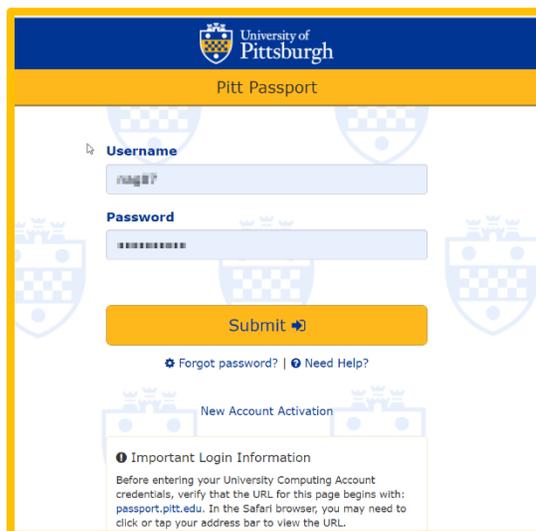


# Accept, Decline, & Reduce Financial Aid at Pitt

As a student, you have the right to accept, reduce or decline aid you are offered. For undergraduate students, grants are automatically accepted for you because grants do not require repayment. For all students, scholarships are automatically accepted because scholarships do not require repayment. For all students, loans will NOT disburse until the loans are accepted and a Master Promissory Note and Entrance Counseling have been completed.

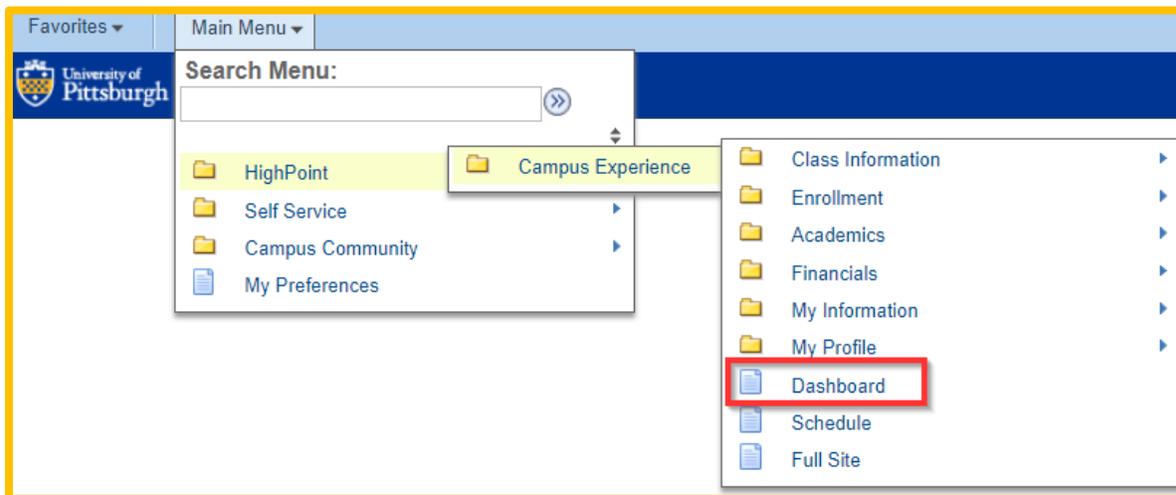
## Log into Your MyPitt Account

- Sign in with your Pitt username and password
- Select the PeopleSoft Student Center



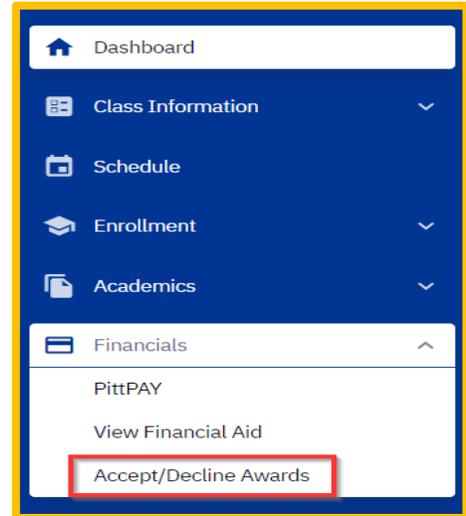
## Accessing the HighPoint Dashboard

- In Peoplesoft, click on the Main Menu
- Go to HighPoint, then Campus Experience
- Under Campus Experience, click on Dashboard



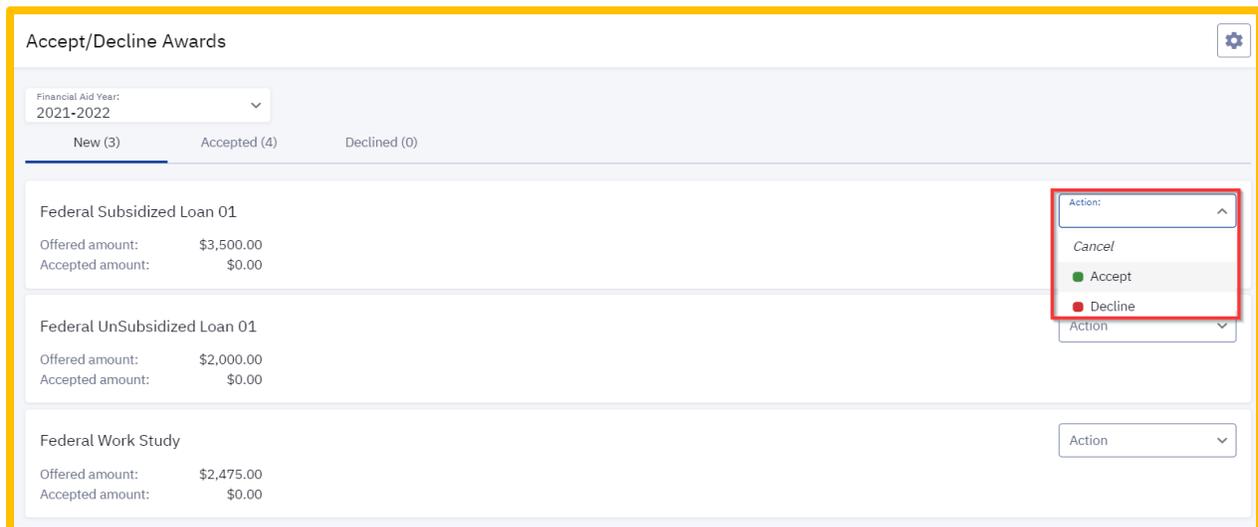
## The HighPoint Dashboard – Accept/Decline Awards

- On the HighPoint Dashboard, you will see a variety of tabs
- Under the Financials section, select Accept/Decline Awards



## Accept/Decline Awards

- You will see a screen that shows the financial aid award offer
- Keep in mind that this screen shows the awards that are offered for the academic year
- In this particular example, we can see that this is for the aid year 2021-2022
- For each award, you will want to select an action



- To accept a loan in full, you will want to select the accept action to the right and confirm that the full amount is in the Accepted amount location as indicated on the left-hand side of this image
- If accepting an award, you can reduce the amount, however the amount will be split evenly between the fall and spring semesters if it were offered as a full year award
- To reduce a loan, you will want to first accept it, then type in the reduced amount in the accepted amount location
- To decline a loan, simply select the decline action option to the right
- You will want to repeat these steps for each loan that is offered

- For federal work study, you can accept or decline a federal work study offer.
- If you would like to find a job on campus at the University of Pittsburgh of Johnstown, make sure to accept the federal work study offer
- If you are not seeking part-time employment at the University of Pittsburgh Johnstown, click the decline action next to federal work study

**Accept/Decline Awards** ⚙️

Financial Aid Year: 2021-2022

**New (3)**   Accepted (4)   Declined (0)

---

**Federal Subsidized Loan 01**

Offered amount: \$3,500.00

Accepted amount: Reduce (If Needed):  
\$3,500

Action: ● Accept

---

**Federal UnSubsidized Loan 01**

Offered amount: \$2,000.00

Accepted amount: \$0.00

Action ▼

---

**Federal Work Study**

Offered amount: \$2,475.00

Accepted amount: \$0.00

Action ▼

- Once you have selected the appropriate to accept, decline, or reduce all awards listed, you can then hit the submit button at the bottom

**Accept/Decline Awards** ⚙️

Financial Aid Year: 2021-2022

**New (3)**   Accepted (4)   Declined (0)

---

**Federal Subsidized Loan 01**

Offered amount: \$3,500.00

Accepted amount: \$0.00

Action ▼

---

**Federal UnSubsidized Loan 01**

Offered amount: \$2,000.00

Accepted amount: \$0.00

Action ▼

---

**Federal Work Study**

Offered amount: \$2,475.00

Accepted amount: \$0.00

Action ▼

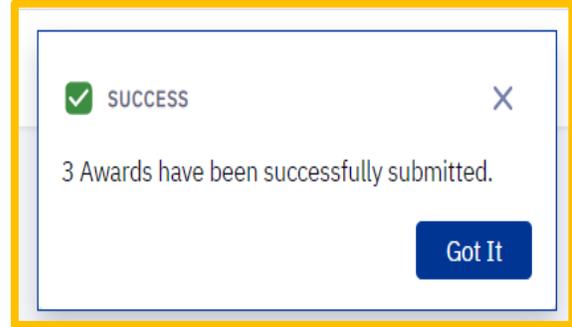
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**Totals:**   Offered amount: \$27,365.00   Accepted amount: \$19,390.00

Submit

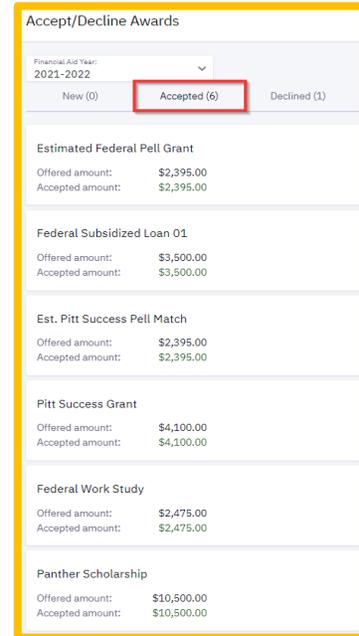
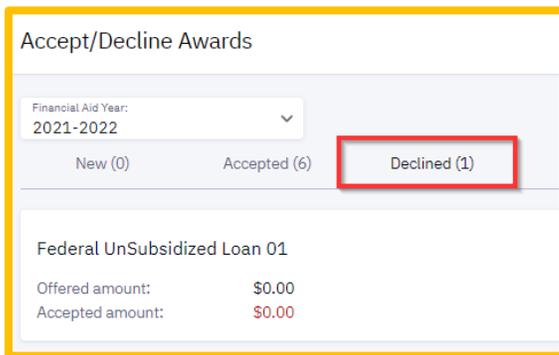
## Confirming Your Aid

- And finally, you know that your selections have been made official when you see the submit confirmation screen. This confirms that your awards have been successfully submitted
- If you have accepted federal work study, you will then want to visit the Pitt site [join.pitt.edu](http://join.pitt.edu) and look at the part time jobs under the Student section of the website
- Keep in mind that federal work study allows a student to get a job on campus and the student is directly paid in a paycheck; federal work study will not pay tuition charges directly



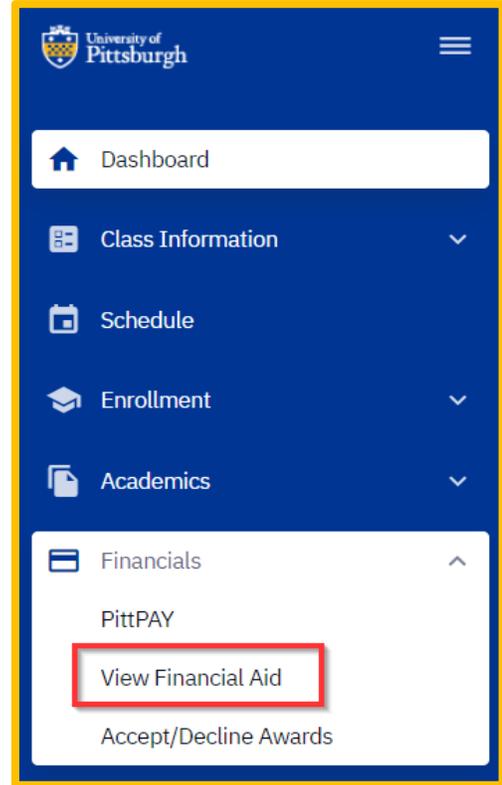
## Viewing Accepted/Declined Awards

- One thing to keep in mind is that you can use HighPoint to see your accepted awards and your declined awards after you complete this process
- As you can see, HighPoint stores new, accepted, and declined awards for each year



## Viewing Your Financial Aid

- Another feature of HighPoint is that you can also view your financial aid
- To do this, you will want to go to your HighPoint Dashboard and under Financials and select View Financial Aid
- This will allow you to view all awards for a given aid year
- In this example, the financial aid offer for 2021-2022
- Please note that aid is split in half between fall and spring semesters
- This screen allows you to see your specific financial aid offer, how much was offered, accepted, and disbursed
- You can also see the expected disbursement date as well as the aid totals for each semester and year



View Financial Aid

Financial Aid Year: 2021-2022

Financial Aid Year 2021-2022

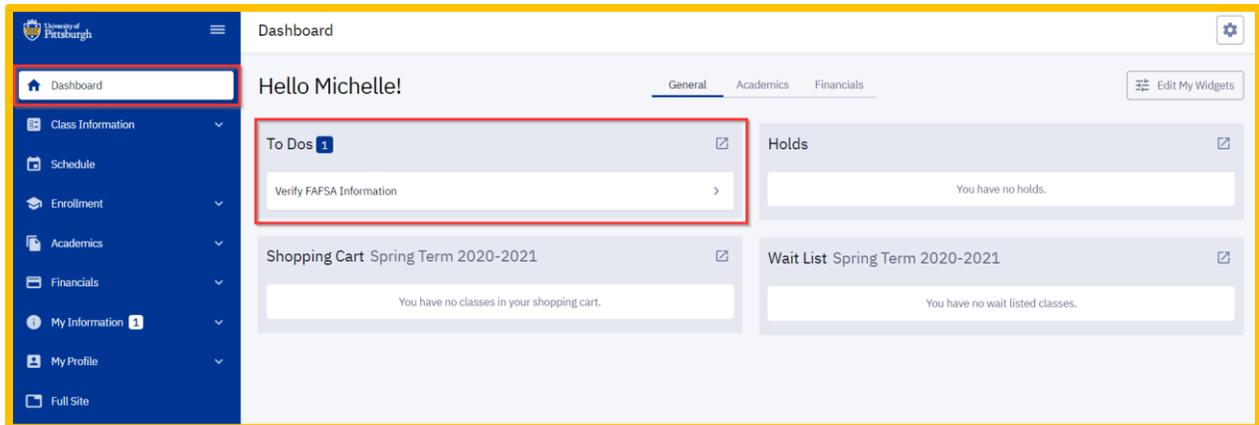
SEMESTER	OFFERED	ACCEPTED	DISBURSED	EXPECTED DISBURSEMENT DATE
Spring Term 2021-2022	\$12,681.00	\$12,681.00	\$0.00	
DESCRIPTION	OFFERED	ACCEPTED	DISBURSED	EXPECTED DISBURSEMENT DATE
Estimated Federal Pell Grant	\$1,197.00	\$1,197.00	\$0.00	01/01/2022
Federal Subsidized Loan 01	\$1,750.00	\$1,750.00	\$0.00	01/01/2022
Federal UnSubsidized Loan 01	\$0.00	\$0.00	-	-
Est. Pitt Success Pell Match	\$1,197.00	\$1,197.00	\$0.00	01/01/2022
Pitt Success Grant	\$2,050.00	\$2,050.00	\$0.00	01/01/2022
Federal Work Study	\$1,237.00	\$1,237.00	-	-
Panther Scholarship	\$5,250.00	\$5,250.00	\$0.00	01/01/2022
Fall Term 2021-2022	\$12,684.00	\$12,684.00	\$0.00	
Expand DESCRIPTION	OFFERED	ACCEPTED	DISBURSED	EXPECTED DISBURSEMENT DATE
Estimated Federal Pell Grant	\$1,198.00	\$1,198.00	\$0.00	08/13/2021
Federal Subsidized Loan 01	\$1,750.00	\$1,750.00	\$0.00	08/13/2021
Federal UnSubsidized Loan 01	\$0.00	\$0.00	-	-
Est. Pitt Success Pell Match	\$1,198.00	\$1,198.00	\$0.00	08/13/2021
Pitt Success Grant	\$2,050.00	\$2,050.00	\$0.00	08/13/2021
Federal Work Study	\$1,238.00	\$1,238.00	-	-
Panther Scholarship	\$5,250.00	\$5,250.00	\$0.00	08/13/2021
Totals	\$25,365.00	\$25,365.00	\$0.00	

**FINANCIAL AID INFORMATION**  
Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

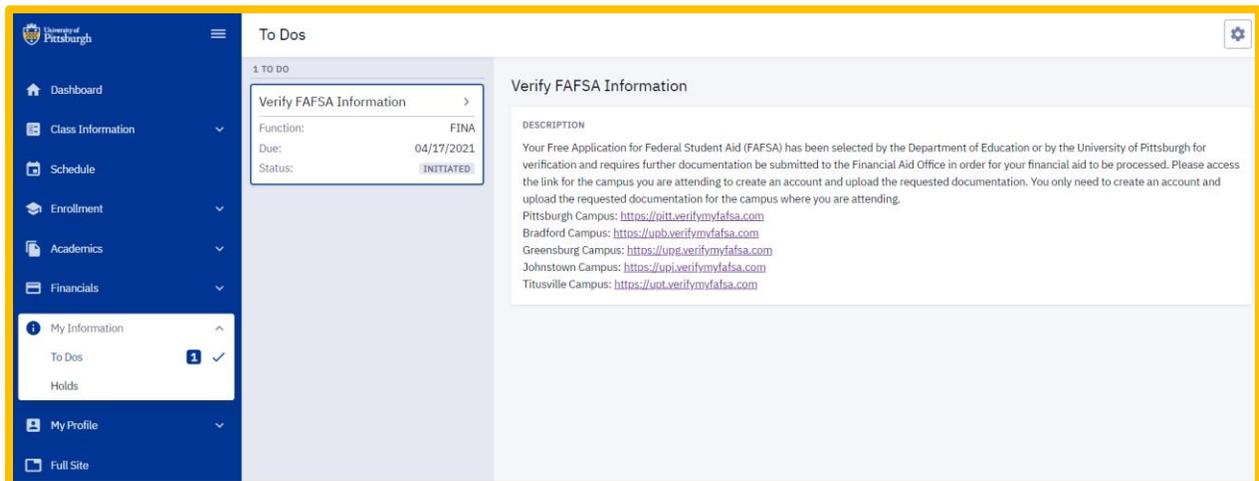
**ATTENTION**  
If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

## Viewing to do Items

- HighPoint's dashboard also gives you the ability to view any To Do Items that the Financial Aid Office may need
- For example, the Financial Aid Office may require that you verify your FAFSA information.
- This will come up as a To Do Item
- You can select this item and a description of what is needed and instructions will be provided for you



The screenshot shows the University of Pittsburgh dashboard. The left sidebar contains navigation options: Dashboard, Class Information, Schedule, Enrollment, Academics, Financials, My Information (with a notification icon), My Profile, and Full Site. The main content area is titled 'Dashboard' and 'Hello Michelle!'. It features three widgets: 'To Dos' (with a notification icon and a red box around the 'Verify FAFSA Information' item), 'Holds' (stating 'You have no holds.'), and 'Wait List Spring Term 2020-2021' (stating 'You have no wait listed classes.').



The screenshot shows the 'To Dos' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'To Dos' and shows a list of 1 to do item: 'Verify FAFSA Information'. A tooltip shows details for this item: Function: FINA, Due: 04/17/2021, Status: INITIATED. The main content area displays the 'Verify FAFSA Information' details, including a description: 'Your Free Application for Federal Student Aid (FAFSA) has been selected by the Department of Education or by the University of Pittsburgh for verification and requires further documentation be submitted to the Financial Aid Office in order for your financial aid to be processed. Please access the link for the campus you are attending to create an account and upload the requested documentation for the campus where you are attending. Pittsburgh Campus: <https://pitt.verifymyfafsa.com> Bradford Campus: <https://unb.verifymyfafsa.com> Greensburg Campus: <https://unp.verifymyfafsa.com> Johnstown Campus: <https://unp.verifymyfafsa.com> Titusville Campus: <https://unt.verifymyfafsa.com>

## Contacting the Financial Aid Office

- If you have any questions regarding this process or need any assistance with your financial aid, please feel free to reach out to the Financial Aid Wellness Center
- We are working remotely at this time so we are accessible via phone at 814-269-7045 or email at [upjaid@pitt.edu](mailto:upjaid@pitt.edu)
- If you would like to meet with a member of the financial aid team virtually, you can also utilize Pathways and set up an appointment to go over your financial aid