

*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 Direct Subsidized or Unsubsidized Loan**

If you have been offered a federal direct 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 *Click Here to Access SSB*;  
then *Student & Financial Aid*;  
then *Financial Aid*;  
then *Award*;  
then *Award for Aid Year*;  
then choose the aid year *Fall 2011–Spring 2012*  
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 Direct Parent PLUS Loan**

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

### **Declining ALL Awards**

If you will not be attending Vincennes University for 2011-2012 or if you do not want any financial aid through Vincennes University for 2011-2012, you may direct us to cease processing your aid by filling out the [Request to Cease Processing Financial Aid at Vincennes University form](#).