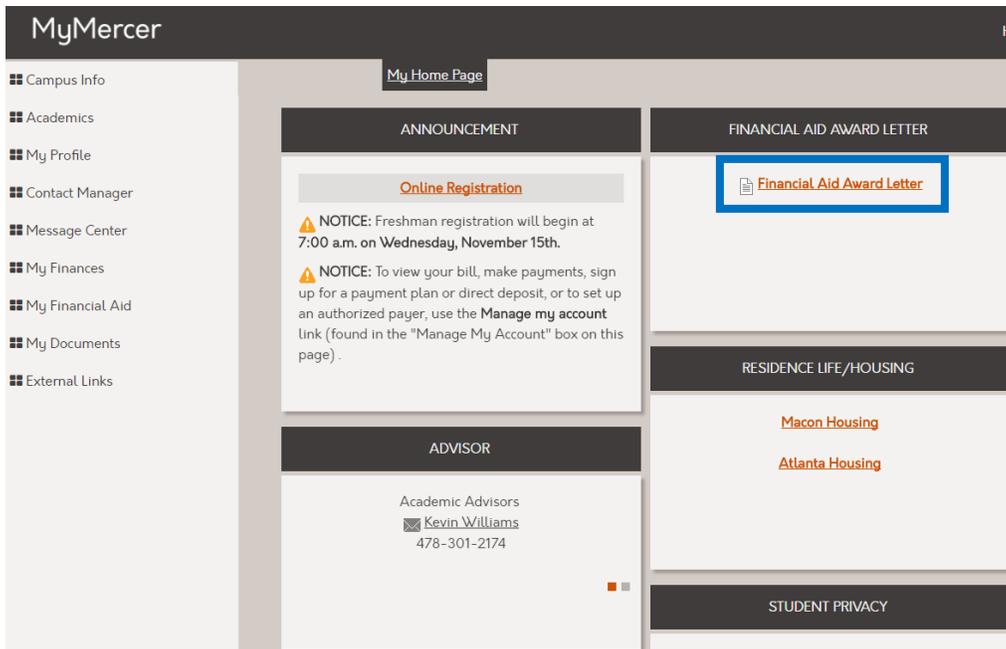


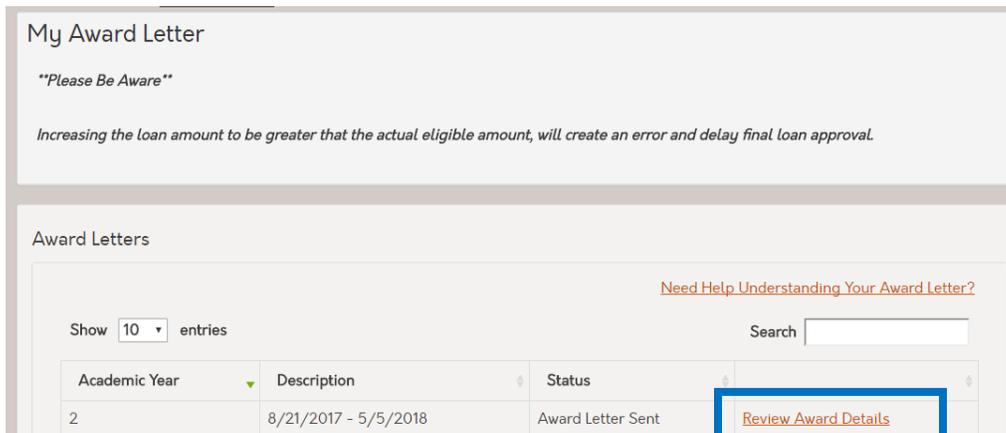
## ACCEPTING AND REJECTING YOUR AWARDS THROUGH MYMERCER



The screenshot shows the MyMercer Home Page. On the left is a navigation menu with items like Campus Info, Academics, My Profile, Contact Manager, Message Center, My Finances, My Financial Aid, My Documents, and External Links. The main content area is titled "My Home Page" and is divided into several sections: "ANNOUNCEMENT" with links for "Online Registration" and two notices; "FINANCIAL AID AWARD LETTER" with a link for "Financial Aid Award Letter"; "ADVISOR" with contact information for Kevin Williams; "RESIDENCE LIFE/HOUSING" with links for "Macon Housing" and "Atlanta Housing"; and "STUDENT PRIVACY".

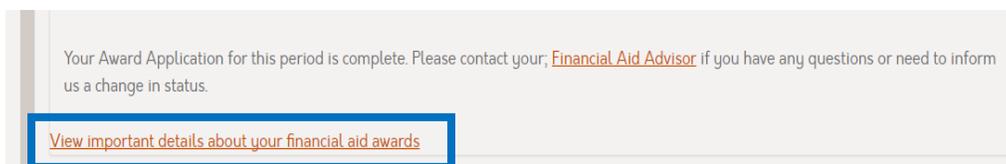
Once you are logged in to MyMercer, find the FINANCIAL AID AWARD LETTER tile and click on "Financial Aid Award Letter."

You may need to scroll down to find the tile on your MyMercer Home Page.



The screenshot shows the "My Award Letter" page. It includes a header "My Award Letter" with a sub-header "\*\*Please Be Aware\*\*" and a warning: "Increasing the loan amount to be greater than the actual eligible amount, will create an error and delay final loan approval." Below this is a section titled "Award Letters" with a "Need Help Understanding Your Award Letter?" link. There is a "Show 10 entries" dropdown and a search box. A table lists award letters with columns for Academic Year, Description, and Status. The first row shows Academic Year 2, Description 8/21/2017 - 5/5/2018, and Status Award Letter Sent. A "Review Award Details" link is highlighted in the table.

Select the correct academic year and click "Review Award Details"



The screenshot shows a message: "Your Award Application for this period is complete. Please contact your, Financial Aid Advisor if you have any questions or need to inform us a change in status." Below the message is a link: "View important details about your financial aid awards".

You can read more about the funds awarded to you by clicking on the "View important details about your financial aid awards" link.

Congratulations! We are pleased to inform you that based upon the information you provided, we have estimated your eligibility for federal student financial aid. Your award package is based upon the assumption of full-time enrollment. Awards may be recalculated if you are not enrolled full-time. Your estimated financial aid awards appear below.

**Loans**

Type/Lender	Award Year	Total:	Accept/Reject
There are currently no loans available.			

The gross amounts of loan disbursements are shown above. Loan proceeds will be reduced by the bank fees charged by the lender and/or guarantor. By accepting these loans you agree to the repayment terms defined by the lender.

**Grants and Scholarships**

Type	Award Year	2017-FA-MOP	2018-SP-MOP	Total:	Accept/Reject
University Center Scholarship	2017-18	\$9,000.00	\$9,000.00	\$18,000.00	<input type="checkbox"/>
GA Tuition Equalization Grant	2017-18	\$475.00	\$475.00	\$950.00	<input type="checkbox"/>
HOPE Scholarship	2018-19	\$2,014.00	\$2,014.00	\$4,028.00	<input type="checkbox"/>

Grants and scholarships do not have to be repaid. You are required to maintain at least half time status to maintain your eligibility for these awards.

**NOTE:**

Ensure that all awards (Loans, Grants and scholarships) have been checked accepted and click Accept All Awards

Accept All Awards

Reject Awards

To Accept your awards, select the check box next to the awards you wish to accept and click "Accept All Awards"

Congratulations! We are pleased to inform you that based upon the information you provided, we have estimated your eligibility for federal student financial aid. Your award package is based upon the assumption of full-time enrollment. Awards may be recalculated if you are not enrolled full-time. Your estimated financial aid awards appear below.

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GA Tuition Equalization Grant	2017-18	\$475.00	\$475.00	\$950.00	<input checked="" type="checkbox"/>
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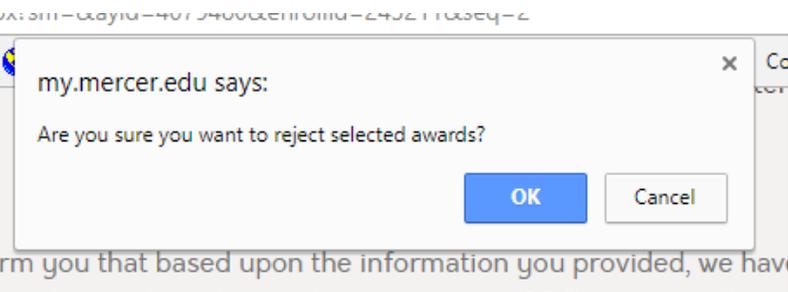
**NOTE:**

Ensure that all awards (Loans, Grants and scholarships) have been checked accepted and click Accept All Awards.

Accept All Awards

Reject Awards

To Reject your awards, select the check box next to the awards you wish to reject and click "Reject Awards"



You will be prompted with a question, "Are you sure you want to reject selected awards?"  
Select "OK"

Congratulations! We are pleased to inform you that based upon the information you provided, we have estimated your eligibility for federal student financial aid. Your award package is based upon the assumption of full-time enrollment. Awards may be recalculated if you are not enrolled full-time. Your estimated financial aid awards appear below.

Loans

Type/Lender	Award Year	No Term	No Term	Total:	Accept/Reject
Porter Loan Fund	2017-18	\$2,500.00	\$2,500.00	\$5,000.00	
Bank Fee	2017-18			\$0.00	
<b>Gross Amount</b>	2017-18			2000	<input type="checkbox"/>

NOTE: You can reduce the gross amounts if you wish to accept a lesser amount. Enter loan amount you wish to accept and click on the

Recalculate Loans Button.

[Recalculate Awards](#)

To **REDUCE** the loan amount (**you can ONLY REDUCE, you CANNOT INCREASE a loan**), type into the gross amount box the amount you wish to accept and select "Recalculate Awards"

Loans

Type/Lender	Award Year	No Term2017-FA-MOP	No Term2018-SP-MOP	Total:	Accept/Reject
Porter Loan Fund	2017-18			\$2,000.00	
Bank Fee	2017-18			\$0.00	
<b>Gross Amount</b>	2017-18			\$2,000.00	<input checked="" type="checkbox"/>

NOTE: You can reduce the gross amounts if you wish to accept a lesser amount. Enter loan amount you wish to accept and click on the

Recalculate Loans Button.

[Recalculate Awards](#)

The gross amounts of loan disbursements are shown above. Loan proceeds will be reduced by the bank fees charged by the lender and/or guarantor. By accepting these loans you agree to the repayment terms defined by the lender.

Grants and Scholarships

Type	Award Year	2017-FA-MOP	2018-SP-MOP	Total:	Accept/Reject
University Center Scholarship	2017-18	\$9,000.00	\$9,000.00	\$18,000.00	<input checked="" type="checkbox"/>
HOPE Scholarship	2018-19	\$2,014.00	\$2,014.00	\$4,028.00	<input type="checkbox"/>

Grants and scholarships do not have to be repaid. You are required to maintain at least half time status to maintain your eligibility for these awards.

NOTE:

Ensure that all awards (Loans, Grants and scholarships) have been checked accepted and click Accept All Awards

[Accept All Awards](#)

[Reject Awards](#)

Once you've recalculated your loan, you can check the box next to the award and select "Accept All Awards"