How to Accept My Financial Aid Award

Brenau University communicates a student’s initial financial aid award for each academic year both on paper and via an email with instructions (this document) for signing in on our student portal, CampusWEB, to view and accept financial aid offers, including student loan funds. This is done using our Web-based Financial Aid Self Service module, My Financial Aid. By signing into the portal and completing your online financial aid acceptance, you are providing your consent to Brenau’s use of electronic processes to notify you of your financial aid eligibility and disburse financial aid funds to you. You must email financialaid@brenau.edu if you wish to opt out of these electronic processes. Please follow the below instructions carefully and promptly to ensure timely receipt of your financial aid funds.

Current and Returning Brenau Students

1. Go to https://campus.brenau.edu/web.php?web=STUD.LOGIN or access CampusWEB in your normal fashion.
2. Login using your ID and PIN. (Note: If you experience difficulty logging in, please contact the Brenau Help Desk at helpdesk@brenau.edu.)
3. Click on My Financial Aid on the left menu bar; then click on the Awards tab to view your financial aid award. (Make sure you are in the correct academic year; the years are displayed above the tabs.)
4. Review the information about your program, planned enrollment status and housing plans, and contact the Office of Financial Aid if that information is incorrect.
5. Read the disclosure about using financial aid for incidental charges and click Yes or No indicating whether or not you agree to that practice.
6. Open, read and print the Financial Aid Terms and Conditions, then check the box indicating that you have read and understand the terms and conditions of your award and click on the Accept Terms and Conditions button.
7. When the “Thank You” screen comes up, click where indicated to return to your award information.
8. After you have accepted the Terms and Conditions, your grant and scholarship awards will automatically be accepted for you; however, you will need to take action to accept specific parts of your financial aid award such as Federal Direct Loans and Federal Work-Study. Please follow the directions carefully, making sure to enter the amounts you want to accept in those programs, not to exceed the amounts offered.
9. If you are accepting Federal Direct Loan funds for the first time at Brenau University, be sure to open the Federal Direct Loan Program Information and Procedures and take any actions that apply to you.
10. Check the box indicating that you have reviewed and verified your accepted award amounts, then click on the Submit button.

First-time Brenau Students

1. Go to https://campus.brenau.edu/web.php?web=ADM.LOGIN.
2. Login using your personal email address (the one you entered on your application for admission to Brenau – this is case sensitive) as your User Name, and your 5-digit zip code as your Password. (Note: If you experience difficulty logging in please contact the Office of Admissions at 770.534.6100 or admissions@brenau.edu.)
3. Click on My Financial Aid on the left menu bar; then click on the Awards tab to view your financial aid award.
4. Review the information about your program, planned enrollment status and housing plans, and contact the Office of Financial Aid if that information is incorrect.
5. Read the disclosure about using financial aid for incidental charges and click Yes or No indicating whether or not you agree to that practice.
6. Open, read and print the Financial Aid Terms and Conditions, then check the box indicating that you have read and understand the terms and conditions of your award and click on the Accept Terms and Conditions button.
7. When the “Thank You” screen comes up, click where indicated to return to your award information.
8. After you have accepted the Terms and Conditions, your grant and scholarship awards will automatically be accepted for you; however, you will need to take action to accept specific parts of your financial aid award such as Federal Direct Loans and Federal Work-Study. Please follow the directions carefully, making sure to enter the amounts you want to accept in those programs, not to exceed the amounts offered.
9. If you are accepting Federal Direct Loan funds, be sure to open the Federal Direct Loan Program Information and Procedures and take any actions that apply to you. A Master Promissory Note and Loan Entrance Counseling must be completed before you can receive the initial disbursement of a Federal Direct Loan or Federal PLUS Loan.
10. Check the box indicating that you have reviewed and verified your accepted award amounts, then click on the Submit button.

For Financial Aid Questions

For additional information about the financial aid acceptance/loan request process, about financial aid in general, or to opt out of electronic processes, please contact the Office of Financial Aid by phone at 770.534.6152 or via email at financialaid@brenau.edu.