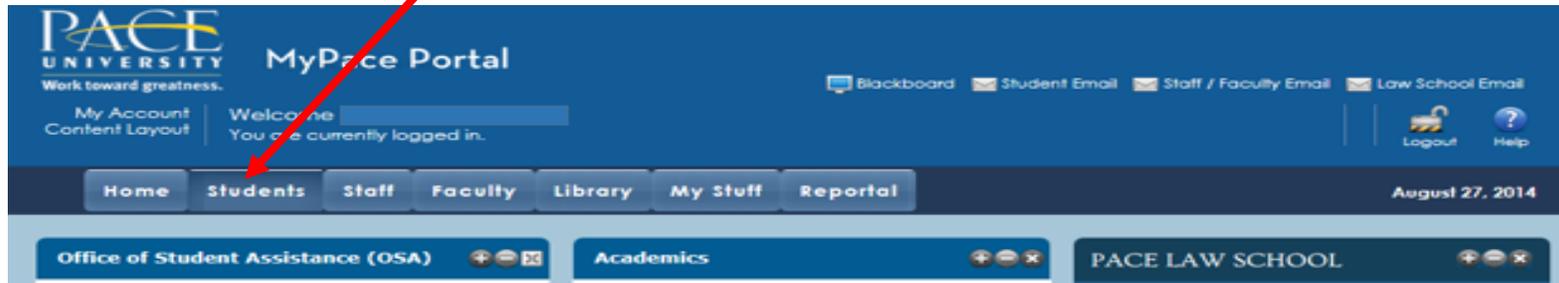




How to Accept Financial Aid on the Portal

Sign into the Pace Portal: portal.pace.edu (You may need to first activate your account, here: <https://aspnetweb.pace.edu/adam/Activate.aspx>.)

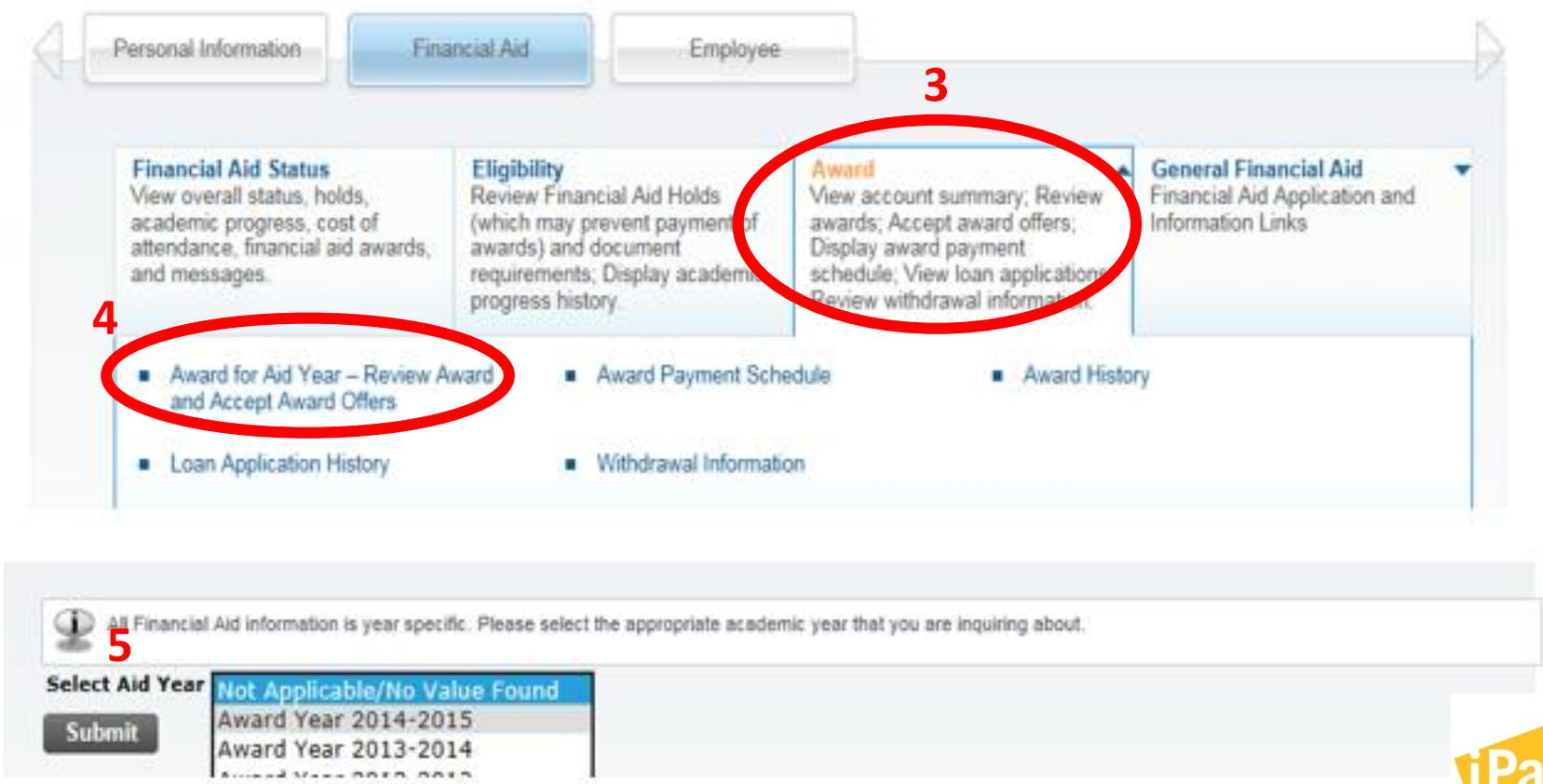
1. Select the **Students** tab



2. Scroll down and Select the **Financial Aid System** link

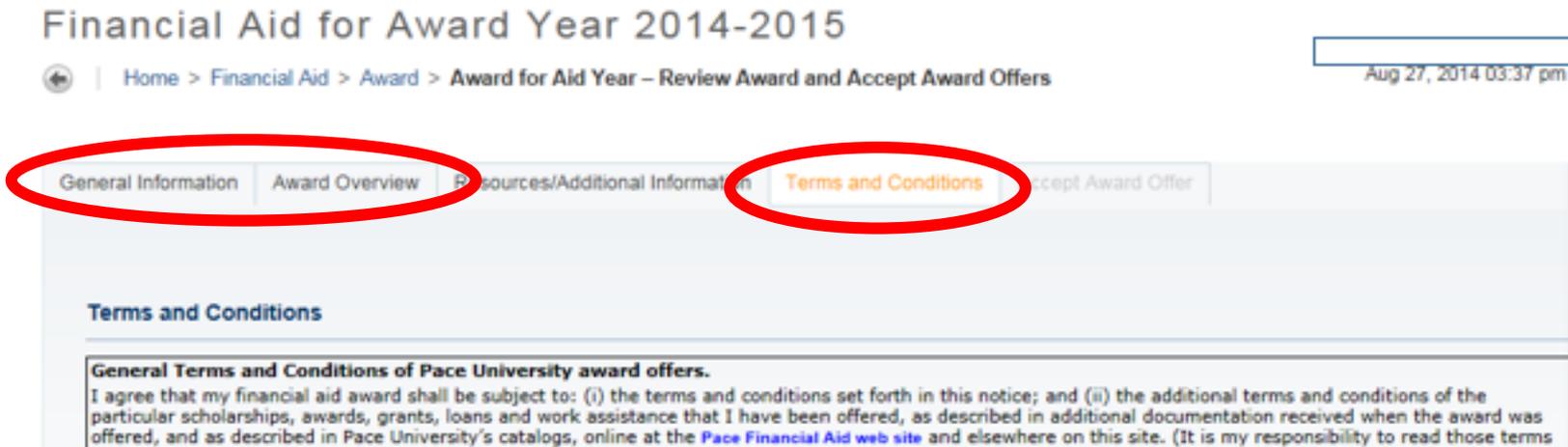


3. Select the Award box
4. Select link for “Award for Aid Year – Review Award and Accept Award Offers”
5. Select the correct Aid Year



The screenshot shows the 'Financial Aid' section of a web portal. At the top, there are three tabs: 'Personal Information', 'Financial Aid' (which is selected), and 'Employee'. Below the tabs, there are four main panels: 'Financial Aid Status', 'Eligibility', 'Award', and 'General Financial Aid'. The 'Award' panel is circled in red with a red number '3' above it. Below the 'Award' panel, there is a list of links: 'Award for Aid Year – Review Award and Accept Award Offers', 'Award Payment Schedule', 'Award History', 'Loan Application History', and 'Withdrawal Information'. The link 'Award for Aid Year – Review Award and Accept Award Offers' is circled in red with a red number '4' to its left. At the bottom of the page, there is a message: 'All Financial Aid information is year specific. Please select the appropriate academic year that you are inquiring about.' Below this message is a 'Select Aid Year' dropdown menu. The dropdown menu is open, showing 'Not Applicable/No Value Found', 'Award Year 2014-2015', 'Award Year 2013-2014', and 'Award Year 2012-2013'. The dropdown menu is circled in red with a red number '5' to its left. A 'Submit' button is located to the left of the dropdown menu.

Once you get to your awards for the Aid Year, you can read the **General Information** and **Award Overview**. Then select the **Terms and Conditions** tab, read through them and click Accept at the bottom of the page.



Financial Aid for Award Year 2014-2015

Home > Financial Aid > Award > Award for Aid Year – Review Award and Accept Award Offers

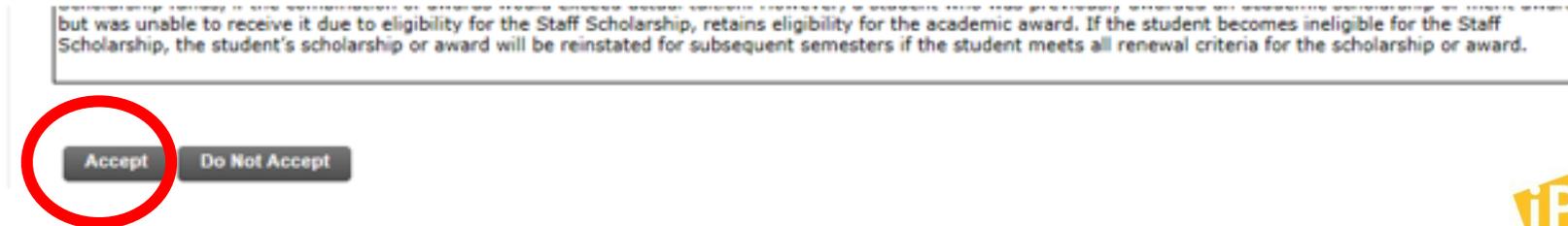
Aug 27, 2014 03:37 pm

General Information | Award Overview | Resources/Additional Information | **Terms and Conditions** | Accept Award Offer

Terms and Conditions

General Terms and Conditions of Pace University award offers.
I agree that my financial aid award shall be subject to: (i) the terms and conditions set forth in this notice; and (ii) the additional terms and conditions of the particular scholarships, awards, grants, loans and work assistance that I have been offered, as described in additional documentation received when the award was offered, and as described in Pace University's catalogs, online at the [Pace Financial Aid web site](#) and elsewhere on this site. (It is my responsibility to read those terms

Scroll down to the end of Terms and Conditions



but was unable to receive it due to eligibility for the Staff Scholarship, retains eligibility for the academic award. If the student becomes ineligible for the Staff Scholarship, the student's scholarship or award will be reinstated for subsequent semesters if the student meets all renewal criteria for the scholarship or award.

Accept Do Not Accept

Then you can select the **Accept Award Offer** tab.
 Once there, Accept or Decline each award and click Submit Decision.
 (You can also Accept a lower amount of any award.)

General Information | Award Overview | Resources/Additional Information | Terms and Conditions | **Accept Award Offer**

Print

Options for Accept Award Offers include:

1. Accept all awards as posted by selecting "Accept Full Amount of All Awards".
2. To decline an award, select "Decline" from the drop down box next to the award.
3. To accept a partial amount of an individual award, select "Accept" from the drop down box and enter new amount.
4. To accept the full amount of an individual award, select "Accept" from the drop down box and leave the amount box blank.

Note: New amount cannot exceed original amount.
 Select "Submit Decision" to record your choices.

Award Decision

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Pell Grant	Accepted	Fall 2014 Period	\$2,390.00		
	Accepted	Spring 2015 Period	\$2,390.00		
Fund Total:			\$4,780.00		
Direct Sub Stafford Loan	Offered	Fall 2014 Period	\$2,250.00		
	Offered	Spring 2015 Period	\$2,250.00		
Fund Total:			\$4,500.00	Accept	
Direct Unsub Stafford Loan	Offered	Fall 2014 Period	\$3,000.00		
	Offered	Spring 2015 Period	\$3,000.00		
Fund Total:			\$6,000.00	Accept	5000 x

Accept Full Amount All Awards | **Submit Decision**