

Accept Offered Subsidized & Unsubsidized Stafford Loans

1. Log into your SWAN Account and click on your DUCK icon.
2. Click on the “Financial Aid” tab at the top of the page.
3. Click on “Award”.
4. Click on “Award by Aid Year”.
5. Make sure you select the correct aid year. “July 1, 2022 – June 30, 2023”.
6. Click the “Accept Award Offer” Tab. At the bottom of the page you will see your award decision and it will allow you to accept your loans.
7. Click on drop down menu.
8. Choose to “Accept or Decline”.
9. Once you have decided, click on “Submit Decision”.

***Processing of loans can take 3 to 5 business days.

Please be sure to complete your Master Promissory Note (lasts up to 10 years) and Entrance Counseling (first time borrower) at www.studentloans.gov to ensure the disbursement of your loan.

**** You must accept all Subsidized Loans before accepting any Unsubsidized Loans.****