

ACCEPTING OR DECLINING STUDENT LOANS



STEP ONE

Log on to MyTrevacca (my.trevacca.edu)

STEP TWO

Select Self-Service under Trevacca Quick Links.

Student Quick Links

Presence	Blackboard Learn	Self Service	Student Development Gateway
Student Account Center	ID Card / Add Boone Bucks	Trevacca Nazarene University	TNU Fact Book
Tutoring Services and Academic Coaching	Guardian Campus Reporting Form	Waggoner Library	Webprint
Trevacca Chapel	Plant Ops Maintenance Request	Trevacca Forms	Student Complaint Submission Form

STEP THREE

Sign in using your Trevacca ID and password.

STEP FOUR

Select Financial Aid.

The screenshot shows the MyTrevacca Self-Service interface. At the top, there is a purple header with the Trevacca Nazarene University logo and navigation icons. Below the header, a grey box contains the text: "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this, there are two main options listed in white boxes with green circular icons:

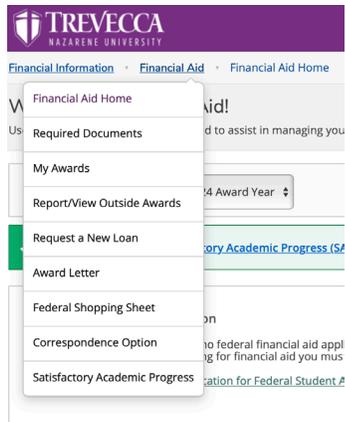
- Student Account Center**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.

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STEP FIVE

Select the Financial Aid option at the top and then select My Awards.



STEP SIX

Once you access your awards you will see a listing of grants, scholarships, and loans. Under the loan section you can accept, decline, or reduce the amount of each loan.

Subsidized Loans	Pending	\$3,500.00	\$1,750.00	\$1,750.00
<input type="button" value="Close"/>				
Fed Sub Loan	Offered	\$3,500.00	\$1,750.00	\$1,750.00
Check the terms you will be attending.				
<input checked="" type="checkbox"/> 2022 Fall Traid		\$1,750.00	i You may accept the entire loan amount, change the loan amount, or decline the entire loan amount.	
<input checked="" type="checkbox"/> 2023 Spring Traid		\$1,750.00		
Total		\$3,500.00		
<input type="button" value="Reset"/> <input type="button" value="Decline"/> <input type="button" value="Accept"/>				
Unsubsidized Loans	Pending	\$2,000.00	\$1,000.00	\$1,000.00
<input type="button" value="Accept or Decline"/>				

STEP SEVEN

Complete this process for each loan

If you are accepting a loan you will need to complete a Master Promissory Note and Loan Entrance Counseling. The links for these items are just below the loan acceptance section under Loan Requirements Checklist. Once you select the item from the checklist you will be directed to a Department of Education site. Please use your (the student's) FAFSA ID and password to access the information

Loan Requirements Checklist

Incomplete

[Complete Direct Loan Entrance Counseling](#)

Incomplete

[Sign a Direct Loan Master Promissory Note](#)