

## **Instructions to Accept/Decline your Financial Aid**

To receive **payment of your financial aid** you must accept the **Title IV Authorization** that is posted on the “Accept Award Offer” page in MyCorning.

Pell Grant and SEOG are federal grants that do not require “acceptance” but you must still accept the **Title IV Authorization** to receive these funds.

If you have been offered **Federal Work-Study and/or Federal Direct Loan**, you must accept or decline these funds. You can accept the full amount or a partial amount of the Federal Direct Loan. You may want to consider this when determining the amount of Direct Loan you will need for the academic year. In most cases there are additional requirements that you must complete each year for Direct Loan. Direct loan processing will be delayed if you fail to complete any additional requirements.

### **To get started:**

**Step 1:** Sign into your MyCorning account at <https://www.corning-cc.edu/mycorning.php>

**Step 2:** Select  then 

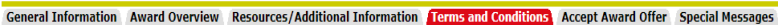
**Step 3:** From the main menu select “**Student & Financial Aid**”.

**Step 4:** From the next menu select “**Financial Aid**” and then select “**Award**”

**Step 6:** Click on “**Accept Award Offer**” – you will be prompted to select the award year (2022-2023).

**Step 7:** Review the information on each tab. Select the “Terms & Conditions” tab. **You must accept the Title IV Authorization to be able to accept your financial aid. This is required for all federal aid including Pell Grant.**

Award Package for Aid Year 2022-2023



**Step 8:** Once you have accepted the **Title IV Authorization** you can access the “**Accept Award Offer**” tab and:

1. Choose “Accept” or “Decline” for each fund.
2. To **accept a partial amount** select “Accept” and enter the amount in the “Accept Partial Amount” field.
3. Click “**Submit Decision**” after you are finished.

**Step 9:** Follow instructions to complete any additional requirements for Direct Loan that are listed on the “**Accept Award Offer**” page.

**Step 10:** If TAP is listed and it is “estimated”, be sure to link to [HESC website \(www.hesc.ny.gov\)](http://www.hesc.ny.gov) to check the status or complete an application if you have not already done so.

**Need assistance? Contact our office at (607)962-9875 or [eacenter@corning-cc.edu](mailto:eacenter@corning-cc.edu).**