



### Steps to Review and Accept Award, Complete Deferment,

- A. Review your Award Package
  - B. Accept/Decline your Financial Aid Award
  - C. For Federal Parent and Graduate PLUS Loans only, complete the on-line application and credit review (see section F or G; carefully review section H, Understanding the Credit Review Process, on back).
  - D. Complete Entrance Loan Counseling
  - E. Complete your Financial Aid Deferment
  - F. Complete the Master Promissory Note
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#### A. **Review your Award Package – What have I been awarded in the federal, state and university programs?**

- Launch TSU website, [www.tsu.edu](http://www.tsu.edu)
- Click on My TSU Web
- Enter User ID and PIN (following instructions on page)
- Click on Students tab
- Click on Award Information
- Click on Award by Aid Year
- Select the 2015/2016 aid year and click submit
- Click on Award Overview
- Stroll down to Financial Aid Award



#### B. **Accept/Decline your Financial Aid Award - Am I going to participate in the work-study and federal loan programs?**

- Follow steps from Review your Award
- Click on Accept Award Offer tab
- Go to the box that says Accept/Decline Award
- **Federal Loans may be reduced prior to accepting the loan.** Accepting a Federal Graduate or PLUS Loan on the TSU MYTSUWeb Account *does not* mean the loan has been approved. Additional steps are required to secure the loan.
- Submit decision

#### C. **Complete Entrance Loan Counseling** – federally mandated information sessions that provide critical information on the student's rights and responsibilities, deferment, forbearance, default and rehabilitation of federal student loans.

- Visit [www.studentloans.gov](http://www.studentloans.gov)
- Click – Sign In
- Log into Account
- Click – Complete Entrance Counseling

#### D. **Complete your Financial Aid Deferment** (All aid in step B must be accepted or declined **AND** entrance loan counseling must be completed **24 hrs** prior to gaining access to completing an on-line deferment)

- Log into your My TSU Web
- Click on Students tab
- Click on Financial Aid Deferment
- Select Term Fall 2015
- Select Yes
- Enter My Web Account pin
- Print copy for your records



Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004