

Instructions for the Electronic Award Letter

- 1) Go to <https://selfservice.northwestu.edu/Finances/FinanceHome.aspx>
- 2) Read the introduction to the award letter. **In order to let Financial Aid Services know that you would like to accept the aid offered, each scholarship, grant, or loan must be checked.** Leaving a box unchecked indicates that you are declining the particular award.
- 3) If you wish to make any revisions to your award, including reducing the amount of a loan, you can indicate this by typing a message in the box titled **“Loan Comments”**.
- 4) Review your **Missing Documents**, found under the **“Documents”** Section. Most forms can be downloaded and printed from our website: <http://eagle.northwestu.edu/finaid>.
- 5) In order to submit the Electronic Award Letter, you must read and accept the **Terms and Conditions**. Check each box as you read the condition. Then, check the box which indicates that you have read and understood the Terms and Conditions.
- 6) **Print** a copy of the Award Letter for your records.
- 7) Click on **“Accept Awards”**.

You will receive an email confirming that you have accepted the offer of Financial Aid. This information will be sent to the Financial Aid Services Office. Your electronic award letter will be updated shortly to indicate that you have accepted your aid.

Make sure to submit your award letter within 30 days of receiving notification that your award is ready or your offer of Financial Aid will be cancelled. If changes need to be made after submitting your award letter, please contact our office.