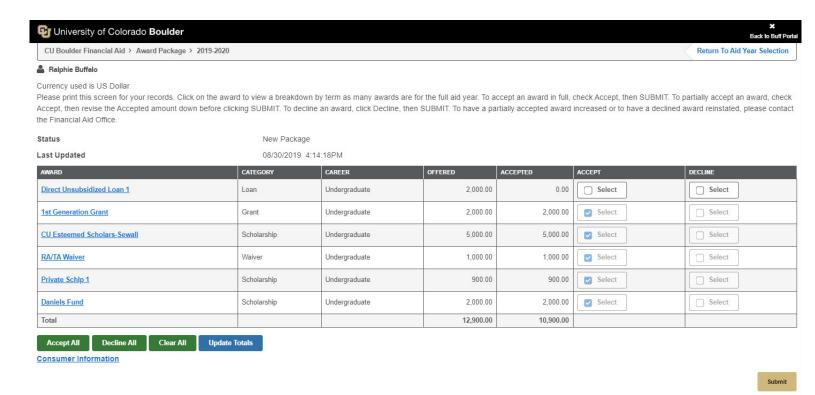


How to Accept a Reduced Loan Amount

These instructions are for accepting a loan amount less than the full amount offered. If you have already accepted your loan(s), you may change your loan amount by completing the Loan Reduction or Cancellation form.

- 1. Log in to Buff Portal . See instructions below or visit How to View Your Financial Aid.
 - a. Navigate to the Financial Aid card.
 - b. Select the appropriate aid year from the **year drop-down** near the top of the card.
 - c. Click View Financial Aid.
 - d. At the bottom of the card, click Accept or Decline Aid.
- 2. A new tab will open that shows your aid.



3. Click Select under the Accept column for the loan you are making changes to.

AWARD	CATEGORY	CAREER	OFFERED	ACCEPTED	CCEPT	DECLINE
<u>Direct Unsubsidized Loan 1</u>	Loan	Undergraduate	2,000.00	0.00	Select	Select
1st Generation Grant	Grant	Undergraduate	2,000.00	2,000.00	Select	Select
CU Esteemed Scholars-Sewall	Scholarship	Undergraduate	5,000.00	5,000.00	✓ Select	Select
RA/TA Waiver	Waiver	Undergraduate	1,000.00	1,000.00	✓ Select	Select
Private Schlp 1	Scholarship	Undergraduate	900.00	900.00	✓ Select	Select
<u>Daniels Fund</u>	Scholarship	Undergraduate	2,000.00	2,000.00	✓ Select	Select
Total			12,900.00	10,900.00		

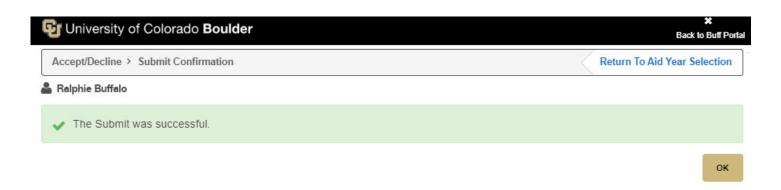
4. Enter the amount of loan you want to accept. Click Submit.

AWARD	CATEGORY	CAREER	OFFERED	ACCEPTED	ACCEPT	DECLINE
Direct Unsubsidized Loan 1	Loan	Undergraduate	2,000.00	1,000.00	✓ Select	Select
1st Generation Grant	Grant	Undergraduate	2,000.00	2,000	Select	Select
CU Esteemed Scholars-Sewall	Scholarship	Undergraduate	5,000.00	5,000.00	Select	Select
RA/TA Waiver	Waiver	Undergraduate	1,000.00	1,000.00	⊘ Select	Select
Private Schlp 1	Scholarship	Undergraduate	900.00	900.00	✓ Select	Select
Daniels Fund	Scholarship	Undergraduate	2,000.00	2,000.00	Select	Select
Total			12,900.00	10,900.00		
Accept All Decline All	Clear All	Update Totals				
Consumer Information						
						Submit

5. Click **Yes** to save your changes.



6. Click OK to view your updated loan amounts.



7. Review your updated loan amounts. If you need to increase the accepted amount of loan or accept a declined award, please contact our office at 303-492-5091 or email us at financialaid@colorado.edu.