



Tulane Law Financial Aid Office

Accepting your Financial Aid Award on Gibson Online 2017-2018

1. **Log onto Gibson Online** at <https://gibson.tulane.edu/tulane/jsp/login.html> using your Tulane e-mail credentials.
2. At the top of the Home Page, **click on “Financial Aid.”**
3. **Check “Requirements” for any outstanding items** required by the Tulane Law Financial Aid Office. You will find this information under **“Summary of Current Status”** and/or **“Requirements, Holds, Academic Progress.”** All students have a requirement to accept the Terms and Conditions along with their Financial Aid Award. If you have any questions about a requirement please contact our office.
4. **Click “Award Information, Terms and Conditions, Special Messages,” and select the “2017-2018 Financial Aid Year.”**
 - a. The first tab you will see is **“General Information.”** Here, you can see whether an award is available for you at this time.
 - b. **“Award Overview”** displays your Financial Aid Award
 - c. **“Resources/Additional Information”**- This section will list any outside scholarships or other benefits that the Law Financial Aid Office has already taken into account when making your award. If you expect to receive outside scholarships or benefits not already listed here, enter the name of the outside resource, select the period of time when you expect to receive the benefit and the amount. The comments box can be used for any messages about this resource you would like to send to the Financial Aid Office. Examples of outside resources that are considered financial aid include a scholarship or benefit from the AmeriCorps or Teach for America Programs. However, resources like gift money from parents or veteran’s educational benefits are not considered Financial Aid.
 - d. **“Terms and Conditions”** – Please read the terms carefully. You will be required to verify that you intend to use an electronic signature to accept your award online.
 - e. **“Accept Award Offer”** – Here you will see your Financial Aid Award, and the Federal student loans require your action. To accept the loan for the full amount, use the drop down menu to select “accept” under “Accept Award.” Similarly to decline an award in its entirety, use the drop down menu to select “decline.” If you want some of a loan type, but less than the full amount being offered, select “accept” and then type the amount that you want in the box under “Accept Partial Amount.” Use the comments box at the bottom of the page to send us a message. Alternatively, you can e-mail our office at finaid@law.tulane.edu. **Any amount accepted will be split evenly between the fall and spring semesters.
 - f. **“Special Messages”** – If the Law Financial Aid Office has any particular messages about your award you will find them here.

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