

*Vincennes University
Financial Aid Office*

*1002 North First Street
Vincennes, IN 47591
Fax 812-888-4261*

How to Decline Awards

Work-Study, Federal Perkins Loan, or Federal Nursing Student Loan

If you have been offered federal work-study, a federal Perkins loan, or a federal nursing student loan, you may decline these awards by filling out the [*Decline Awards*](#) form and turning it into the financial aid office.

Federal Subsidized or Unsubsidized Stafford Loan

If you have been offered a federal subsidized or unsubsidized Stafford loan, you may decline these awards by filling out the [*Loan Change*](#) form and turning it into the financial aid office. You can also decline these awards on your MyVU account if you have not already accepted them. To do this, please go to your [*MyVU*](#) account. After you log in to your MyVU, follow these instructions:

- Click on *Student*;
- then *Academic Services*;
- then the *Self Service* link that appears;
- then *Student & Financial Aid*;
- then *Financial Aid*;
- then *Award*;
- then *Award for Aid Year*;
- then choose the aid year *Fall 2009–Spring 2010*
- then *Accept Award Offer*

You will then have the option to decline your Stafford Loan(s). If you have already accepted these awards, you will have to fill out the [*Loan Change*](#) form and turn it into the financial aid office.

Federal Parent PLUS Loan

If your parents have been offered a federal Parent PLUS loan, you may decline this award by filling out the [*Loan Change*](#) form and turning it into the financial aid office.