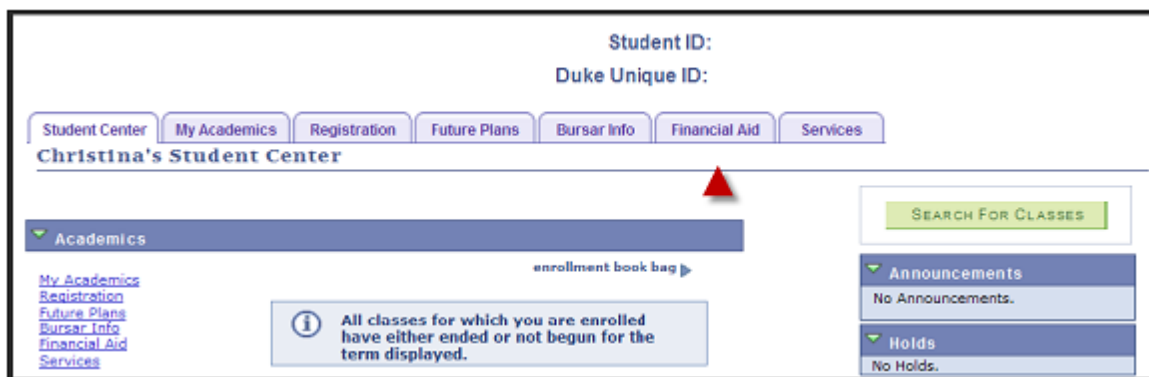


Steps for completing your financial aid selections and loan applications online

1. Locate and click on the "Financial Aid" tab in [ACES](#).
2. Select the appropriate aid year
3. Accept, decline, or modify your financial aid awards, then submit.
4. Click on the "review loans" button to review your loan choices and complete the application process. This process will have you complete entrance loan counseling, then apply for and sign a promissory note for *each loan type* (except for the Perkins Loan. If you are awarded a Perkins Loan, your Master Promissory Note will be mailed to you by the Student Loan Office).

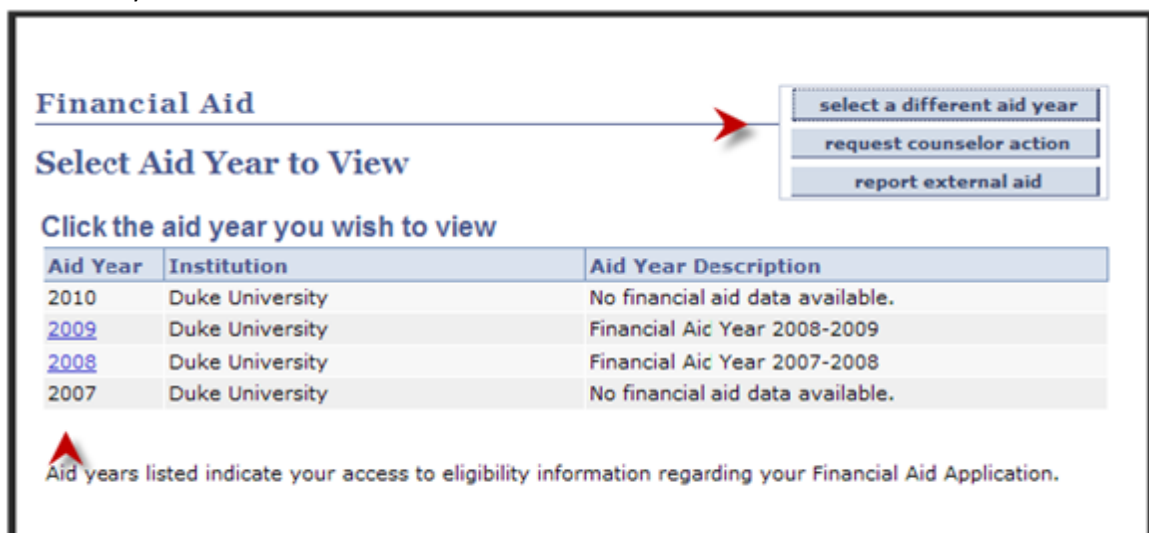
Detailed information on each step is included below.

1. Locate and click on the "Financial Aid" tab in [ACES](#).



2. Select the appropriate aid year

- When you click the Financial Aid tab, you will be asked to select an Aid Year.
- There are a set of buttons presented at the top of each page. These will allow you to send your Financial Aid Office an email, or to report external aid to a counselor.
 - The bottom two buttons will activate a pop-up window that will let you send an email to your financial aid office. You will be CC:ed on the email.



3. Accept, decline, or modify your financial aid awards, then submit.

- You will see your awards on this page
 - You can click on the item type description to read the associated award message
 - If your award has any specific requirements, they should be visible under this link
 - Click the Category link to see information useful in understanding student loans
- Click the Accept or Decline check box next to the Award
- For loans, you can also reduce the award
 - Students can never increase an award
- Awards will be grayed out if –
 - The award is a grant or scholarship, and is made in a “Accepted” status
 - The award has disbursed to your account
 - Loan information is being processed at your lender
- If an award is grayed out, you will need to speak to a counselor to make a change

Please note: Your award package contains a federal Graduate PLUS loan, however you have the option to select a private loan instead. If you are considering borrowing a private loan, please first review [Duke's Recommended Lender List](#) and the [Grad PLUS -vs- Private Loan section](#) of our financial aid handbook. Once you have done so, please feel free to contact us to replace your Grad PLUS award with a private loan.

Financial Aid

Award Package

Financial Aid Year 2009-2010

Your acknowledgment and/or changes were successfully processed. Please review your awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Additional information about your awards can be found via the hyperlinks below.

Description	Category	Career	Offered	Accepted	Accept	Decline
School of Law Awards	Grant	Law School	5,000.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Law Summer Award	Grant	Law School	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Sub Stafford Loan A	Loan	Law School	8,500.00		<input type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan A	Loan	Law School	12,000.00		<input type="checkbox"/>	<input type="checkbox"/>
Alt. Loan / Grad-Prof PLUS Ln	Loan	Law School	33,152.00		<input type="checkbox"/>	<input type="checkbox"/>
Federal Perkins Loan	Loan	Law School	3,000.00		<input type="checkbox"/>	<input type="checkbox"/>
Total			63,652.00	0.00		

Currency used is US Dollar.

- After you submit your Award package, you will see a summary page

Accept/Decline

Below is a list of your Financial Aid choices

Description	Category	Amount Accepted
School of Law Awards	Grant	5,000.00
Law Summer Award	Grant	2,000.00
Federal Sub Stafford Loan A	Loan	8,500.00
Federal Unsub Stafford Loan A	Loan	12,000.00
Alt. Loan / Grad-Prof PLUS Ln	Loan	0.00
Federal Perkins Loan	Loan	3,000.00
Total		30,500.00

Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

4. Click on the "review loans" button to review your loan choices and complete the application process.

- After you submit your award successfully, you will return to the Accept /Decline page.
- You will be presented with a prompt to review your loan information.
- Click the Review Loans button to go the View my Loan Info page

Financial Aid

Award Package

Financial Aid Year 2009-2010



Your acknowledgment and/or changes were successfully processed. Please review your awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Additional information about your awards can be found via the hyperlinks below.

You have accepted one or more loan awards. Please click the button to review your loans.

Description	Category	Career	Offered	Accepted	Accept	Decline
School of Law Awards	Grant	Law School	5,000.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Law Summer Award	Grant	Law School	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Sub Stafford Loan A	Loan	Law School	8,500.00	8,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan A	Loan	Law School	12,000.00	12,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alt. Loan / Grad-Prof PLUS Ln	Loan	Law School	33,152.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Perkins Loan	Loan	Law School	3,000.00	3,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Follow all directions to complete loan requirements for *each type* of loan you have

Please keep this window/tab open, as you must return to the page to complete the requirements for *each loan!*

Financial Aid	select a different aid year									
View My Loan Info	request counselor action									
Financial Aid Year 2009-2010	report external aid									
Please contact your financial aid office if you have questions or need to make changes to any information listed on this page. (NOTE: You may have to wait up to FIVE BUSINESS DAYS To see recent lender selections).										
Federal Student Loans										
 You have accepted a Stafford loan award which requires completion of the lender selection process.										
complete processing for this loan										
<table border="1"><thead><tr><th>Description</th><th>Lender Name</th><th>Accept Amount</th></tr></thead><tbody><tr><td>Federal Sub Stafford Loan A</td><td></td><td>8,500.00</td></tr><tr><td>Federal Unsub Stafford Loan A</td><td></td><td>12,000.00</td></tr></tbody></table>	Description	Lender Name	Accept Amount	Federal Sub Stafford Loan A		8,500.00	Federal Unsub Stafford Loan A		12,000.00	
Description	Lender Name	Accept Amount								
Federal Sub Stafford Loan A		8,500.00								
Federal Unsub Stafford Loan A		12,000.00								
Perkins										
 You have accepted a Perkins loan award. You will need to complete Entrance Counseling for this loan.										
complete processing for this loan										
<table border="1"><thead><tr><th>Description</th><th>Lender Name</th><th>Accept Amount</th></tr></thead><tbody><tr><td>Federal Perkins Loan</td><td></td><td>3,000.00</td></tr></tbody></table>	Description	Lender Name	Accept Amount	Federal Perkins Loan		3,000.00				
Description	Lender Name	Accept Amount								
Federal Perkins Loan		3,000.00								
Total for Aid Year										
Total	23,500.00									