



# *Understanding your Financial Award on MyAccess*

Presented by Common \$ense

GEORGETOWN  
UNIVERSITY

# 1. Go to [MyAccess](https://myaccess.georgetown.edu) and log in using your NetId and password under the Student tab

Georgetown  
UNIVERSITY est. 1789

MyAccess.georgetown.edu

To request assistance with MyAccess:

- Main Campus, please contact [univregistrar@georgetown.edu](mailto:univregistrar@georgetown.edu).
- Law Center, please contact [lawreg@law.georgetown.edu](mailto:lawreg@law.georgetown.edu).
- School of Medicine, please contact [medreg@georgetown.edu](mailto:medreg@georgetown.edu).

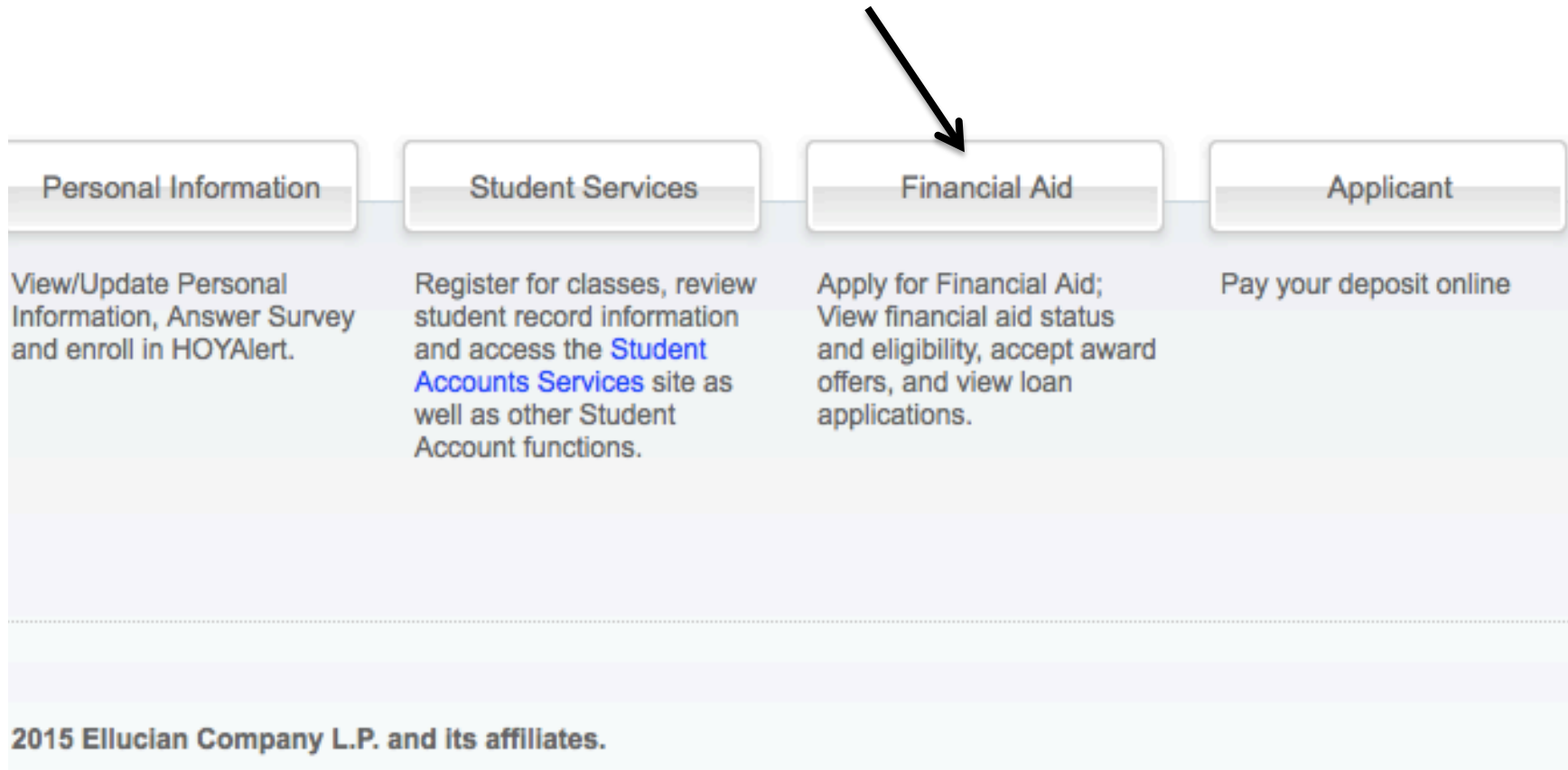
If you have problems using the service, please try the following troubleshooting steps:

- Clear your browser history by checking all boxes and then close the browser.
- Follow the instructions [here](#) to clear your Java cache
- Reopen browser and try again
- If you still encounter problems, we recommend using a different browser

Students
<a href="#">MyAccess</a>
Biographical and Address Information
View Course Schedules
Course Registration
MyDegree (Degree Audit)
Financial Aid Services
Student Account Services
Request Refunds
Student Health Insurance
Meal Plan Enrollment and Changes
Main Campus HoyaNet Services
HOYAAlert



## 2. Click on the “Financial Aid” tab



The screenshot shows a navigation bar with four tabs: "Personal Information", "Student Services", "Financial Aid", and "Applicant". An arrow points to the "Financial Aid" tab. Below each tab is a description of its function.

Personal Information	Student Services	Financial Aid	Applicant
View/Update Personal Information, Answer Survey and enroll in HOYAlert.	Register for classes, review student record information and access the <a href="#">Student Accounts Services</a> site as well as other Student Account functions.	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	Pay your deposit online

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### 3. These options will appear and we'll explain what each one means.

← | [Home](#) > **Financial Aid**

◀ Personal Information Student Services **Financial Aid** Applicant ▶

Please click on the links below to view your Financial Aid information.

<b>Student Requirements</b> Click on the Student Requirements link to view any satisfied or unsatisfied requirements.	<b>Award Information</b> Click on the Award Information link to view important award information and to accept Financial Aid awards.	<b>Student Aid Release Form</b> Please click to complete the Student Aid Release form. The Student Aid Release form is required to help process your financial aid.
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## 4. If you want to view what requirements you have left to fulfill for your financial aid, click “Student Requirements”

← | [Home](#) > **Financial Aid**

◀ Personal Information Student Services **Financial Aid** Applicant ▶

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5. A similar page will appear if you fulfilled all of your requirements. If you have requirements to fulfill, there will be more information with what is left to complete.

### Student Requirements for 2015-2016 Aid Year



[Home](#) > [Financial Aid](#) > [Eligibility](#)

**Student Requirements**

[Holds](#)

[Academic Progress](#)

#### Satisfied Requirements

Requirement	Status	As of Date	Fund	Term
College Scholarship Service Profile Application	Complete	Dec 10, 2014		
Federal Direct Loan Entrance Counseling	Complete	Jul 14, 2015	Federal Direct Subsidized Loan	
Free Application for Federal Student Aid (FAFSA)	Complete	Feb 04, 2015		
Master Promissory Note - Direct Subsidized/Unsubsidized Loan	Signed	Jul 08, 2015		
Parent IRS Data Retrieval Match	Complete	Mar 04, 2015		
Parent Tax Return	Complete	Mar 03, 2015		
Report of Special Circumstances	Complete	Mar 16, 2015		
Student IRS Data Retrieval Match	Request Waived	Mar 02, 2015		
Student Tax Return	Complete	Mar 03, 2015		

[Select Another Aid Year](#)






## 6. If you want to view your award information, click “Award Information”

← | [Home](#) > **Financial Aid**

Personal Information   Student Services   **Financial Aid**   Applicant

Please click on the links below to view your Financial Aid information.

<b>Student Requirements</b> Click on the Student Requirements link to view any satisfied or unsatisfied requirements.	<b>Award Information</b> Click on the Award Information link to view important award information and to accept Financial Aid awards.	<b>Student Aid Release Form</b> Please click to complete the Student Aid Release form. The Student Aid Release form is required to help process your financial aid.
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# 7. Click “Award Overview” to view you financial aid award.

General Information **Award Overview** Resources/Additional Information Accept Award Offer

[Print](#)

Your Messages.

Dear Soriya,

We are pleased to inform you that you qualify for financial aid. We are estimating your total expenses to attend Georgetown for the 2015-2016 academic year to be \$ 67,150.00. Your total expected family contribution is displayed in the need calculation table below. Please be sure to review the funding sources table below and to follow these steps:

1. Accept/reject/revise the financial aid offered: click the [Accept Award Offer](#) tab.
2. Report your outside resources: click the [Resources/Additional Information](#) tab.
3. Complete all requirements for your aid to be paid: go to the [Student Requirements](#) page.

Please [click here](#) for more information on your next steps.

**Need Calculation**

Component	Amount
Cost of Attendance	\$ 67,150.00
Expected Student Contribution	\$ 340.00
Expected Parent Contribution	\$ 8,160.00
Other Resources (Includes Private Scholarships, Grants, and Tuition Benefits)	\$ 4,500.00
Need (Cost of Attendance minus Student, Parent, Non-Custodial, and Other Resource Contributions)	\$ 54,150.00

**Financial Aid Award by Term for the 2015-2016 Aid Year**

	Fall 2015		Spring 2016		
Fund	Status	Amount	Status	Amount	Total
Federal Pell Grant	Accept	\$912.50	Accept	\$912.50	\$1,825.00
<a href="#">NHS Scholarship</a>	Web Accept	\$23,162.50	Web Accept	\$23,162.50	\$46,325.00
<a href="#">Federal Direct Subsidized Loan</a>	Web Accept	\$1,500.00	Web Accept	\$1,500.00	\$3,000.00
<a href="#">Federal Work Study - Undergrad</a>	Web Accept	\$1,500.00	Web Accept	\$1,500.00	\$3,000.00
<b>Totals</b>		\$27,075.00		\$27,075.00	\$64,150.00





## 9. This page shows you your calculated need and financial aid award

### Need Calculation

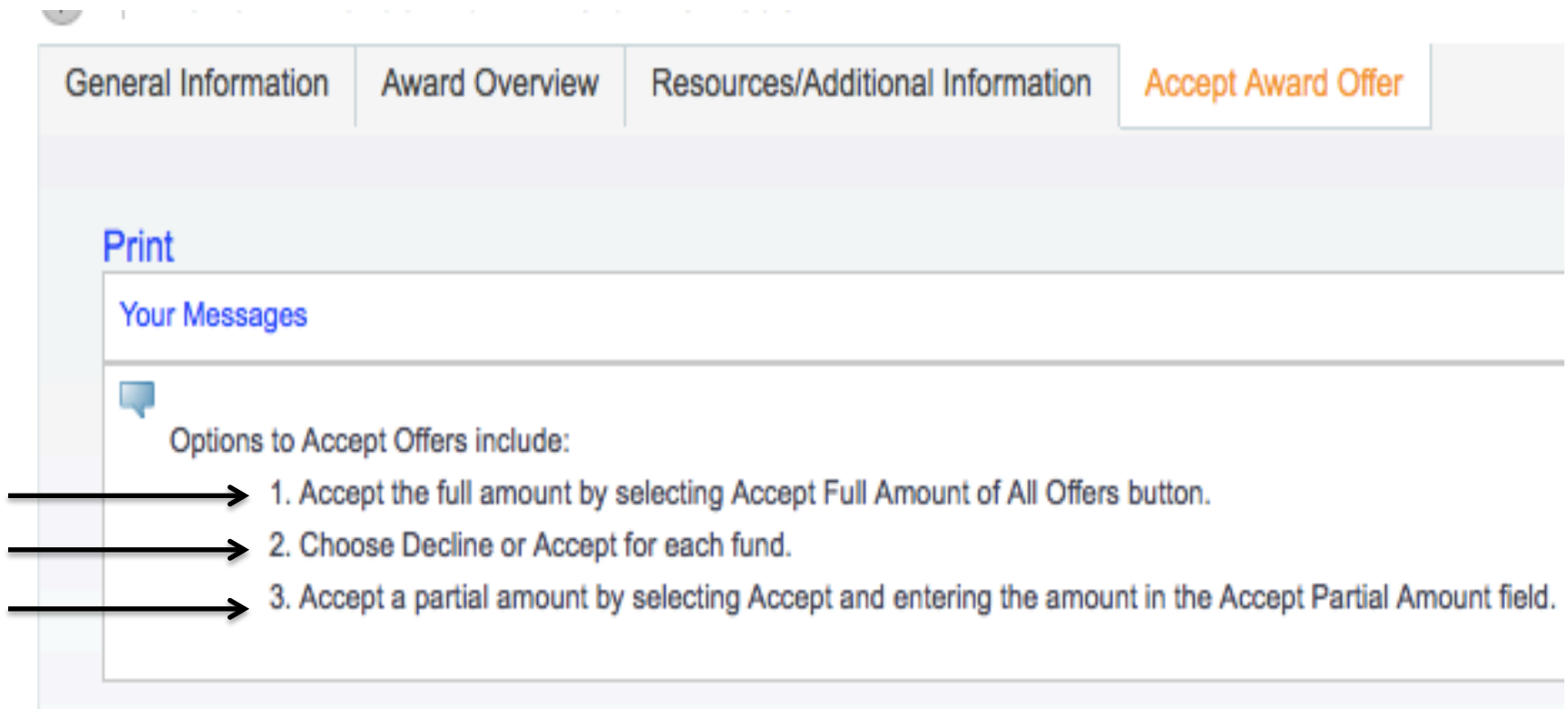
Component	Amount
Cost of Attendance	<input type="text"/>
Expected Student Contribution	<input type="text"/>
Expected Parent Contribution	<input type="text"/>
Other Resources (Includes Private Scholarships, Grants, and Tuition Benefits)	<input type="text"/>
Need (Cost of Attendance minus Student, Parent, Non-Custodial, and Other Resource Contributions)	<input type="text"/>

### Financial Aid Award by Term for the 2015-2016 Aid Year

Fund	Status	Fall 2015	Status	Spring 2016	Total
		Amount		Amount	
Federal Pell Grant	Accept	<input type="text"/>	Accept	<input type="text"/>	<input type="text"/>
<a href="#">NHS Scholarship</a>	Web Accept	<input type="text"/>	Web Accept	<input type="text"/>	<input type="text"/>
<a href="#">Federal Direct Subsidized Loan</a>	Web Accept	<input type="text"/>	Web Accept	<input type="text"/>	<input type="text"/>
<a href="#">Federal Work Study - Undergrad</a>	Web Accept	<input type="text"/>	Web Accept	<input type="text"/>	<input type="text"/>
<b>Totals</b>		<input type="text"/>		<input type="text"/>	<input type="text"/>



9. If you are satisfied with your award offer, click “Accept Award Offer”. You can...




The screenshot shows a web interface with four tabs: "General Information", "Award Overview", "Resources/Additional Information", and "Accept Award Offer". The "Accept Award Offer" tab is highlighted in orange. Below the tabs, there is a "Print" link and a "Your Messages" section. A speech bubble icon indicates a message. The message text reads: "Options to Accept Offers include:" followed by a numbered list of three options. Three black arrows point from the left margin to the first three items of the list.

General Information | Award Overview | Resources/Additional Information | **Accept Award Offer**

[Print](#)

[Your Messages](#)

 Options to Accept Offers include:

1. Accept the full amount by selecting Accept Full Amount of All Offers button.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Once you decided what to do with your award offer,  
this will show your decisions.

Award Decision			
Fund	Status	Term	Amount
Federal Pell Grant	Accept	Fall 2015	██████
	Accept	Spring 2016	██████
	Fund Total:		\$ ██████
NHS Scholarship	Web Accept	Fall 2015	\$ ██████
	Web Accept	Spring 2016	\$ ██████
	Fund Total:		\$ ██████
Federal Direct Subsidized Loan	Web Accept	Fall 2015	\$ ██████
	Web Accept	Spring 2016	\$ ██████
	Fund Total:		\$ ██████
Federal Work Study - Undergrad	Web Accept	Fall 2015	\$ ██████
	Web Accept	Spring 2016	\$ ██████
	Fund Total:		\$ ██████



# If you want to notify the school of your outside scholarships, click “Resources/Additional Information”



General Information | Award Overview | **Resources/Additional Information** | Accept Award Offer

## 2015-2016 Outside Scholarships/Resources Reporting Form.

If you are expecting to receive outside scholarships, grants, fellowships, tuition benefits, veterans benefits, or other financial resources that are not listed in the following chart, you are required to report the expected resource(s) below.

### INSTRUCTIONS

**Please note that each scholarship will be reported on two lines and the amount should be evenly split for the Fall and Spring semesters.**

**Step 1.** Type the name of the scholarship into the box in the column that says "Resource Description" (Ex. Knights of Columbus Scholarship).

**Step 2.** Using the drop-down bar in the column that says "Term," select a term (Ex. Fall 2013).

**Step 3.** Enter the amount that you will receive for each semester (report half of the total amount for each semester).

**Step 4.** If this scholarship payment will be sent to you directly, rather than to Georgetown University's Office of Student Financial Services, please note it in the "Comments" field (Ex. "I will receive this scholarship directly."). Otherwise, there is no need to write a comment.

**EXAMPLE: If you receive a "JOE HOYA scholarship" for \$1,000 for the academic year. It should be reported as follows:**

"JOE HOYA Foundation Scholarship"	Fall 2013	\$500
"JOE HOYA Foundation Scholarship"	Spring 2014	\$500

**If you will be a Georgetown varsity athlete please read the following:**

If the scholarship(s) you are reporting meets any of the following three criteria, contact the [Associate Director for Student Athletes](#) so that the scholarship(s) can be recorded in compliance with NCAA regulations

**Question 1** - Was athletic ability or participation a major criterion when you were selected for this award?

**Question 2** - Was athletic ability or participation considered at all when you were selected for this award, e.g. did you list your athletic ability or participation as an extracurricular activity when you applied for this award?

**Question 3** - Is the group (or individual) giving you this award directly associated with Georgetown University as an alumnus or donor, OR did receiving this award restrict your choice of school in any way?






# Follow these instructions as stated on the page:

**Please note that each scholarship will be reported on two lines and the amount should be evenly split for the Fall and Spring semesters.**

- **Step 1.** Type the name of the scholarship into the box in the column that says "Resource Description" (Ex. Knights of Columbus Scholarship).
- **Step 2.** Using the drop-down bar in the column that says "Term," select a term (Ex. Fall 2013).
- **Step 3.** Enter the amount that you will receive for each semester (report half of the total amount for each semester).
- **Step 4.** If this scholarship payment will be sent to you directly, rather than to Georgetown University's Office of Student Financial Services, please note it in the "Comments" field (Ex. "I will receive this scholarship directly."). Otherwise, there is no need to write a comment.



# Scroll down and this is where you will type in the information for your scholarship

Resource Description	Term	Amount	Comments
50 character maximum			2000 character maximum
<input type="text"/>	Fall 2015 	<input type="text"/>	<input type="text"/>
<input type="text"/>	Fall 2015 	<input type="text"/>	<input type="text"/>
<input type="text"/>	Fall 2015 	<input type="text"/>	<input type="text"/>

**Submit Information**



Additional unlisted resources may exist. If you have questions regarding the difference between the above total amounts and your calculated total, please contact the financial aid office.



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Your money. Your future.


GEORGETOWN UNIVERSITY

# In order to process your financial aid, you must complete the “Student Aid Release Form”

← | [Home](#) > **Financial Aid**

◀ Personal Information Student Services **Financial Aid** Applicant ▶

<b>Student Requirements</b> Click on the Student Requirements link to view any satisfied or unsatisfied requirements.	<b>Award Information</b> Click on the Award Information link to view important award information and to accept Financial Aid awards.	<b>Student Aid Release Form</b> Please click to complete the Student Aid Release form. The Student Aid Release form is required to help process your financial aid.
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# Here, you will be asked several questions that you will need to answer. Once you answer, the page will look like this if you have accepted the statements.

## 2015-2016 Aid Year

### You have chosen to accept the statement below on Apr 10, 2015

- If I am a recipient of federal financial aid funds, I authorize the crediting of these funds directly to my student account to cover any educational costs. If my student account has a credit balance, I authorize Georgetown to retain this balance to apply toward the next semester's expenses, or to cover minor prior-year charges.

### You have chosen to accept the statement below on Apr 10, 2015

- The Georgetown Office of Student Financial Services has my permission to release my personal biographical information or verification of my enrollment, financial need, or financial aid awards, if required by outside and Georgetown University scholarship donors.

### You have chosen to accept the statement below on Apr 10, 2015

- If my student account has a credit balance, I also understand that I may request a refund online at <http://studentaccounts.georgetown.edu/>. All monies received in a refund must be used for educational expenses.

I understand that I must check my Georgetown University billing statement regularly in My Access to confirm that all financial aid that I am eligible to receive has been paid to my billing account. I understand that if my financial aid appears on my billing statement as an estimated "memo credit", then I must take further action to get the funds paid to Georgetown. I agree to contact the Office of Student Financial Services to be advised of the actions I must take to have estimated "memo credits" removed and actual aid payments disbursed to my billing account as quickly as possible.

I understand I must report to the Georgetown University Office of Student Financial Services all awards I expect to receive from outside sponsors. I understand outside awards may reduce my eligibility for other financial aid.

I understand I must reapply for financial aid each year, and that it is my responsibility to obtain the appropriate aid applications and to adhere to the deadlines set by the Georgetown Office of Student Financial Services.

You just learned the basics of navigating your financial aid on MyAcces. If you have further inquiries, please contact your financial aid counselor. Visit [gucommonse.com](http://gucommonse.com) for more financial resources.



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