



Accept Offered Subsidized & Unsubsidized Stafford Loans

1. Navigate to the SWAN Website and click on your DUCK Student Landing Page.
2. Scroll down to Financial Aid and select the Financial Aid Self-Service tab.
3. Click on Award Offer.
4. Click on Aid Year on the top right corner.
5. Make sure you select the correct aid year. "July 1, 2024 – June 30, 2025".
6. Scroll down until you see Loans
7. Under Take Action choose Accept, Decline, or Modify on the desired loans
8. 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.studentaid.gov to ensure the disbursement of your loan.

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