How to Accept Your Federal Direct Loans:

Students can now log in to their BannerWeb to accept or decline student loans. Please follow the directions below.

All first time borrowers MUST complete the Authorization to apply Title IV funds requirement before they accept student loans. Instructions for doing so can be found here.

Instructions to accept or decline student loans

Students who have been awarded Federal Direct Loan(s) must accept or decline each loan electronically in BannerWeb. Please follow the directions below.

1. Access your BannerWeb by selecting “Bw” from the menu at the top of the University of Richmond’s homepage.
2. Log in with your username and password.
3. From the Main Menu, select the Student Services option.
4. Click on Financial Aid
5. Click on Award
6. Click on Award By Aid Year and select the appropriate academic aid year (if not already selected). Click submit.
7. Select the “Accept Award Offer” tab. Use the drop box to “Accept” or “Decline” the loans offered in your award package. You may:
   o Select the specific loan you would like to accept. Those who are offered a Federal Direct Subsidized Loan should accept this loan before any others because interest does not accrue while enrolled;
   o Specify a certain amount of a loan you would like to accept; or
   o Accept the full offer by clicking “Accept Full Amount All Awards”
8. Click “Submit Decision”
9. Review all “Unsatisfied Disbursement Requirements” that need to be completed in order for your loans to disburse. If you are accepting loans for the first time, you will need to complete your Entrance Counseling and Master Promissory Note on www.studentloans.gov. Your loans WILL NOT disburse until these requirements are satisfied.