

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.

TABLE OF CONTENTS

View Financial Aid Awards in the External Student Site	<u>3</u>
Accepting & Declining Financial Aid Awards in Workday	<u>8</u>
View Accepted & Declined Financial Aid Awards in Workday	<u>13</u>
Accepting & Declining Financial Aid Awards for New Students - Notes	<u>15</u>



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.





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.

	×
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**.





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

4. 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 - 85 - 2024-2025 Award Year
Tetal Estimated Pinancial Aid: \$52,930.00 | Tetal Estimated Coar: \$52,930.00

5. Review the Estimated Award Package Summary for the academic 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		



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

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

hems Fall Semester 2024 (08/26/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total LSUAM Unsubsicited Direct Stafford Loan 52,750.00 52,750.00 52,250.00 52,240.00 LSUAM Parent PLUS Loan 516,215.00 516,215.00 522,430.00 Category' Estimated Cost Details Terms Note Internet Flug Loan 512,00 Spring Semester 2025 (01/13/2025-05/10/2025) Terms Terms Spring Semester 2025 (01/13/2025-05/10/2025) Total Spring Semester 2025 (01/13/2025-05/10/2025) Terms Spring Semester 2025 (01/13/2025-05/10/2025) Total Spring Semester 2025 (01/13/2025-05/10/2025)	hemsFallSemester 2024 (08/26/2024-12/14/2024)Spring Semester 2025 (01/13/2025-05/10/2025)TotalLSUAM [Unsubsicized Direct Stafford Loan52,750.0052,750.005500.00LSUAM [Parent PLUS Loan\$16,215.00\$16,215.00\$22,420.00Construction Construction\$16,215.00\$16,215.00Construction Construction\$16,215.00\$16,215.00Construction Construction\$16,215.00\$12,420.00Construction Construction\$16,215.00\$12,420.00Construction Construction\$16,215.00\$12,420.00Construction Construction Construction\$16,215.00Construction Construction Construction\$16,215.00Construction Construction Construction\$16,215.00Construction Construction Construction Construction ConstructionConstruction Construction Con	tere-s			
LSUAM Unsubsidized Direct Stafford Loan S2,750.00 S2,750.00 S2,750.00 S5,500.00 LSUAM Parent PLUS Loan S16,215.00 S16,215.00 S12,430.00 S2,430.00 LSUAM Parent PLUS Loan S16,215.00 S16,215.00 S12,430.00 S2,430.00 Fortianted Cost Details Stafford Loan S16,215.00 S16,215.00 S12,430.00 terms Stafford Cost Details Stafford Loan Stafford Loan Stafford Loan terms Category* Fall Semester 2024 (08/20/2024-12/14/2024) Spring Semester 2025 (09/113/2025-05/10/2025) Total Books Indirect 9432.00 S432.00 S44.00 S14,606 Food & Housing On Campus Direct S7,748.00 S7,748.00 S7,748.00 S42.00	LSUAM Unsubsidized Direct Stafford Loan \$2,750.00 \$2,750.00 \$2,750.00 \$5,500.00 \$5,500.00 \$5,2430.00 \$5,2430.00 \$5,2430.00 \$5,2430.00 \$5,2430.00 \$5,2430.00 \$5,2430.00 \$5,2430.00 \$5,2430.00 \$5,2600.00	ems	Fall Semester 2024 (08/26/2024-12/14/2024)	Spring Semester 2025 (01/13/2025-05/10/2025)	Total
SUAM Parent PLUS Loan \$16,215.00 \$12,430.00 Estimated Cost Details ************************************	SUAM (Parent PLUS Loan \$16,215.00 \$12,430.00 Stepsimated Cost Details Stepsimated Cost Details terms Staff Semester 2024 (08/26/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total Books Indirect 9432.00 \$422.00 \$422.00 \$864.00 Food & Housing On Campus Direct \$7,48.00 \$7,48.00 \$14,096.00 Loan Fees Indirect \$317.00 \$317.00 \$317.00 \$634.00	SUAM Unsubsicized Direct Stafford Loan	\$2,750.00	\$2,750.00	\$5,500.00
Estimated Cost Details toma toma tems Category* Fall Semester 2024 (08/20/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total Books Indirect 9432.00 \$432.00 \$432.00 \$864.00 Food & Housing On Campus Direct \$7,748.00 \$7,348.00 \$7,348.00 \$14,696.00	Estimated Cost Details torns terms Spring Semester 2025 (01/13/2025+05/10/2025) Total Books Indirect 9432.00 6432.00 5946.00 Food & Housing On Campus Direct 57,348.00 57,348.00 514,696.09 Loan Fees Indirect 9317.00 5317.00 5034.00 543.00	LSUAM Parent PLUS Loan	\$16,215.00	\$16,215.00	\$32,430.00
Estimated Cost Details torns forma ems Category* Fall Semester 2024 (08/26/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total tools Indirect 0432.00 6432.00 5864.00 5864.00 con Eres Indirect 0317.00 5317.00 5317.00 5654.00	Estimated Cost Details Environ environ Spring Semester 2025 (01/13/2025-05/10/2025) Total environ Spring Semester 2025 (01/13/2025-05/10/2025) Spring Semester 2025 (01/13/2025-05/10/2025) environ Indirect Spring Semester 2025 (01/13/2025-05/10/2025) Spring Semester 2025 (01/13/2025-05/10/2025) Total environ Indirect Spring Semester 2025 (01/13/2025-05/10/2025) Spring Semester 2025 (01/13/2025-				
Books Indirect 9432.09 \$432.00 \$432.00 \$864.00 Food & Housing On Campus Direct \$7,348.00 \$7,348.00 \$14,596.00 Loan Form Indirect \$317.00 \$317.00 \$312.00 \$654.00	Books Indirect 9432.00 9432.00 9432.00 9864.00 Food & Housing On Campus Direct \$7,348.00 \$7,348.60 \$14,096.09 Loan Fees Indirect \$317.00 \$317.00 \$317.00 \$634.00	iems Category'	Fall Semester 2024 (08/26/2024-12/14/2024)	Spring Semester 2025 (01/13/2025-05/10/2025)	Total
Food & Houset State of State of State of State of Food & Housing On Campus Direct \$7,348,00 \$7,348,00 \$14,596,00 Loan Form Indirect \$317,00 \$317,00 \$654,00	Source State of <	terris Congrey	0422.05	0470 00	F044.00
Loss Fore Indirect \$317.00 \$317.00	Loan Fees Indirect \$317.00 \$317.00 \$634.00	End & Maurice On Campus Direct	\$7348.00	57 388.00	\$14.696.00
Personal Indirect \$2022.00 \$2,022.00 \$4,044.00	Personal Indirect \$2022.00 \$2,022.00 \$4,044.00	oan Fees Indirect	\$317.00	\$317.00	\$634.00
Supples Indirect \$110.00 \$110.00 \$220.00	Supples Indirect \$110.00 \$110.00 \$220.00	Loan Fees Indirect	\$317.00 \$2,022.00	\$317.00 \$2,022.00	\$634.00 \$4,044.00
Transportation Indirect \$1,920.00 \$1,920.00 \$3,840.00	Transportation Indirect \$1,920.00 \$1,920.00 \$3,840.00	Loan Fees Indirect Personal Indirect Supplies Indirect	\$317.00 \$2,022.00 \$110.00	\$317.00 \$2,022.00 \$110.00	\$634.00 \$4,044.00 \$220.00
Fution & Fees Direct \$14,316.00 \$14,316.00 \$28,532.00		Loan Fees Indirect Personal Indirect Supples Indirect Transportation Indirect	\$317.00 \$2,022.00 \$110.00 \$1,926.00	\$317.00 \$2,022.00 \$810.00 \$1,920.00	\$634.00 \$4,044.00 \$220.00 \$3,840.00
	Furtion & Fees Direct \$14,316.00 \$14,316.00 \$28,632,00	Loan Fees Indirect Personal Indirect Supples Indirect Fransportation Indirect Fransportation Order	\$317.00 \$2,022.00 \$110.00 \$1,920.00 \$14,316.00	\$317.00 \$2,022.00 \$110.00 \$1,920.00 \$14,815.00	\$634.00 \$4,044.00 \$220.00 \$3,840.00 \$28,632.00
Personal Indirect \$2,022.00 \$2,022.00 \$2,022.00 \$4,044.00 \$2,020.00 \$2,020.00 \$2,020.00 \$2,000.00	Personal Indirect \$2,022.00 \$2,022.00 \$4,044.00 Supplies Indirect \$110.00 \$110.00 \$20.00	Eard & Maurian On Carroux Direct	\$7,348.00	\$7,348.00	\$14,696.00
ation & Fees Direct \$14,316.00 \$14,316.00 \$28,632.00		aan Fores Indirect ersonal Indirect applies Indirect ansportation Indirect	\$317.00 \$2,022.00 \$110.00 \$1,920.00	\$317.00 \$2,022.00 \$110.00 \$1,920.00	\$634.00 \$4,044.00 \$220.00 \$3,840.00
ution 6 Fees Direct 514,310,00 514,310,00 526,032,00		oan Fees Indirect Personal Indirect Supples Indirect Transportation Indirect	\$317.00 \$2,022.00 \$110.00 \$1,020.00	\$317.00 \$2,022.00 \$110.00 \$1,920.00	\$634.00 \$4,044.00 \$220.00 \$3,940.00
ansportation Indirect \$1,920.00 \$1,920.00 \$3,840.00	ansportation Indirect \$1,920.00 \$1,920.00 \$3,840.00	an Fees Indirect poles Indirect	\$317.00 \$2,022.00 \$110.00	\$317.00 \$2,022.00 \$816.00	\$634.00 \$4,044.00 \$220.00
ution & Fees Direct \$14,316.00 \$14,316.00 \$14,316.00 \$28,632.00		oan Fees Indirect ersonal Indirect upplies Indirect ransportation Indirect	\$317.00 \$2,022.00 \$110.00 \$1,920.00	\$317.00 \$2,022.00 \$110.00 \$1,920.00	\$634.00 \$4,044.00 \$220.00 \$3,840.00
Transportation Indirect \$1,920.00 \$1,920.00 \$3,840.00 \$3,840.00 \$3,840.00 \$3,840.00	Transportation Indirect \$1,920.00 \$1,920.00 \$3,840.00	Loan Fees Indirect Personal Indirect Supples Indirect	\$317.00 \$2,022.00 \$110.00	\$317.00 \$2,022.00 \$110.00	\$634.00 \$4,044.00 \$220.00
Transportation Indirect \$1,020.00 \$1,920.00 \$3,840.00	Transportation Indirect \$1,920.00 \$1,920.00 \$3,940.00	Loan Fees Indirect Personal Indirect Supplies Indirect	\$317.00 \$2,022.00 \$110.00	\$317.00 \$2,022.00 \$110.00	\$634.00 \$4,044.00 \$220.00
Supplies Indirect \$110.00 \$110.00 \$220.00 Transportation Indirect \$1,020.00 \$1,920.00 \$3,840.00	Supplies Indirect \$110.00 \$110.00 \$220.00 Transportation Indirect \$1,920.00 \$1,920.00 \$3,840.00	Loan Fees Indirect Personal Indirect	9317.00 92/022.00	\$317.00 \$2,022.00	\$634.00 \$4,044.00
applies Indirect \$110.00 \$110.00 \$220.00	apples Indirect \$110.00 \$110.00 \$220.00	Joan Fees Indirect	9317.00 92/021.00	\$317.00 \$2,022.00	\$634.00 \$4,044.00
ersonal Indirect \$2,022.00 \$2,022.00 \$4,044.00	ersonal Indirect \$2,022.00 \$2,022.00 \$4,044.00	oan Fees Indirect	\$317.00	\$317.00	\$634.00
ersonal Indirect \$2,022.00 \$2,022.00 \$4,044.00	ersonal Indirect \$2,022.00 \$2,022.00 \$4,044.00	oan Fees Indirect	\$317.00	\$317.00	\$634.00
Particular 2002/00 2002/00 2002/00 2002/00 2002/00	24.044.00 \$2.021.00 \$2.022.000 \$2.022.000 \$2.022.000 \$2.020.000 \$2.020.000 \$2.020.000\$	the former and the fo	0312.03	6212.00	6654.00
		non a monthal ou campus ou co			
		ood a mouning on campus			
501/02 531/02 551/02	an ree billion 5317.00 5317.00 5317.00 5317.00	AND A MANUAL TIME THE PARTY OF A DESIGN AND	\$7,348.00	\$7,348.00	\$14,690.09
pan Fern Indirect \$317.00 \$317.00 \$317.00	pan Fees Indirect \$317.00 \$317.00 \$317.00	and E Mousing On Campus Disect	\$7,348.00	\$7,348.00	\$14,696.00
page Fees Indirect \$317.00 \$317.00 \$654.00	oan Fees Indirect \$317.00 \$317.00 \$654.00	and E Maurian On Campus Disart	\$7,348.00	\$7,348.00	\$14,696.00
san Fern Indirect \$317.00 \$317.00	ean Fees Indirect \$317.00 \$317.00 \$534.00	and E Mouring On Campus Disart	\$7,348.00	\$7,348.00	\$14,696.09
an Fees Indust \$317.03 \$317.00	pan Fees Indirect \$317.09 \$317.00 \$534.00	and L Kousins On Campus Direct	67348.00	C7 349 C0	\$14,605,00
bod & Housing On Campus Direct \$7,348.00 \$7,348.00 \$14,596.00 san Fers Indirect \$317.00 \$317.00 \$654.00	bod & Housing On Campus Direct \$7,348.00 \$7,248.00 \$14,596.00 san Fees Indirect \$317.00 \$317,00 \$634.00	ooha Indirect	\$432.09	\$432.00	\$864.00
Direct \$7,348,00 \$7,348,00 \$14,696,00 Name Fiers Indirect \$317,00 \$317,00 \$654,00	bit bit <td>ooks buliest</td> <td>9432.00</td> <td>\$432.00</td> <td>\$964.00</td>	ooks buliest	9432.00	\$432.00	\$964.00
Judies Judiest \$432.00 \$432.00 \$864.00 bod & Housing On Campus Direct \$7,348.00 \$7,348.00 \$14,596.00 bod & Housing On Campus Indirect \$317.00 \$317.00 \$654.00	ooks Indirect \$432.00 \$432.00 \$864.00 ood & Housing On Campus Direct \$7,348.00 \$7,348.00 \$14,696.00 oan Fees Indirect \$317.00 \$317.00 \$317.00 \$317.00	ems Category'	Fall Semester 2024 (08/26/2024-12/14/2024)	Spring Semester 2025 (01/13/2025-05/10/2025)	Total
Lems Category* Fall Semester 2024 (08/20/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total Books Indirect 9432.00 6432.00 6432.00 5864.00 Food & Housing On Campus Direct 57,248.00 57,248.00 57,248.00 514,596.00	Lems Category* Fall Semester 2024 (08/26/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total Books Indirect 9432.09 9432.00 9432.00 \$864.00 Good & Housing On Campus Direct \$7,348.00 \$7,348.00 \$14,096.00 Joan Fees Indirect \$317.00 \$317.00 \$317.00 \$634.00	Estimated Cost Details			
Listinated Cost Details	Estimated Cost Details Estimated Cost De	Estimated Cost Dataile			
Estimated Cost Details ems ms Category* Fall Semester 2024 (08/29/2924-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total oolsa Indirect 9432.09 \$432.00 \$864.00 ood & Housing On Campus Direct \$7,348.00 \$7,348.00 \$14,596.00 oon Fersa Indirect \$317.00 \$317.00 \$654.00	Estimated Cost Details ens. Estimated Cost Details Spring Semester 2025 (01/13/2025-05/10/2025) Total ools. Indirect 9432.00 Spring Semester 2025 (01/13/2025-05/10/2025) Total ools. Indirect 9432.00 Spring Semester 2025 (01/13/2025-05/10/2025)				
Estimated Cost Details ms Category* Fall Semester 2024 (08/29/2924-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total toina Indirect 9432.09 \$432.00 \$464.00 toina Indirect 97,248.00 \$7,248.00 \$14,596.00 toina Fersa Indirect \$317.00 \$317.00 \$654.00	Estimated Cost Details ms Category* Fall Semester 2024 (08/20/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total oola Indirect 9432.00 \$v1032.00 \$v104 \$v104 oola Housing On Campus Direct \$7,348.00 \$v134.00 \$v14,996.00 an Fees Indirect \$317.00 \$v17.00 \$v14.00 \$v14.00	JJAM Parent PLUS Loan	\$16,213.00	\$10,215.00	\$32,430.00
Estimated Cost Details ms Category* Fall Semester 2024 (08/29/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total rols Indirect 9432.09 \$432.00 \$464.00 od & Housing On Campus Direct \$7,348.00 \$7,348.00 \$14,996.09 and Fers Indirect \$317.09 \$317.00 \$317.00 \$654.00	Estimated Cost Details ms Spring Semester 2025 (01/13/2025-05/10/2025) Total rols Indirect 9432.00 \$pring Semester 2025 (01/13/2025-05/10/2025) Total rols Indirect 9432.00 \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) rols Indirect 9432.00 \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) rols Indirect 9432.00 \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) rols Indirect 9432.00 \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) rols Indirect \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) rols Indirect \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) rols Indirect \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025) \$pring Semester 2025 (01/13/2025-05/10/2025)	2JAM Panent PLUS Loan	\$16,215.00	\$16,215.00	\$32,430.00
SUAM Pavert PLUS Loan \$16,215.00 \$16,215.00 \$32,430.00 Estimated Cost Details Second State Second St	SUAM Pavert PLUS Loan \$16,215.00 \$12,430.00 Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image: Image: Image: Image: Statimated Cost Details Image: Statimated Cost Details Image: Statimated Cost Details Image:	SUAM Unsubsidized Direct Stafford Loan	\$2,750.00	\$2,750.00	\$5,500.00
SUAM Unsubsidized Direct Stafford Loan 52,750.00 52,750.00 52,750.00 55,000.00 SUAM Parent PLUS Loan \$16,215.00 \$16,215.00 \$16,215.00 \$32,430.00 Estimated Cost Details Support Stafford Loan \$16,215.00 \$16,215.00 \$16,215.00 \$32,430.00 ems Support Stafford Cost Details Support Stafford Cost Det	SUAM [Unsubsicized Direct Stafford Loan] S2,750.00 S2,750.00 S2,750.00 S5,00.00 SUAM [Parent PLUS Loan] S16,215.00 S16,215.00 S16,215.00 S12,430.00 Estimated Cost Details Summer PLUS Loan S16,215.00 S16,215.00 S12,430.00 enns Summer PLUS Loan S16,215.00 S16,215.00 S12,430.00 S12,430.00 enns Summer PLUS Loan	ens	Fall Semester 2024 (08/26/2024-12/14/2024)	Spring Semester 2025 (01/13/2025-05/10/2025)	Total
ms Fall Semester 2024 (08/26/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total SUAM Unsubalcized Direct Stefford Loan 52,750.00 52,750.00 52,750.00 52,2430.00 SUAM Parent PLUS Loan \$16,215.00 \$16,215.00 \$12,430.00 \$32,430.00 Estimated Cost Details Spring Semester 2025 (01/13/2025-05/10/2025) Total Total ms Category* Fall Semester 2024 (08/20/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total poins Indirect 9432.00 \$432.00 \$432.00 \$440.00 poins Indirect 9432.00 \$7,348.00 \$14,096.00 \$14,096.00 part Fers Indirect 9317.00 \$217.00 \$217.00 \$214.00	ms Fall Semester 2024 (08/26/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Total SUAM [Unsubsidized Direct Stefford Loan \$2,750.00 \$2,750.00 \$35,500.00 \$32,430.00 SUAM [Pavert PLUS Loan \$16,215.00 \$16,215.00 \$32,430.00 \$32,430.00 Estimated Cost Details Instance Cost Details	2774			

6



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

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



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

Your document is curre	ently processing. Aft	er clicking OK, a lir	nk will appear belo	w the print butto	n. Refresh the page
periodically until the lin	k appears.				
				Cancel	OK
				ouncer	UK

9. 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.

Print College Financing Plan	9	Print Award Letter	9
College Financing Plan:	- 2024-2025 Award Year.pdf	Financial Aid Award Letter: pdf	- 2024-2025 Award Year.

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.



Financiais (+		Nake o Payment		
C Overview		head alloca		
View Account Activity				
22 View Financial Ald				
9tatements and Boc V				
	Pinancials Overview			
🖗 Regented Links 🗠	BASE SHELD TO YOU AN			
LEDAM I MAKE & PL. LE	Due Now	Alba of your roant manually manifed studies:	Value law wards	
therebeed Analy III. 2	before or witten 30 daws	Decision	You have financial and scenario preading your response.	
	\$13,237.00 Tota annuariituladra anilopatri promotio			
		View Account Activity	Access/Bedine Awards	



- 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.

r de la companya de la company	Financials	←	View Financial Aid
	Overview		Institution * LSUAM - LSU Baton Rouge Award Year * × 2024-2025 Award Year *
	View Account Activity		
	View Financial Aid		
	Statements and Doc	~	
62	Suggested Links	^	
	LSUAM Make a Pa	2	
	Blackbaud Award M	2	Cancel

6. Click Accept/Decline Awards.

5 View Financial Aid Financials Estimated Financial Aid 日常 6 50 Overview Grants and Scholarships 0.00 View Account Activity 12.500.00 Loans 5 500 0.00 View Financial Aid Employment Total Financial Aid 12.500.00 4 500 Statements and Doc... ~ Total Estimated Costs 37,724.00 3,500 Ð Suggested Links Out of Pocket Without Loans 37,724.00 2.50 LSUAM | Make a Pa... Ľ Out of Pocket With Loans 25,224.00 2.00 Blackbaud Award M... [7] 1,50 Summer Term 2024 (05/28/2024-08/12/2024) Fall Semester 2024 (08/26/2024-12/14/2024) Spring Semester 2025 (01/13/2025-05/10/2025) Grants and Scholarships Enploy Financial Aid Overview Estimated Costs 2024-2025 Award Year Summary Total Amount Offered 12.500.00 Total Amount Accepted 0.00 /∄ ╤ ┅ ◻ ." ▦ ⊞ 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 0.00 Spring Semester 2025 (01/13/2025-05/10/2025) 6,250.00 6 0.00 Accept/Decline Awards Print Award Letter Print College Financing Plan



- 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 <u>page 2</u>.
- 8. Click **OK**.



Period Silver Coda ILIO Period Subscal ILIO Amount Remaining to	Period C10				
-					T D <i>C</i>
AsserTips Prices Interimity Name	inser Paul	inaun iimapadi	Garant Barus	Ration	
		No b	da .		
Awarthon	Anouit 179vad	www.hospar	Surrent Station	Tector	THE
	and a second second				= E.S
Award Type	Anoun 179 ved	Amount Acceptant	Summit Status	Tector	
Industrial Prod Sufford Low	276 M	2,764.48	(Text)	× mage	=
(institution line Industrian)	1/104.04	3,501/0	Direct	IN HODET	= ,
4					1
Spring Semester 2025 (01/10/2025-05/10/2025) Award	a Antigita Parlos (270.20)		And Date	Techne	* E \$
Period Secondary (USD) Period Salahary (USD) Wessellivery Dime Aveniliyer	Anaut Direct	Annual Assemption	Contrast Contrast		
Pariod SilverCode (ULTA) Pariod Substate 4,2000 Annuel Renz Steven AssetType Distanting Save Station Law	Anapt Officed 1790 St	kenopi Auropini 2.791.00	Deal	× Rumi	

- 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).



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.

	(10.2) Gradu and Robalizablys 1.22 La	an 12,000.00 Employment 0.00			
amer Terre 2024 (05/28/2024-08/12/2024) Amerika					
ditived basis and Prend Babblar (20) Amount Remaining for Parloid (20)					
					化化化化 医白
ni Type Private Estatunitigi Karve	Amount Officeral	-Amazeti Acampini	Spreet Dates	Ominion	
		No bero-exelleble.			
Sensester 2024 (08/28/2024-12/14/2024) Awards					
The true of the middle of the second se	-				
CARLONN MALE PROFILED ALL PROFI					
					日本市田で第三
n'ipa		Arman Wash	Jean impair for	en hans	-
alitan Tiran Baffort Law		1718.04	176.00 Area	pul .	
detive Devideburg an		2304.00	3.80.00 Aut	pinel .	×
ng Semesier 2025 (01/13/2025-05/10/2025) Awards					
ng Semenier 2028 (01/13/2028-06/18/2028) Awards Gene Data - 10/16 - Peter Data - 12/12 - Jenset Tendring to Peter (22	100)				
ng Gemenier 2025 (01/13/2025-06/15/2025) Awards Gene Data: UC141 Peter Lanact 5/31/2 descent Restring to Peter (20	103				10 Y Ib CO 47 III 1
ng Gemenier 2028 (01/13/2028-06/18/2028) Awards Generical (01) A Peter Banadi (01020 devant Bendming to Peter (010	-				
ng Semesier 2025 (01/13/2025-06/15/2025) Awards disea Data (01)27 Peter banad (31020 devant Reading to Peter (310 n mTga	-	Amazeri Manat	Jean largest Ger	et itans	
ng Semenier 2028 (01/13/2028-06/18/2028) Anvento disea Data: UCIAI Peter Lancat (2020 devant Reading to Peter (20 n miliga atomican topic field		Ansantificast Una as	Journary dan 1988 dan	et haus put	



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.





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

Financial Aid Overview Estimated Costs		
2024-2025 Award Year Summary		
fotal Amount Offered 12,500.00		
Total Amount Accepted 12,500.00		
3 items		ଆ ହ ଲ 🗆 ଅ 🎟 🖽
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

	1						
Awards Breaks	lown						
mmer Term 2026	4 (05/28/2024-08/12/2024) Awards						
171							包 平 山 ご 🎟
						Disbus	rooment Schedule
luced type	Printe tutolaritip Name	Amount Offered	Amount Accepted	Make	Anticipative Disa	WARMEN DAME	Anticipated Disbursement Amount
			Б	voitems available.			
Semester 2024	(08/26/2024-12/14/2024) Awards						
10174							(日本市 2))
							Disturacement Schedule
ныма туре			Amount Officied	Amount Accepted	XLaters		Anticipated Distancement Amount
all called David Staffic	42 LOAR		2,710.00	1,780.00	Assepted		2,721.08
neubeldized Direct Staf	Hord Loan		2,508.00	3,500.00	Accepted		2,464.08
ring Semester 20	125 (01/13/2025-05/10/2025) Awards	2					
							Neburarrant Schedule
and Type			Amount Official	Amount Accepted	Status		Anticipated Disbursoment Amount
eidized Direct Staffs	vd Loan		2,750.00	2,760.00	Assessed		2,721.00

2,000.00 Amended

1,588.08

Unsubsidized Direct Stafford Loop

3,464.08

2



Accepting & Declining Financial Aid Awards for New Students - Notes

- Notes:
 - PLUS Loan for Students and Parents
 - o 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: <u>Parent PLUS Loan Application | Federal</u> <u>Student Aid</u>
 - 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.