PROCEDURES FOR ACCEPTING TERMS & CONDITIONS AND FINANCIAL AID AWARDS

Log into your myGate using your Murray State user id and password

Click on the Financial Aid Tab
Click on the link ‘Your Financial Aid/Scholarship Awards’

Click on the dropdown and chose the Aid Year you wish to review

Then Click ‘Submit’
To Accept Electronic Participation, click on the Terms and Conditions Tab

Click the Terms and Conditions tab

Once on the Terms & Conditions tab,

Terms and Conditions

Financial Aid Information
If you are interested in participating in electronic transactions associated with financial aid (including, but not limited to, the receipt of award information, acceptance, and disbursement notices [hereinafter “financial aid information”], all of which will be displayed on the web via your Murray State self service account), please review the information below. If you are not interested, please click “Do Not Accept” below.

1. In order to receive/access, respond, print, or retain financial aid information electronically, you will need a PC or Mac with Internet Explorer 6.0, SP2, or Netscape 7.2 or greater.

2. You have the right to have financial aid information provided to you in paper form. Should you agree to accept financial aid information electronically, you may also obtain a paper record by sending a signed written request to the Murray State University Office of Financial Aid/Scholarship, 560 Sparks Hall, Murray KY 42071-3312, and same will be provided to you at no charge.

3. Should you agree to participate in electronic transactions associated with financial aid, you may withdraw your consent at any time by sending a signed written statement indicating your desire to withdraw acceptance of participation in electronic transactions associated with financial aid to the address noted in 2 above. (Please note that if you decline to accept or withdraw your consent to participate in electronic transactions associated with financial aid, you will receive all future financial aid information via paper notices and will be required to accept/decline any financial aid award in writing via mail.)
Once you have scrolled to the bottom of the Terms and Conditions Tab, you will have the choice to ‘Accept’ or ‘Do Not Accept’ 

If you choose the ‘Do Not Accept’, then you will receive the following popup.

If you would like to receive a paper notification, please click here to complete the Terms and Conditions. All financial aid award notifications or changes will sent via U.S. mail.

Otherwise, click ‘OK’ to choose and Click ‘Accept’
Once you click ‘Accept’, you must scroll to the bottom.

You have successfully accepted Terms and Conditions once the message is displayed as:

You have accepted the Terms and Conditions

After you have successfully accepted the Terms and Conditions, click on the ‘Accept Award Offer’ tab.
All financial aid you are eligible to receive will be listed. You will be able to accept or decline each award listed.

If you wish to accept all awards at one time, click ‘Accept Full Amount of Awards’.

If you do not wish to accept all awards, click on the dropdown to the right of each award and choose ‘accept’ or ‘decline’.

If you do not wish to accept the entire amount of the award, enter the amount you are choosing in the ‘Accept Partial Amount’ box.
Once you have chosen or decided on the awards to accept or decline, scroll to the bottom and choose either ‘Accept Full Amount All Awards’ or ‘Submit Decision’.

If you would like to print your awards, click on the ‘Print’ link at the top of the ‘Accept Award Offer’ tab.