EMORY AWARD ACCEPTANCE VIA E-SIGNATURE

FINANCIAL AID FEATURES FOR STUDENTS ON OPUS

Emory University allows you to accept, decline, or reduce your financial aid awards through OPUS by submitting an acknowledgement via e-signature. This guide provides step-by-step instructions of the award acceptance process. You will receive an email notification when your awards are available.

OVERVIEW OF THE PROCESS

1. Log into OPUS and access the Student Center.
2. Select Emory Financial Aid.
3. Select Award Summary for the Aid Year to View.
4. Select Accept/Decline Awards (you will be able to accept, reduce, or decline awards).
5. Review an explanation of the Emory Award Acceptance via E-signature process.
6. Acknowledge the Emory Award Acceptance Terms and Conditions and (if applicable) the Title IV Authorization and Disbursement.
7. Review the Award Summary Page
   a. View award details by selecting each award hyperlink.
   b. Accept, reduce, or decline your awards by selecting the corresponding checkbox and updating the amount in the Accepted column field(s) as appropriate.
   c. View the Important Messages hyperlink.
   d. Report any external aid, such as scholarships or grants from other sources, by selecting Send a Request to Financial Aid.
   e. Select E-Signature to proceed.
8. Select “Yes” to confirm your submission or “No” to exit the process. If “No” is selected, you will need to contact the Office of Financial Aid to complete a manual award acceptance.
9. Review the E-Signature Confirmation
   a. Print an Award Letter (optional)
   b. Complete the Entrance Interview (if applicable)

Quick Tips
- Know where to find the Financial Aid link to view your awards on your OPUS Student Center home page
- Review your awards, the scheduled disbursement dates, your Need/Cost and messages
- Go to Award Summary to complete the E-signature Process
- Review the 6 steps to Accept, Reduce or Decline your awards and then E-sign
- Check your TO DO list for outstanding items that must be completed
- Know your Financial Aid Advisor’s name and email address
1. **LOG INTO OPUS.** Access the online student center in OPUS at [http://www.opus.emory.edu/](http://www.opus.emory.edu/) using your Emory network id and password.

2. **SELECT EMORY FINANCIAL AID.** You will find the link within the Financial Aid section in the Finances area.
3. **SELECT AWARD SUMMARY FOR THE AID YEAR TO VIEW.** You will see aid years are active depending on your attendance at Emory and when you have applied for financial aid.

Note: You will receive an email notification when your awards are available.
4. **VIEW YOUR FINANCIAL AID.** View your award summary before proceeding to Accept/Decline Awards. The Accept/Decline allows you to accept the award as offered, accept the award at a reduced amount, or decline the award in its entirety.

Select the hyperlinks to review:
- Scheduled Disbursement Dates
- Cost of Attendance figures

ClaireTest (0022365)

Financial Aid

Award Summary

Financial Aid Year 2017-2018

A summary of your awards for the aid year is listed below. Term(s) are broken out in detail below.

<table>
<thead>
<tr>
<th>Fall 2017 - Spring 2018</th>
<th>Award Description</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work-Study - Emory</td>
<td>Work/Study</td>
<td>2,500.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Emory College Grant</td>
<td>Grant</td>
<td>25,100.00</td>
<td>25,100.00</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Sub Loan 1</td>
<td>Loan</td>
<td>2,500.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Fall 2017 - Spring 2018 Totals</td>
<td></td>
<td>30,100.00</td>
<td>25,100.00</td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Cost of Attendance

Accept/Reduce/Decline Awards

Terms

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>View Scheduled Disbursement Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Description</td>
<td>Category</td>
</tr>
<tr>
<td>Federal Work-Study - Emory</td>
<td>Work/Study</td>
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</tr>
<tr>
<td>Term Totals</td>
<td></td>
</tr>
</tbody>
</table>

Spring 2018 | View Scheduled Disbursement Dates |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<td>Loan</td>
</tr>
<tr>
<td>Term Totals</td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Your financial aid award is determined from the information provided on your financial aid application. If there is no financial aid displayed your application may be in progress. Please check back in a few days.

Cost of Attendance

Accept/Reduce/Decline Awards

Select Accept/Decline to enter the Emory Award Acceptance via E-Signature process. You may:
- Accept
- Reduce
- Decline

awards within your aid package.

5. **SELECT ACCEPT/DECLINE AWARDS.** Select Accept/Decline Awards when you are ready to proceed with the award acceptance process.
6. **EMORY AWARD ACCEPTANCE VIA E-SIGNATURE.** Review the Guidelines for Emory Award Acceptance via E-Signature. Select Continue to proceed with the process or Cancel to return to the Award Summary page.

**ClaireTest (0022365)**  
Financial Aid

**Emory Award Acceptance via E-Signature**

**Financial Aid Year 2017-2018**

Emory University administers financial aid resources from institutional, private, federal and state programs. The Office of Financial Aid has evaluated the information you provided to Emory. Based on the funds available to us, we have created an award specifically tailored to your needs and circumstances. To receive these funds, you must complete the process of accepting or declining your awards.

Online Acceptance via E-Signature allows you to immediately accept, decline, and/or reduce your award amounts. At the end of the process, you may approve your transactions with an electronic signature and print a financial aid award letter. A step-by-step guide is available at: [Accepting Your Awards](#).

If you prefer to accept your awards manually, please contact the Emory University Office of Financial Aid to request a paper award letter.

[CONTINUE]  [CANCEL]
7. **AWARD ACCEPTANCE VIA E-SIGNATURE.** You must review and accept the terms and conditions of your aid package each time you enter Award Acceptance. Review the Terms and Conditions carefully. Select Yes and then Continue to proceed with accepting your awards. The Title IV Authorization and Disbursement question will appear only one time and captures your initial answer. Contact Student Financial Services to change your Title IV authorization.

ClaireTest (0022365)

Financial Aid

**Terms and Conditions**

Financial Aid Year 2017-2018

You must select Yes and agree to the terms and conditions in order to continue with the online acceptance process. If you select No, you will be returned to your Financial Aid Award Summary.

I understand that my financial aid may be calculated based on projected enrollment information. If I withdraw from the University or drop below expected enrollment during any term my financial aid may be cancelled or adjusted and I could be billed for all or a portion of the funds I receive. I agree to repay any financial aid funds disbursed to me in error. If I plan to enroll for a course load that is not consistent with my academic program requirements (typically full time enrollment), I will contact the Office of Financial Aid to have my awards reviewed and revised as necessary. I further understand that a minimum of half-time enrollment is required to receive federal loans and understand that federal and state awards are contingent upon continued funding from these sources. I also certify that the information provided on my Free Application for Federal Student Aid and/or the College Board’s Profile application is accurate.

I understand that I should read detailed information found within the hyperlinks on the following pages, particularly award messages and any important messages found at the end of the E-Signature process.

I understand federal regulations and Emory University policies require that financial aid recipients proceed toward successful and timely completion of degree requirements or maintain satisfactory academic progress. If I fail to demonstrate and maintain satisfactory academic progress I may face financial aid probation or denial of aid. I understand that minimum standards for program continuation can be discussed with my academic advisor.

I understand that I must complete any outstanding items on my "To Do List" prior to receiving financial aid funds. I agree to report additional scholarships received through sources outside of Emory University as soon as I am aware of them and understand that my awards may be revised should additional information become available to the Office of Financial Aid. I further understand that my financial aid should be used solely for educational expenses.

I understand that many forms of financial aid would not be possible without the generous support of donor contributions and gifts. If I receive a scholarship at Emory, I understand that my name and award information will be shared with the office of Development and Alumni Relations and the donor supporting my scholarship and that I may be contacted by a member of Development and Alumni Relations. I agree to show my appreciation by writing a note of thanks to my donor if called upon to do so.

I have reviewed and understand the Federal Student Loan Procedures and my Rights and Responsibilities of borrowing as outlined and published at [http://www.emoryaid.emory.edu/](http://www.emoryaid.emory.edu/).

- Yes, I agree to the Terms and Conditions above
- No, I do not agree
8. **REVIEWING YOUR AWARD SUMMARY AND ACCEPTING YOUR AWARDS.** Review the information on this page very carefully. Some or all of your awards may already be in an accepted status. You must complete the E-sign process for all awards.

   a. Read about all of the awards by selecting each award hyperlink.

   b. Accept, reduce, or decline your awards by selecting the corresponding checkbox and updating the figure as appropriate.

   c. Read your Important Messages.

   d. Report any external aid, such as scholarships or grants from other sources, by selecting Send a Request to Financial Aid.

   e. Select E-Signature to proceed.

   

   ClaireText (0032356)  
   Financial Aid  
   Award Summary and Instructions  
   Financial Aid Year 2017-2018  

   You are eligible to receive the awards listed below. You must complete Steps 1 through 6 to accept your awards.

   **Step 1: Read About All of Your Awards.** Select each award link to review the conditions of each award.

   **Step 2: Accept, Reduce, and/or Decline Your Awards:**

   - Accept or decline each award by checking the appropriate box, OR
   - To accept less than the amount offered, check the accept box and enter the desired amount

   **Step 3: Important Messages:** Additional messages specific to your aid package may be displayed under the Important Messages hyperlink.

   **Step 4: External Awards and/or Enrollment Changes:** You are required to report aid from other sources and to notify the Office of Financial Aid of enrollment changes. Please use Send Request to Financial Aid to submit this information.

   **Step 5: Submit Awards with E-Signature:** All awards, including scholarships, grants, and other aid, must be accepted through the E-signature process. When you have completed reviewing your award information, select E-Signature.

   **Step 6: Print Your Award Summary (Optional):** After you complete this E-signature process, you will be able to view and print your financial aid award letter. You must complete the E-signature process each time you want to print your award letter.

   Notes: Awards must be accepted and an E-signature must be submitted before funds will disburse to your account. Some or all of your awards may have been "Accepted" for you (the Accept and Decline boxes are not available for action). However, these awards do still require an E-signature for disbursement.
HINT: Reducing Your Award Amount

i. Select the checkbox under Accept
ii. Enter the desired amount in the Accepted box

<table>
<thead>
<tr>
<th>Award</th>
<th>Category</th>
<th>Career</th>
<th>Offered</th>
<th>Accepted</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emory College Grant</td>
<td>Grant</td>
<td>Undergraduate</td>
<td>25,100.00</td>
<td>25,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Direct Sub Loan 1</td>
<td>Loan</td>
<td>Undergraduate</td>
<td>2,500.00</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study - Emory</td>
<td>Work/Stdy</td>
<td>Undergraduate</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

9. ACCEPT/DECLINE VIA E-SIGNATURE. Selecting Yes on the page below will submit the changes to your award package and confirm with your e-signature.

By clicking the [YES] button below, I understand that I am providing an electronic signature to the Office of Financial Aid. My electronic signature indicates I accept all awards, except for those specifically declined.

By choosing not to accept the awards and using the [NO] button, I understand I must complete alternative steps for accepting awards given to me by the Office of Financial Aid.
10. **E-Signature Acceptance Confirmation.** Congratulations! You've completed your financial aid award acceptance via E-signature. Select the print button for a paper copy of your award letter.

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**ClaireTest (0022365)**

**Financial Aid**

**E-Signature Acceptance Confirmation**

**Financial Aid Year 2017-2018**

Thank you for accepting your awards online! Please note that the status of your “To Do” regarding your award letter will be updated within the next 24 hours.

Below are some additional steps that may apply to you. To return to the Student Center page, select the link at the bottom of the page.

**Printing Your Award Summary**

You are able to view and print your award for the 2018 aid year by selecting View Award Summary. This is available to you each time you access Financial Aid self-service and will contain your most recent award information.

**If you are a first-time federal direct loan borrower you will need to:**
- Complete an entrance interview.
- [E-sign the MPN, Master Promissory Note, for your Federal Direct Loan(s).](#)

Additional information on financing options can be found on the Office of Financial Aid website.

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**HINT:** Print an Award Letter

i. Select View Award Summary hyperlink

ii. Select Print

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**Emory University**

Office of Financial Aid

200 Dowman Drive, Suite 300

Atlanta, GA 30322-1900

Office (404) 727-6010

Fax (404) 727-6700

**Award Summary**

**Financial Aid Year 2017-2018**

<table>
<thead>
<tr>
<th>Aid Type</th>
<th>Subtype</th>
<th>Aid</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total</th>
<th>Accept/Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work-Study</td>
<td>Emory</td>
<td>0000.00</td>
<td>0000.00</td>
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<td>0000.00</td>
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<tr>
<td>Emory Direct Loan</td>
<td>Undergrad</td>
<td>12,550.00</td>
<td>12,550.00</td>
<td>0.00</td>
<td>25,100.00</td>
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<tr>
<td>Federal Direct Loan</td>
<td>Undergrad</td>
<td>000.00</td>
<td>000.00</td>
<td>0.00</td>
<td>000.00</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>14,550.00</td>
<td>14,550.00</td>
<td>0.00</td>
<td>25,100.00</td>
<td>Yes</td>
<td></td>
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</tbody>
</table>

**Fall and Spring Cost of Attendance**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>40,000.00</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>700.00</td>
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<td></td>
</tr>
<tr>
<td>Books, Board and Personal Exp.</td>
<td>15,794.00</td>
<td></td>
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</tr>
<tr>
<td>Books and Supplies Exp.</td>
<td>1,224.00</td>
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<td></td>
</tr>
<tr>
<td>Transportation Expenses</td>
<td>540.00</td>
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</tr>
<tr>
<td>Total</td>
<td>68,959.00</td>
<td>USD</td>
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</table>

**Summer Cost of Attendance**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>0.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Test Signature:** electronically signed 2017-04-05 12:07:21.0877663