

STUDENT GUIDE

Accepting & Declining Financial Aid in myUCF

1 Open the Accept/Decline page

From the Financial Aid dashboard, confirm that you are viewing the correct aid year, then select Accept/Decline from the Award menu.

The screenshot shows the myUCF Financial Aid dashboard. At the top, there's a navigation bar with a search menu. Below it, the 'Financial Aid' section is active, showing the aid year '2026-2027' with a 'Change' button. On the left sidebar, the 'Award' menu is expanded, and 'Accept/Decline' is highlighted with a red circle and the number 1. The main content area shows a table of financial aid awards with columns for Award Description/Category, Award Decision, Reduce, Offered, and Accepted. The table lists various awards like Federal Pell Grant, FL Student Assistance Grant, BF Florida Academic Sch (Fall), BF Florida Academic Sch (Spr), UCF Scholars Award, Direct Unsubsidized Loan-Fall, Direct Unsubsidized Loan - Spg, Direct Subsidized Loan - Fall, Direct Subsidized Loan - Spg, and Federal Work Study-Continuing Work/Study. The 'Award Decision' column shows 'Accept' for most grants and scholarships, and 'Decline' for loans. The 'Totals' row shows an offered amount of 19,293.84 and an accepted amount of 19,293.84. A red circle and the number 2 highlight the 'Accept/Decline' button in the table header.

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Federal Pell Grant	Accept	☐	2,350.00	2,350.00
FL Student Assistance Grant	Accept	☐	2,000.00	2,000.00
BF Florida Academic Sch (Fall)	Accept	☐	2,971.92	2,971.92
BF Florida Academic Sch (Spr)	Accept	☐	2,971.92	2,971.92
UCF Scholars Award	Accept	☐	2,000.00	2,000.00
Direct Unsubsidized Loan-Fall	Decline	☐	0.00	0.00
Direct Unsubsidized Loan - Spg	Decline	☐	0.00	0.00
Direct Subsidized Loan - Fall	Decline	☐	0.00	0.00
Direct Subsidized Loan - Spg	Decline	☐	0.00	0.00
Federal Work Study-Continuing Work/Study	Accept	☐	7,000.00	7,000.00
Totals			19,293.84	19,293.84

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Look for: The aid year appears near the top of the Financial Aid dashboard. Use Change if you need to select a different year.

2 Click Edit

The page initially opens in a view-only state. Select Edit in the upper-left corner to activate the award decision drop-down menus.

Accept/Decline

New Package ⓘ

1

Edit

Submit

Actions

10 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
BF Florida Academic Sch (Fall) Scholarship	Accept ▼	☐	2,971.92	2,971.92
BF Florida Academic Sch (Spr) Scholarship	Accept ▼	☐	2,971.92	2,971.92
Federal Pell Grant Grant	Accept ▼	☐	2,350.00	2,350.00
UCF Scholars Award Scholarship	Accept ▼	☐	2,000.00	2,000.00
FL Student Assistance Grant Grant	Accept ▼	☐	2,000.00	2,000.00
Federal Work Study-Continuing Work/Study	Accept ▼	☐	7,000.00	7,000.00
Direct Subsidized Loan - Fall Loan	2 Select ▼	☐	966.00	0.00
Direct Subsidized Loan - Spg Loan	1 Select ▼	☐	966.00	0.00
Direct Unsubsidized Loan-Fall Loan	1 Select ▼	☐	2,523.00	0.00
Direct Unsubsidized Loan - Spg Loan	1 Select ▼	☐	2,523.00	0.00
Totals			26,271.84	19,293.84

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Important: If the award decisions appear as plain text instead of drop-down menus, you are not in Edit mode.

3 Choose Accept or Decline for each award

Find the award that requires a decision. Open the drop-down menu in the Award Decision column and choose Accept or Decline. Use Reset if you want to undo a selection before submitting.

Accept/Decline

Status New Package ⓘ

10 rows

Edit Submit Actions						
Award Description/Category	Award Decision	Reduce	Offered	Accepted		
BF Florida Academic Sch (Fall) Scholarship	Accept ▼	☐	2,971.92	2,971.92		
BF Florida Academic Sch (Spr) Scholarship	Accept ▼	☐	2,971.92	2,971.92		
Federal Pell Grant Grant	Accept ▼	☐	2,350.00	2,350.00		
UCF Scholars Award Scholarship	Accept ▼	☐	2,000.00	2,000.00		
FL Student Assistance Grant Grant	Accept ▼	☐	2,000.00	2,000.00		
Federal Work Study-Continuing Work/Study	Accept ▼	☐	7,000.00	7,000.00		
Direct Subsidized Loan - Fall Loan	1 Select ▼	☐	966.00	0.00		
Direct Subsidized Loan - Spg Loan	1 Accept	☐	966.00	0.00		
Direct Unsubsidized Loan-Fall Loan	1 Decline	☐	2,523.00	0.00		
Direct Unsubsidized Loan - Spg Loan	1 Reset	☐	2,523.00	0.00		
	Select ▼					
	Select ▼					
Totals			26,271.84	19,293.84		

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Loan reminder: Federal student loans must be repaid with interest. Review the loan amount and only accept what you need.

Free aid reminder: All free aid (scholarships, grants, and waivers) will be accepted automatically on behalf of the student. No action is required on myUCF for free aid.

4 Review loan-decline warnings carefully

If you decline a Direct Subsidized Loan, myUCF may warn you that the related Direct Unsubsidized Loan will also be canceled. Read the message carefully before choosing Yes or No.

Accept/Decline

Status New Package ⓘ

10 rows

Edit Submit Actions

Award Description/Category	Award Decision	Reduce	Offered	Accepted
BF Florida Academic Sch (Fall) Scholarship	Accept ▼	☐	2,971.92	2,971.92
BF Florida Academic Sch (Spr) Scholarship	Accept ▼	☐ Reduce	2,971.92	2,971.92
Federal Pell Grant Grant	Accept ▼	☐ Reduce	2,350.00	2,350.00
UCF Scholars Award Scholarship	Decline ▼	☐ Reduce	2,000.00	2,000.00
FL Student Assistance Grant Grant	Decline ▼	☐ Reduce	2,000.00	2,000.00
Federal Work Study-Continuing Work/Study	Accept ▼	☐ Reduce	7,000.00	7,000.00
Direct Subsidized Loan - Fall Loan	Decline ▼	☐ Reduce	966.00	0.00
Direct Subsidized Loan - Spg Loan	Select ▼	☐ Reduce	966.00	0.00
Direct Unsubsidized Loan-Fall Loan	Select ▼	☐ Reduce	2,523.00	0.00
Direct Unsubsidized Loan - Spg Loan	Select ▼	☐ Reduce	2,523.00	0.00
Totals			26,271.84	19,293.84

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Declining the subsidized loan will automatically cancel the unsubsidized loan
Do you want to decline the subsidized loan?

1

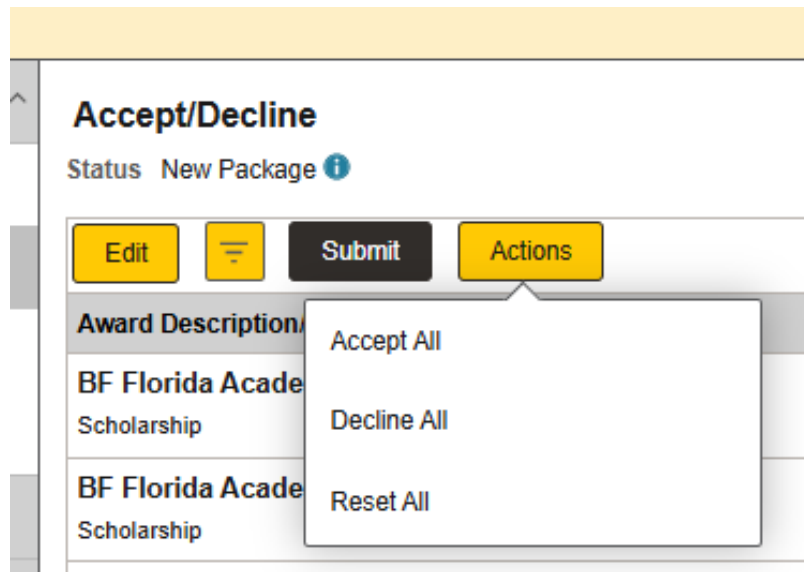
Yes No

Be careful: Selecting Yes confirms the decline shown in the warning. Select No if you do not want to proceed.

Helpful Tools on the Accept/Decline Page

Actions menu

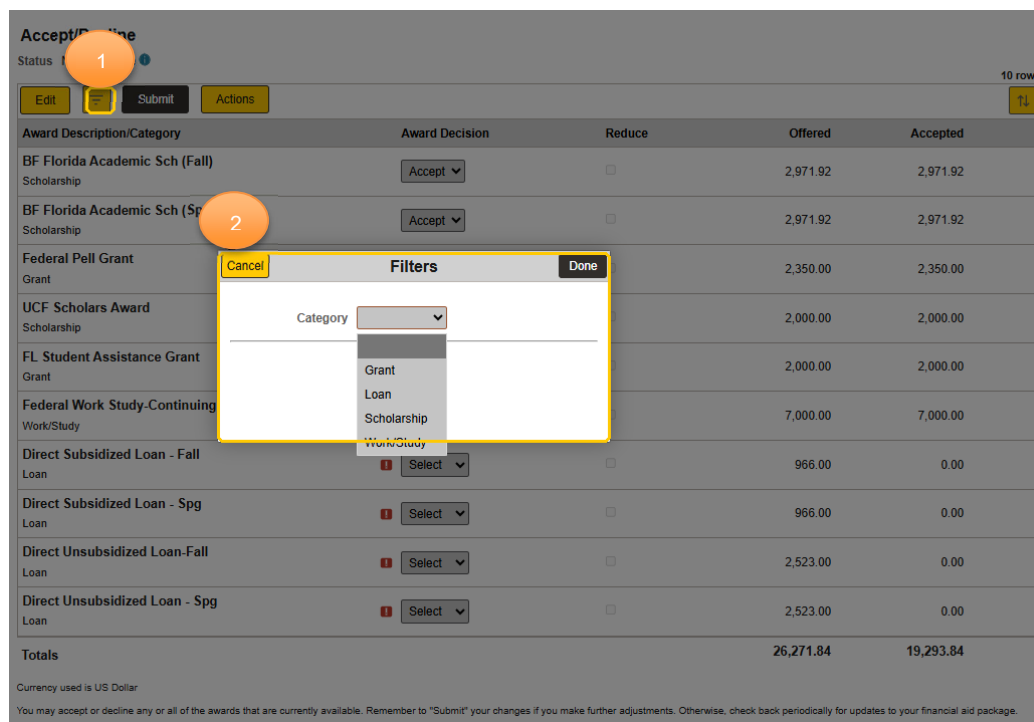
The Actions menu provides options to Accept All, Decline All, or Reset All. Use these options cautiously because they can affect multiple awards at once.



Best practice: Review awards individually before using Accept All or Decline All, especially when your package includes federal student loans.

Filter awards by category

Use the filter button next to Edit to narrow the list by Grant, Loan, Scholarship, or Work/Study. Choose a category and select Done.



Review Award Details Before Deciding

You can open an award to see additional information before making a decision. The Award Details window includes three tabs: General, Amounts, and Loan.

General

Shows the award category, status, and any important award messages or eligibility requirements.

Award Details

General Amounts Loan

Direct Subsidized Loan - Fall

Category Loan

Award Status ! Offered

You are required to take action on this offer by either accepting or declining it. Review the award then "Submit" your award decision.

Award Message

The Federal Direct Subsidized Stafford Loan requires you to be enrolled at least a halftime at UCF for disbursement. Visit //finaid.ucf.edu for details.

Amounts

Shows the award by term/disbursement, including the gross award, estimated fees, and net award.

Award Details

General **Amounts** Loan

Direct Subsidized Loan - Fall

Term / Disbursement	Award	Fees	Net Award
Fall 2026	966.00	10.00	956.00
1			
Totals	966.00	10.00	956.00

Currency used is US Dollar

This is a breakdown of how the award will be disbursed across the academic year.

Loan Information

For loan awards, the Loan tab provides additional information about the accepted amount, fees, and net award. Review this information before accepting a federal student loan.

Award Details ×

General
Amounts
1
Loan

Direct Subsidized Loan - Fall

Accept Amount	0.00
Fees	0.00
Net Award	0.00

2
Currency used is US Dollar

Education loans are a form of financial aid that must be repaid with interest. As the most prevalent type of financial assistance, many students (and parents), turn to some form of loan aid as a way of closing the gap between educational expenses and available resources.

Remember: The amount offered is not necessarily the amount you must accept. If a Reduce option is available for an award, you may be able to request a lower amount rather than accepting the full offer.

Submit Your Decisions

After you have made your selections, review the page one more time and select Submit at the top of the page. Your changes are not complete until they are submitted.

After submitting: Return to the Accept/Decline page and verify that your Award Decision and Accepted amounts reflect your choices. The page may show a pending update while changes are processing.

Quick Reference

- ✓ Confirm the correct aid year.
- ✓ Open Financial Aid > Accept/Decline.
- ✓ Click Edit to activate the award decision menus.
- ✓ Review each award and its offered amount.
- ✓ Choose Accept, Decline, or Reset as appropriate.
- ✓ Read all warning messages before confirming a decision.
- ✓ Review award details when you need more information.
- ✓ Click Submit to save your decisions.
- ✓ Return to the page to verify your updated award status.

Need help? Contact UCF Student Financial Assistance if you have questions about your eligibility, award amounts, or the impact of accepting or declining an award.