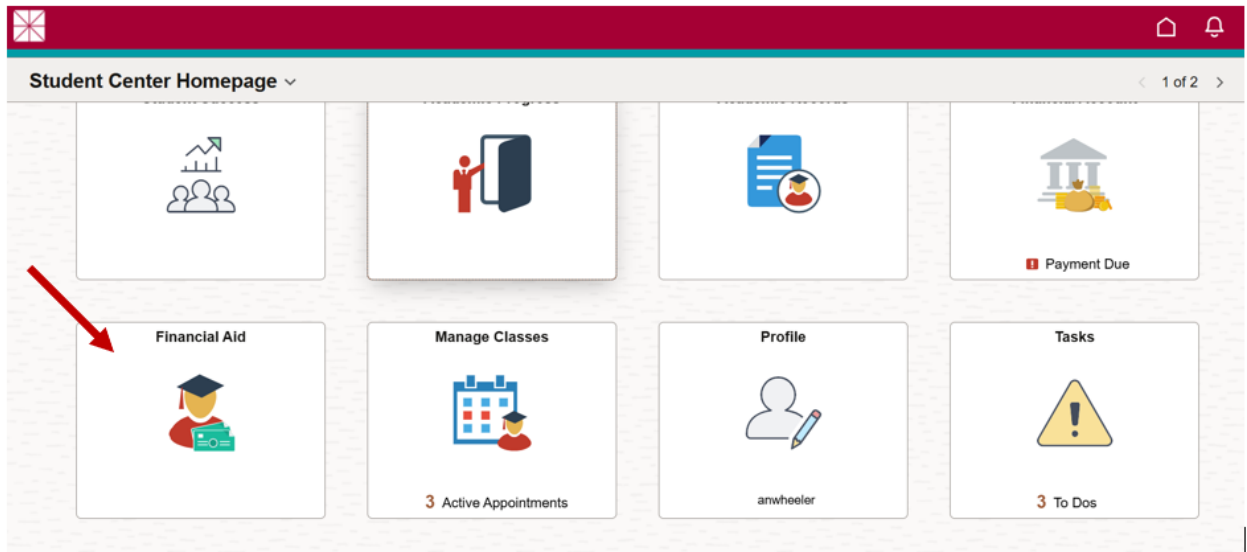
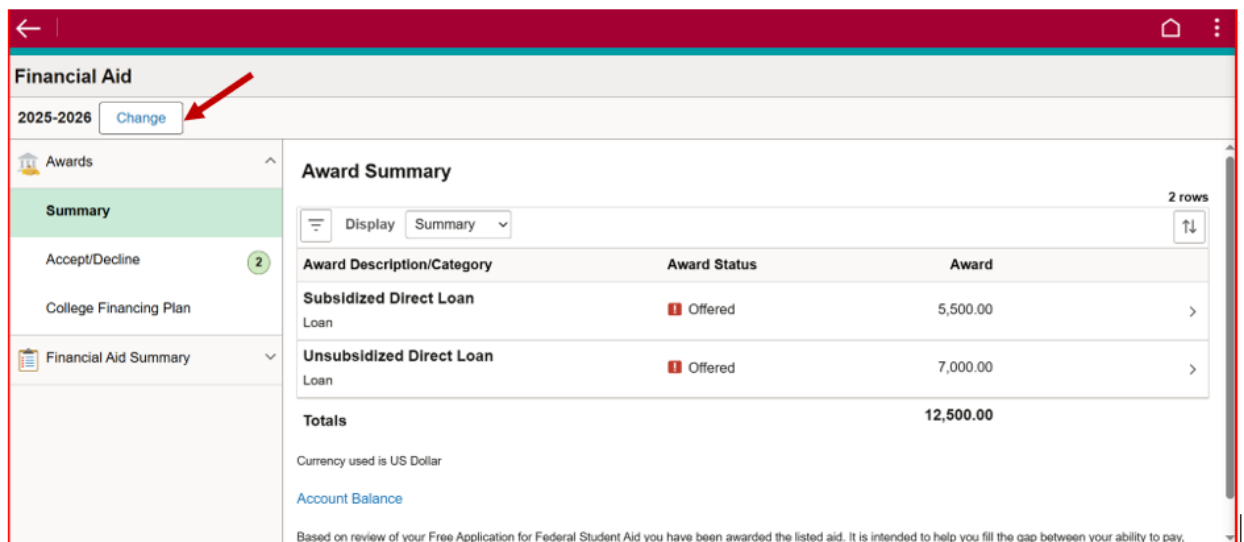


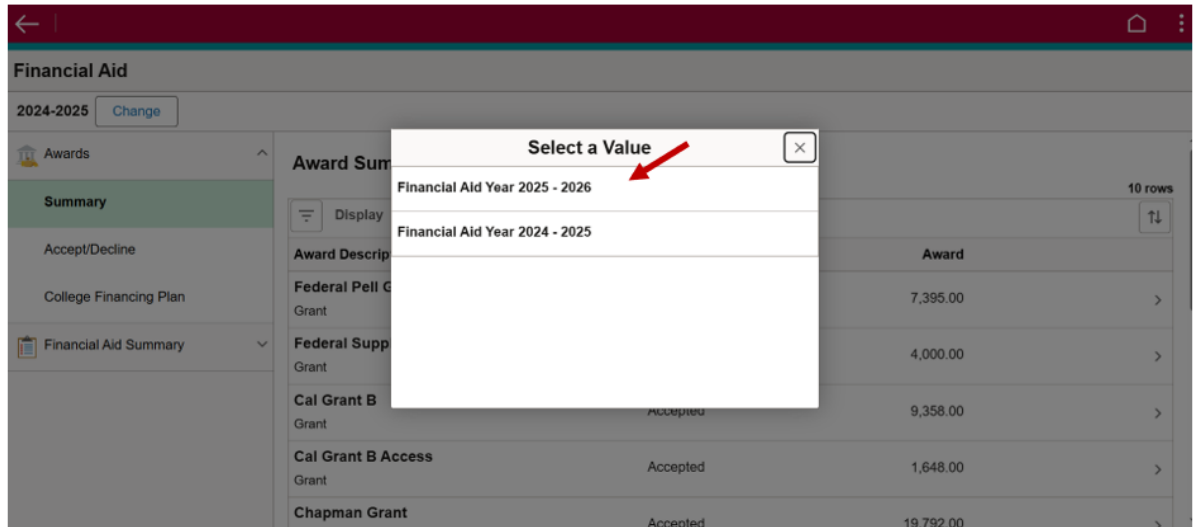
## How to Accept/Decline Loans on the Student Center

1. Log in to your student account on the Student Center at [studentcenter.chapman.edu](http://studentcenter.chapman.edu).
2. Click on the 'Financial Aid' box.

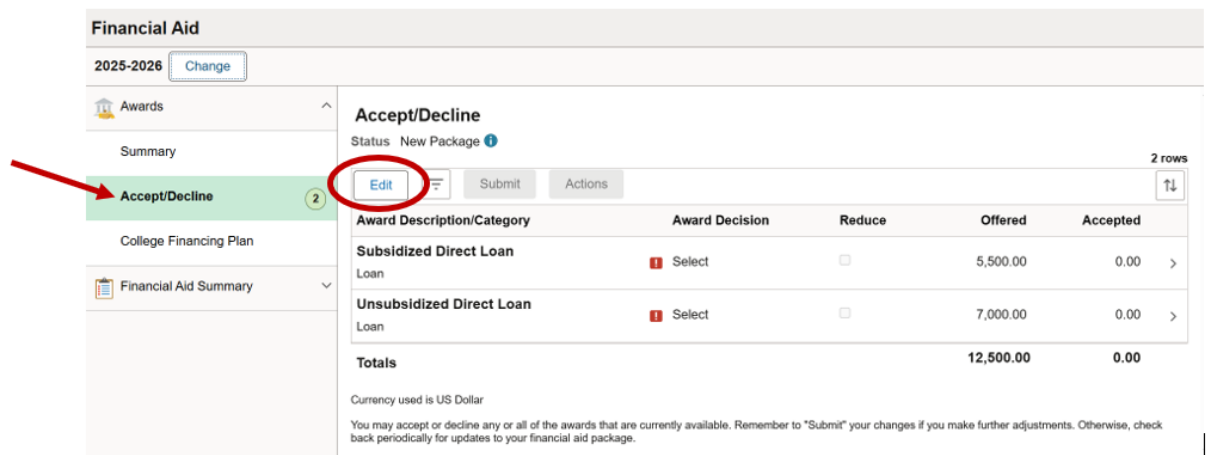


3. On the left-hand side, expand "Awards," if not expanded.
4. **MAKE SURE THE AID YEAR IN THE TOP LEFT IS FOR THE CORRECT YEAR**





- On the dropdown menu, click Accept/Decline. Under the word 'Status.' Click on the "Edit" Icon.



6. Look for the loans with the word 'Select.' OR click on each loan. When you see the word "Select", click on it and you can choose to accept or decline the loan.

**Financial Aid**

2025-2026 [Change](#)

**Awards**

Summary

**Accept/Decline** 2

College Financing Plan

Financial Aid Summary

**Accept/Decline**

Status: New Package ⓘ

[Edit](#) [Submit](#) [Actions](#)

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Subsidized Direct Loan</b>				
Loan	Select	<input type="checkbox"/>	5,500.00	0.00
<b>Unsubsidized Direct Loan</b>				
Loan	Select	<input type="checkbox"/>	7,000.00	0.00
<b>Totals</b>			<b>12,500.00</b>	<b>0.00</b>

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

7. On the Actions button, you can either select to Accept All your loans/awards, or you can go to each individual award and select your preference.

**Financial Aid**

2025-2026 [Change](#)

**Awards**

Summary

**Accept/Decline** 2

College Financing Plan

Financial Aid Summary

**Financial Aid**

Status: New Package ⓘ

[Edit](#) [Submit](#) [Actions](#)

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Subsidized Direct Loan</b>				
Loan	Select	<input type="checkbox"/>	5,500.00	0.00
<b>Unsubsidized Direct Loan</b>				
Loan	Accept	<input type="checkbox"/>	7,000.00	0.00
<b>Totals</b>			<b>12,500.00</b>	<b>0.00</b>

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

8. You can choose to reduce the amount offered. We offer the maximum amount you are eligible for as determined by The Department of Education limits.

**Financial Aid**

2025-2026 [Change](#)

**Awards**

- Summary
- Accept/Decline**
- College Financing Plan
- Financial Aid Summary

**Accept/Decline**

Status: Successful ⓘ

[Edit](#) [Submit](#) [Actions](#)

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Subsidized Direct Loan</b> Loan	Accept ▾	<input checked="" type="checkbox"/>	5,500.00	<input type="text" value="3000"/>
<b>Unsubsidized Direct Loan</b> Loan	Decline	<input type="checkbox"/>	0.00	0.00
<b>Totals</b>			5,500.00	5,500.00

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

9. Once you make your selection, depending on what your decision is, you will see the column "Accepted" change to indicate the amounts.

**Financial Aid**

2025-2026 [Change](#)

**Awards**

- Summary
- Accept/Decline** 2
- College Financing Plan
- Financial Aid Summary

**Financial Aid**

Status: New Package ⓘ

[Edit](#) [Submit](#) [Actions](#)

Award Description/Category	Award Decision	Reduce	Offered	Accepted
<b>Subsidized Direct Loan</b> Loan	<input checked="" type="checkbox"/> Accept ▾	<input type="checkbox"/>	5,500.00	5,500.00
<b>Unsubsidized Direct Loan</b> Loan	<input checked="" type="checkbox"/> Decline ▾	<input type="checkbox"/>	0.00	0.00
<b>Totals</b>			12,500.00	0.00

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

10. After clicking “Submit” it will ask a final question. Once you click “Yes” there will be a green bar at the top of the page that will state **“Your award decision was submitted successfully”**

**Financial Aid**

2025-2026 [Change](#)

**Awards** ^

Summary

**Accept/Decline** 2

College Financing Plan

**Financial Aid Summary** v

**Financial Aid**

Status New Package ⓘ

[Edit](#) [Print](#) [Submit](#)

Do you want to submit this award decision?

[Yes](#) [No](#)

2 rows

Award Description/Category	Reduce	Offered	Accepted
<b>Subsidized Direct Loan</b>			
Loan	<input type="checkbox"/>	5,500.00	5,500.00
<b>Unsubsidized Direct Loan</b>			
Loan	<input type="checkbox"/>	0.00	0.00
<b>Totals</b>		<b>12,500.00</b>	<b>0.00</b>

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.