

Accepting & Declining Financial Aid Awards for New Students

This reference guide assists new first-year or transfer students in finding their assigned financial aid awards and accepting or declining awards in Workday.

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Accepting & Declining Financial Aid Awards for New Students

If you have questions regarding your financial aid package or need guidance on accepting or declining an award, please contact the LSUE Financial Aid Office before processing any forms.

Office Address:

Financial Aid Office
Louisiana State University Eunice
Eunice, LA 70535

Telephone:

337-550-1282

Email:

finaid@lsue.edu

Website:

[LSUE Financial Aid & Scholarships](#)
[Steps to Receive Financial Aid | LSUE Financial Aid](#)

We urge you to contact our LSUE Financial Aid office for any clarifications or assistance needed regarding your financial aid. Our office is here to support you in navigating your financial aid options and information.

View Financial Aid Awards via the External Student Site

As a new student, you will initially only have access to use the LSUE External Student Site to complete the financial aid action items (i.e., verification documents) and view your financial aid awards.

Note: You will not be able to accept/decline your awards in the external student site. Please see pages 7-11 in this guide for more information on Accepting & Declining Financial Aid Awards in Workday.

1. On the LSUE External Student Site [log-in](#) page, click **Sign In**.
 - Review the instructions for guidance on signing in for the first time.



Bengal Portal

Use this page to review Upcoming Events on the right.

If you would like to create an account or log into this portal to view your registered events or even apply for admission:

Click on "Sign In" at the top right corner of this page. Follow these instructions on the next screen:

- If you have already created an account, you may fill in that email address and password.
- If you do not have an account, click "Create Account".
- Enter a valid email address and password. This is also what you will use to apply to LSUE.
- You will receive an email to verify your account.
- Then you can use the next screen to sign in with the same email address and password.

Events

[Events for LSUE Undergraduate Student Recruiting & Admissions Site](#)

View Financial Aid Awards in the E ternal Student Site (continued)

- Enter your **Email Address** and **Password**, then click **Sign In**.
 - **Note:** Students are required to use the same email address provided during their application to LSUE for signing into the E ternal Student Site.

LSUE
EUNICE

Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

3. Within the LSUE E ternal Student Site homepage, click **View My Financial Aid Packages**.

Welcome [Redacted]

My Financial Aid and Preliminary Transfer Credits Portal

Use this page to review your Financial Aid Award and Action Items. If you have incoming college credit then this is also where Preliminary Transfer Credits can be viewed to show if external college courses transfer

NOTE: Once you register for orientation and have a course schedule, you will be transitioned to a different Student Portal and this portal will no longer be updated.

To view Financial Aid Award and Action Items:

- Please use the "My Financial Aid Requirements" link to the right.

To view Preliminary Transfer Credits:

- You will be emailed with the next steps if Transfer Credit is applicable.

Admissions

[Undergraduate Application Information](#)

Financial Aid

[My Financial Aid Requirements \(2 Actions Required\)](#)

[View My Financial Aid Packages](#)

View Financial Aid Awards in the External Student Site (continued)

- On the View My Financial Aid Packages page, click the **estimated award package** that has been provided based on your application.

Estimated Financial Aid

Your estimated award package is provided below based on your application for Financial Aid. If you have questions, please contact the Office of Financial Aid:

Estimated Aid

Finance - BS - 2024-2025 Award Year

Total Estimated Financial Aid: \$52,930.00 | Total Estimated Costs: \$52,930.00



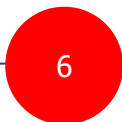
- Review the Estimated Award Package Summary for the academic year.

| Finance - BS - 2024-2025 Award Year | |
|---|---|
| Total Estimated Financial Aid: \$52,930.00 | Total Estimated Costs: \$52,930.00 |
| Grants and Scholarships | Out of Pocket with Loans |
| \$15,000.00 | \$0.00 |
| Loans | Out of Pocket without Loans |
| \$37,930.00 | \$37,930.00 |
| Employment | |
| \$0.00 | |



View Financial Aid Awards in the External Student Site (continued)

- Review the Estimated Award Package – Estimated Financial Aid Details & Estimated Cost Details for the academic year.



[Print College Financing Plan](#)
[Print Award Letter](#)

Estimated Financial Aid Details

4 items

| Items | Fall Semester 2024 (08/26/2024-12/14/2024) | Spring Semester 2025 (01/13/2025-05/10/2025) | Total |
|---|--|--|-------------|
| LSJAM Unsubsidized Direct Stafford Loan | \$2,750.00 | \$2,750.00 | \$5,500.00 |
| LSJAM Parent PLUS Loan | \$16,215.00 | \$16,215.00 | \$32,430.00 |

Estimated Cost Details

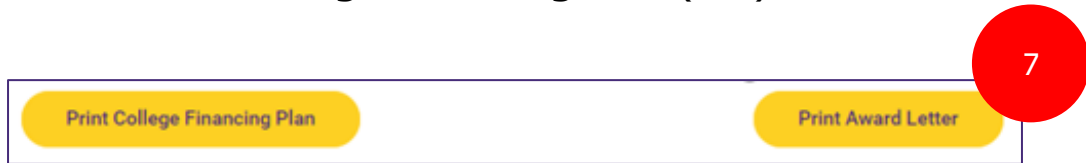
8 items

| Items | Category* | Fall Semester 2024 (08/26/2024-12/14/2024) | Spring Semester 2025 (01/13/2025-05/10/2025) | Total |
|--------------------------|--------------|--|--|--------------------|
| Books | Indirect | \$432.00 | \$432.00 | \$864.00 |
| Food & Housing On Campus | Direct | \$7,348.00 | \$7,348.00 | \$14,696.00 |
| Loan Fees | Indirect | \$317.00 | \$317.00 | \$634.00 |
| Personal | Indirect | \$2,022.00 | \$2,022.00 | \$4,044.00 |
| Supplies | Indirect | \$110.00 | \$110.00 | \$220.00 |
| Transportation | Indirect | \$1,920.00 | \$1,920.00 | \$3,840.00 |
| Tuition & Fees | Direct | \$14,316.00 | \$14,316.00 | \$28,632.00 |
| | Total | \$26,465.00 | \$26,465.00 | \$52,930.00 |

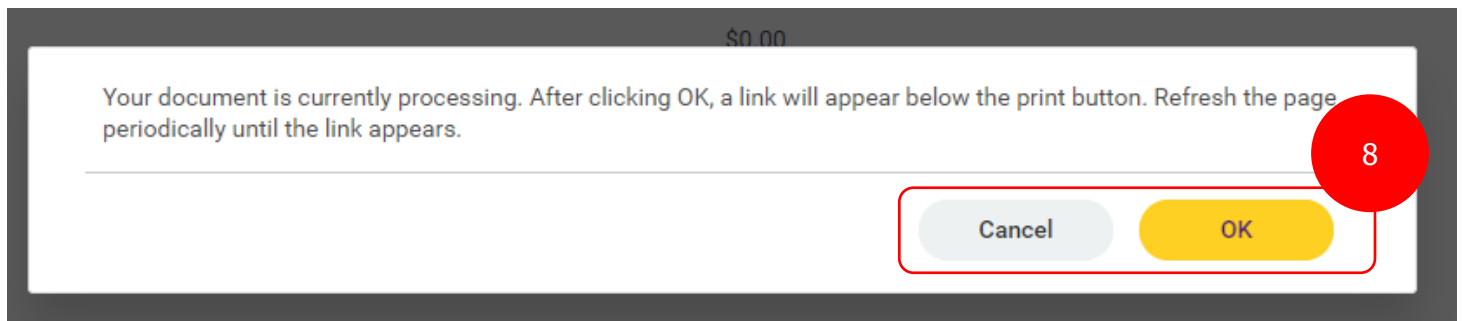
*Indirect costs like food and transportation are estimated amounts to help you budget your financial aid. You won't be charged for these costs.

View Financial Aid Awards in the External Student Site (continued)

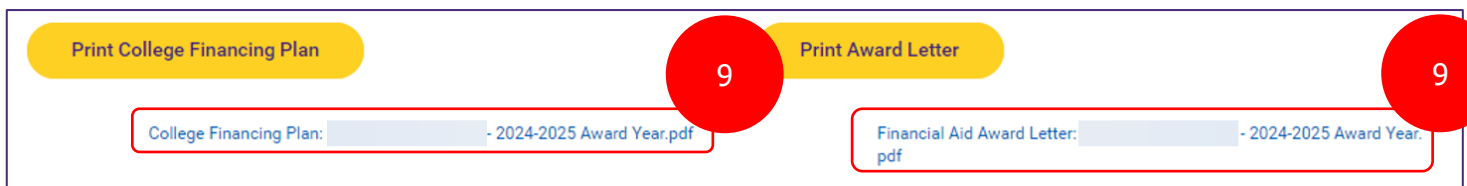
- Option to click **Print College Financing Plan** (CFP) and **Plan Award Letter**.



- After clicking the Print College Financing Plan or Print Award Letter, review the following message, and click **OK**.



- A PDF version of the **Print College Financing Plan** or **Plan Award Letter** will appear under the Print College Financing Plan or Print Award Letter button.



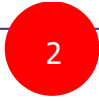
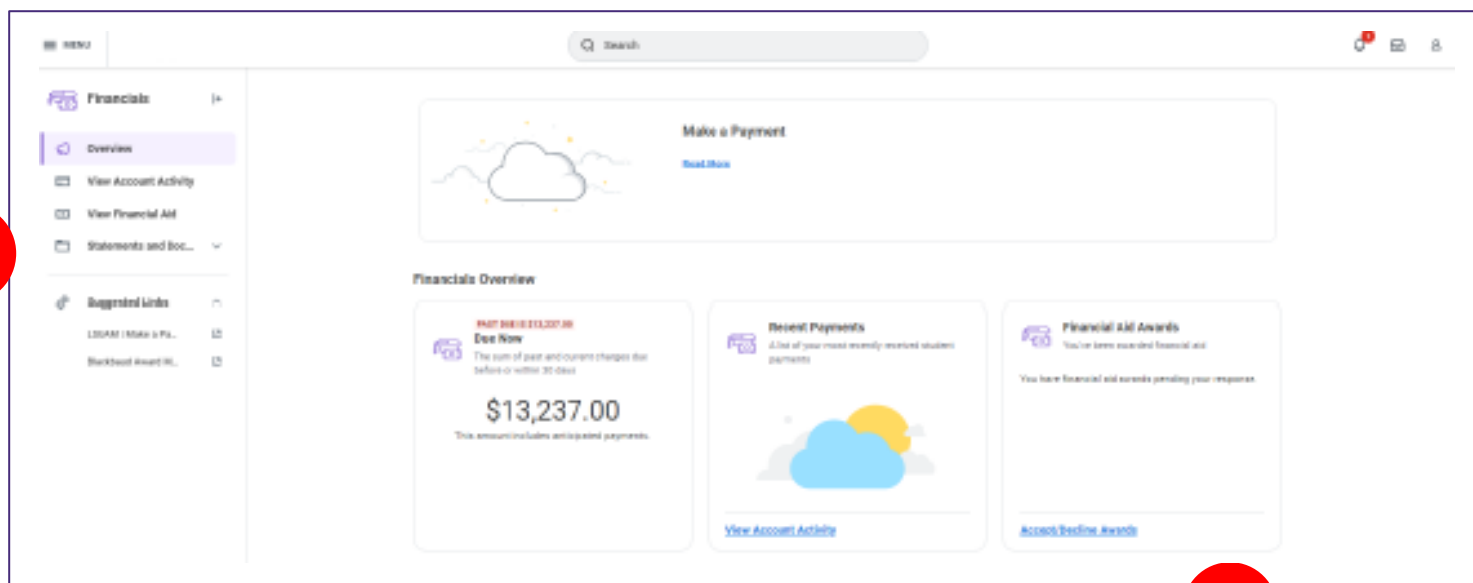
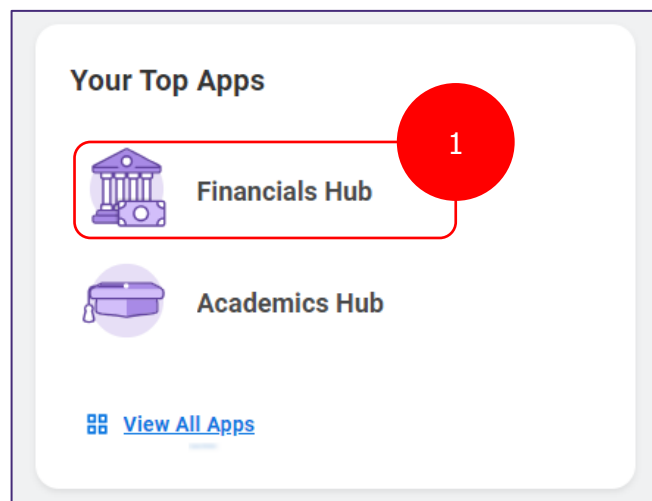
Helpful Hint:

Once you are admitted as a student, registered for orientation, and have a course schedule, you will be transitioned to a Workday student account. You will receive an email notifying you of this transition and your designated login credentials. Once that transition occurs, updates will no longer be made in the external student site. You will then be able to view, accept, or decline your award in your Workday student account.

Accepting & Declining Financial Aid Awards in Workday

Once you have been given access to your Workday student account, navigate to the Financials Hub in Workday to accept or decline your financial aid package awards.

1. On the Workday home page, navigate to Your Top Apps and click the **Financials Hub** icon.
2. Click the **View Financial Aid** section.
 - Option to click the **Accept/Decline Awards** shortcut in the Financial Aid Awards card in the Financials Overview.
 - See steps #7-10 of this reference guide to complete the **Accept/Decline Awards** form.



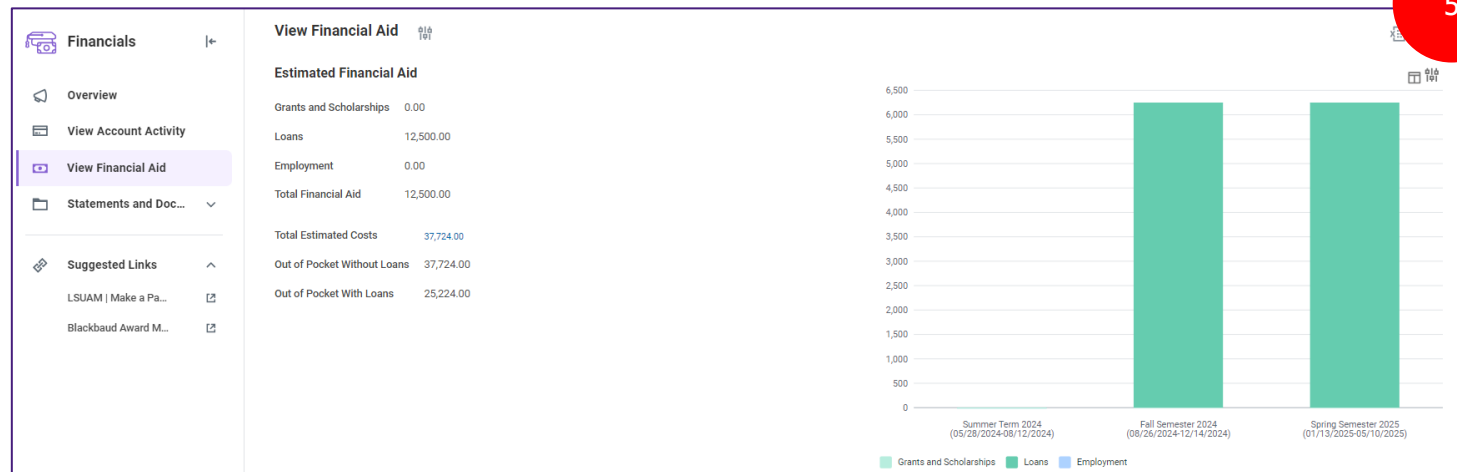
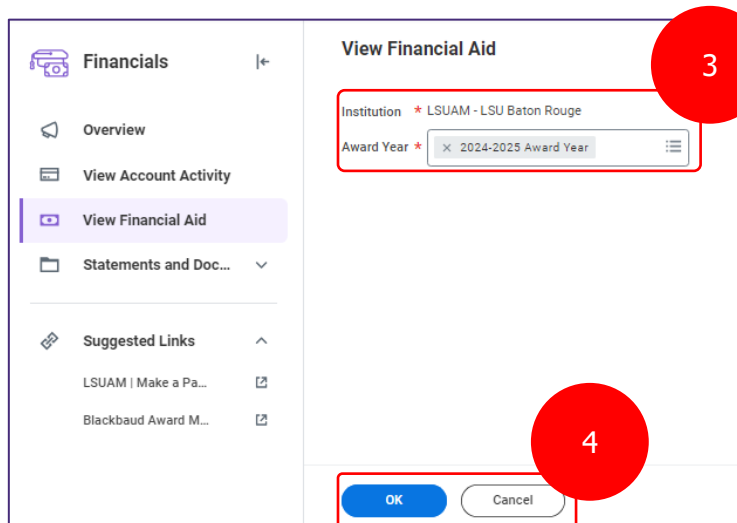
Accepting & Declining Financial Aid Awards in Workday (continued)

3. Within the View Financial Aid form, enter the applicable **Award Year**.

4. Click **OK**.

5. Review the Estimated Financial Aid, Financial Aid Overview, and Estimated Costs report.

6. Click **Accept/Decline Awards**.



The screenshot shows the '2024-2025 Award Year Summary' page. It displays the following summary:

- Total Amount Offered: 12,500.00
- Total Amount Accepted: 0.00

Below the summary is a table with 3 items:

| Academic Period | Amount Offered | Amount Accepted |
|--|----------------|-----------------|
| Summer Term 2024 (05/28/2024-08/12/2024) | 0.00 | 0.00 |
| Fall Semester 2024 (08/26/2024-12/14/2024) | 6,250.00 | 0.00 |
| Spring Semester 2025 (01/13/2025-05/10/2025) | 6,250.00 | 0.00 |

At the bottom of the page, the 'Accept/Decline Awards' button is highlighted with a red circle and the number 6.

Accepting & Declining Financial Aid Awards in Workday (continued)

7. Within the Accept/Decline form, complete the following fields within the Fall Semester and Spring Semester tables:
 - **Award Type:** Verify the financial aid award.
 - All loans and work study (student jobs) will require active confirmation (i.e., acceptance).
 - Work study is dependent on the academic period and does not need to be distributed evenly across the academic year (Fall/Spring).
 - Scholarships, grants, and federal aid will be automatically applied to the student's account without confirmation.
 - **Amount Offered:** Review the award amount offered.
 - **Amount Accepted:** Enter the financial aid award amount to accept. Depending on the award item, you can complete the following:
 - Accept an award for the full amount.
 - Accept an award for a partial amount. If partial, you can enter the amount you want to accept as long as it is lower than the full amount and the amount is distributed evenly between academic periods (Fall and Spring).
 - Decline an award by leaving the Amount Accepted field empty.
 - **Current Status:** Auto-populates to reflect award status (Offered).
 - **Decision:** Select to Accept or Deny award.
 - **Warning:** Upon selecting either Accept or Deny, this decision will be final and cannot be reversed.
 - If you need guidance on accepting or declining an award, please click **Cancel** and contact the LSU Financial Aid Office before processing any forms. You can find their contact information on [page 2](#).
8. Click **OK**.

Accepting & Declining Financial Aid Awards in Workday (continued)

- Additional Notes:

- Loan Acceptance Order
 - You must accept all subsidized loans in full before accepting any unsubsidized loans. An error message will populate if you attempt to accept an unsubsidized loan prior to accepting the subsidized loans awarded.
 - Restrictions on Award Changes
 - You are not allowed to change your award decision from Accepted to Decline or from Decline to Accepted. This applies to all awards.
 - If you decline an award, LSUE will no longer consider the amount as anticipated financial aid. This rule applies across all awards types (subsidized loans, unsubsidized loans, and so on).
 - You can not accept awards after the loan period for a Federal Direct Loan or Federal PLUS Loan ends (last day of finals).

Accepting & Declining Financial Aid Awards in Workday (continued)

9. Within the completed Accept/Decline Awards report, verify the financial aid award information. The report will reflect all accepted and declined financial aid awards.

10. Click **Done**.

Accept/Decline Awards

Total Estimated Direct Costs: 11,024.00 Amount Accepted: 12,000.00 Estimated Cost of Problem: (336.00) Grants and Scholarships: 0.00 Loans: 12,000.00 Employment: 0.00

Summer Term 2024 (05/28/2024-08/12/2024) Awards

Period/Start Date: Period End/End Date: Amount Remaining for Period: 0.00

| Award Type | Prize/Scholarship Name | Amount Offered | Amount Accepted | Current Status | Decision |
|---------------------|------------------------|----------------|-----------------|----------------|----------|
| No items available. | | | | | |

Fall Semester 2024 (08/26/2024-12/14/2024) Awards

Period/Start Date: 08/26/24 Period End/End Date: 12/14/24 Amount Remaining for Period: (273.00)

| Award Type | Amount Offered | Amount Accepted | Current Status |
|-----------------------------------|----------------|-----------------|----------------|
| Subsidized Direct Stafford Loan | 2,700.00 | 2,700.00 | Accepted |
| Unsubsidized Direct Stafford Loan | 3,000.00 | 3,000.00 | Accepted |

Spring Semester 2025 (01/13/2025-05/16/2025) Awards

Period/Start Date: 01/13/25 Period End/End Date: 05/16/25 Amount Remaining for Period: (273.00)

| Award Type | Amount Offered | Amount Accepted | Current Status |
|-----------------------------------|----------------|-----------------|----------------|
| Subsidized Direct Stafford Loan | 2,700.00 | 2,700.00 | Accepted |
| Unsubsidized Direct Stafford Loan | 3,000.00 | 3,000.00 | Accepted |

Done

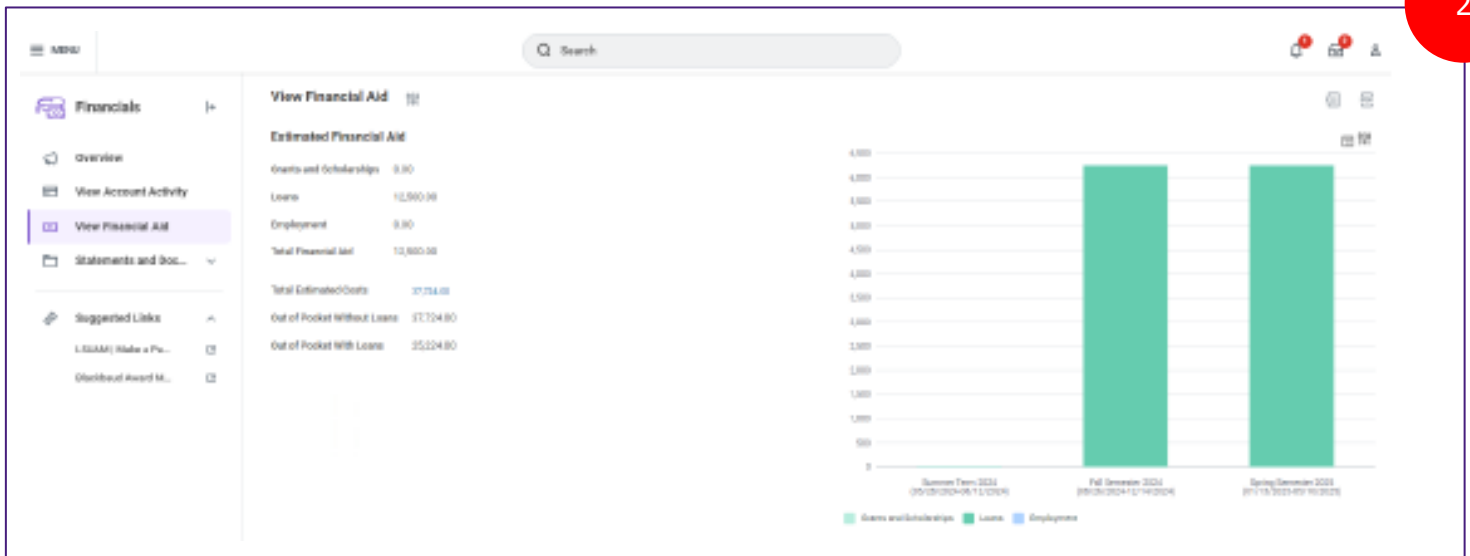
9

10

View Accepted & Declined Financial Aid Awards in Workday

After accepting and/or declining the offered financial aid packaged awards, navigate to the Financials Hub in Workday to review the granted financial aid awards.

1. Follow steps 1-5 of the Accepting & Declining Financial Aid Awards reference guide section.
2. Return to the View Financial Aid report to review a financial aid breakdown for the designated academic year.



2

View Accepted & Declined Financial Aid Awards in Workday (continued)



Financial Aid Overview Estimated Costs

2024-2025 Award Year Summary

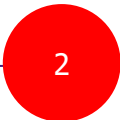
Total Amount Offered 12,500.00

Total Amount Accepted 12,500.00

3 items

| Academic Period | Amount Offered | Amount Accepted |
|--|----------------|-----------------|
| Summer Term 2024 (05/28/2024-08/12/2024) | 0.00 | 0.00 |
| Fall Semester 2024 (08/26/2024-12/14/2024) | 6,250.00 | 6,250.00 |
| Spring Semester 2025 (01/13/2025-05/10/2025) | 6,250.00 | 6,250.00 |

Accept/Decline Awards Print Award Letter Print College Financing Plan



Awards Breakdown

Summer Term 2024 (05/28/2024-08/12/2024) Awards

0 items

| Award Type | Private Scholarship Name | Amount Offered | Amount Accepted | Status | Disbursement Schedule |
|---------------------|--------------------------|----------------|-----------------|--------|-----------------------|
| No items available. | | | | | |

Fall Semester 2024 (08/26/2024-12/14/2024) Awards

2 items

| Award Type | Amount Offered | Amount Accepted | Status | Disbursement Schedule |
|-----------------------------------|----------------|-----------------|----------|---|
| Subsidized Direct Stafford Loan | 2,793.00 | 2,793.00 | Accepted | Anticipated Disbursement Amount: 2,721.00 |
| Unsubsidized Direct Stafford Loan | 3,500.00 | 3,500.00 | Accepted | Anticipated Disbursement Amount: 3,464.00 |

Spring Semester 2025 (01/13/2025-05/10/2025) Awards

2 items

| Award Type | Amount Offered | Amount Accepted | Status | Disbursement Schedule |
|-----------------------------------|----------------|-----------------|----------|---|
| Subsidized Direct Stafford Loan | 2,793.00 | 2,793.00 | Accepted | Anticipated Disbursement Amount: 2,721.00 |
| Unsubsidized Direct Stafford Loan | 3,500.00 | 3,500.00 | Accepted | Anticipated Disbursement Amount: 3,464.00 |

Accepting & Declining Financial Aid Awards for New Students - Notes

- Notes:
 - PLUS Loan for Students and Parents
 - Parent PLUS Loans
 - Parent Plus Loan will be awarded with a Provisional status, provided you meet specific conditions. The student's parent is required to pass a credit check. For more information, please visit the following: [Parent PLUS Loan Application | Federal Student Aid](#)
 - Summer Financial Aid Award Package
 - LSUE Financial Aid award packages for the Summer semester are dependent on the student registering for their desired summer courses during the registration window that opens in the Spring semester. Once the student enrolls in Summer courses, the LSUE Financial Aid office will proceed to arrange the student's financial aid package accordingly.
 - Students enrolled in LSUE Online will be automatically packaged for Summer Financial Aid Awards.
 - Verification and Documentation
 - Please note that you will not receive an award notice until all verification action items have been properly completed, submitted, and processed.