

UNIVERSITY OF WISCONSIN – RIVER FALLS
Office of Financial Assistance

Processing Your Financial Aid Awards

Please complete the following steps to accept/decline your financial aid award/s. Completing this process will ensure that your award/s are handled in a timely manner.

1. Ensure that your name, address (permanent, mailing, billing) and telephone information is correct and review your “To Do List”. Your “To Do List” should be checked periodically through-out the aid year to ensure that your financial aid awards are disbursed in a timely manner.
 - Activate your Falcon Account. Go to <http://www.uwrf.edu/financial-assistance>. Select “Activate My Falcon Account”
 - Sign into ESIS Student Center by going to <http://www.uwrf.edu/financial-assistance>
 - Select the link for ESIS Student Center
 - Verify name, address and telephone contact information
 - Review the “To Do List” hyperlink

2. **Accept or decline awards. All awards EXCEPT grants and scholarships must be accepted or declined.**
 - Sign into ESIS Student Center by going to <http://www.uwrf.edu/financial-assistance>
 - Select the link for ESIS Student Center
 - Navigate to Finances > View Your Financial Aid
 - An award can be accepted as awarded, declined or decreased. **Once an award has been decreased, the award can't be increased without contacting the Office of Financial Assistance.**
 - Press the SUBMIT button to submit your request.

3. If your award letter contains a **Federal Stafford Loan (Subsidized or Unsubsidized)** and you meet one of the following conditions:
 - You are a new freshman and have never attended a post-secondary institution or you are a new transfer student.
 - You have not borrowed since the 2002-2003 aid year.
 - You have never borrowed through a student loan program.

You must complete:

- Online Entrance Loan Counseling
- Select a lender
- Complete an electronic Master Promissory Note (eMPN)

Either select the link “Process My Stafford Loan” next to the award on ESIS or navigate to <http://www.uwrf.edu/financial-assistance> and select “Process My Stafford Loan” link to complete all **Three** of the processes listed above.

4. If your award letter contains a **Federal Perkins Loan**

You must complete:

- Entrance Loan Counseling (unless you've received a Federal Perkins Loan from UWRF already)
- Complete a Perkins electronic Master Promissory Note (eMPN). **Note... There will be a two or three day delay from the time the Federal Perkins Loan is accepted until the Master Promissory Note is available for completion.**

Either select the link “Process My Perkins Loan” next to the award on ESIS or navigate to <http://www.uwrf.edu/financial-assistance> and select “Process My Perkins Loan” link to complete **BOTH** of the processes listed above.

5. If you need **additional financial aid** to cover your attendance:

- Go to: <http://www.uwrf.edu/financial-assistance>
- Select “Options – Additional Aid” hyperlink

****Award information can only be discussed with the student. If the student would like awards to be discussed with their parents, the student MUST complete an authorization form. Form can be obtained from the Financial Assistance office or on the web at <http://www.uwrf.edu/financial-assistance>.**