

How to Accept Your Financial Aid Award

If you intend to use financial aid to pay for your education at CGTC, you must first complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Once submitted, the College should receive your FAFSA 5-7 days later. Check your Single Sign On portal regularly to know if you have additional requirements to submit in order to be awarded aid.

ALL STUDENTS who intend to use any form of financial aid must accept Terms and Conditions! You must check your requirements, accept terms/conditions, accept loan awards by logging into your Banner Self Service account through the Single Sign On portal. **No aid will be awarded to a student account without completing this simple step.**

Follow the step by step instructions below to complete this step each aid year.

1. Go to SSO.Centralgatech.edu and sign in with your college username and password.
2. Click the Banner Self Service tile
3. Click **Student Services**
4. Click **Financial Aid**
5. Click **My Award Information**
6. Click Award by Aid Year and select the date range for the current aid year, then click the **Submit** button.
7. Click each tab (General Information, Award Overview, etc.) and read the information on each page carefully.
8. Accept your Financial Aid Award:
 - a. Click the **Terms and Conditions** tab, then click the Accept button.
 - b. If you wish to accept student loans, you must return to the portal 1-2 days later to click the **Accept Award Offer**. Select Accept in the **Accept Award Offer** section for each type of student loan you would like to receive, and click the **Submit Decision** button. Students are encouraged to only select and accept the amount needed for the aid year. (Students are not required to accept student loans, nor the full award amount offered; partial amounts can be accepted.)
 - c. If you accept a loan on the **Accept Award Offer** tab, you **MUST** complete entrance counseling and a Master Promissory Note (loan agreement) at www.studentloans.gov in order to receive your loan.