

STEPS TO REVIEW AND ACCEPT YOUR FINANCIAL AID AWARD

Step 1. Review your Requirements

1. Open your internet browser and type www.gram.edu in the address box at the top of the screen
 2. Click on Quick Links and click on Banner Web
 3. Log-in with your User I.D. (GNumber) and Pin
 4. Click on Financial Aid
 5. Click on Eligibility
 6. Select the appropriate aid year and submit
- Documents that are listed under “Unsatisfied requirements” are the documents that need to be submitted in order to have your financial aid processed
 - If you a message that says “No student requirements have been established for the aid year”, then we have not received your FAFSA for the aid year.
 - If you see a pending requirement that says “overpayment” or “Pell eligibility”, then please allow your counselor time to manually process your award
 - If you see a pending requirement for “award acceptance letter”, please proceed to steps 2 to accept your financial aid award.

Step 2. Accept/Decline your Financial Aid Award

1. Refer to Step 1, numbers 1-4
2. Click on Award by Aid Year
3. Select the appropriate aid year
4. Click on Accept Award Offer tab
5. Go to the box that says Accept/Decline Award
6. Click Submit

*** If you accept the entire award amount, then you will likely not have any eligibility remaining for summer school***