Dear Student,

Congratulations, your financial aid awards are now available for your review for the 2011-2012 academic year. Please logon to your Duck Trax account to accept/decline your awards. The awards are listed under the 11/12 aid year. The University reserves the right to adjust awards in accordance with all regulations governing programs and University policy. You must be enrolled in a minimum of 6 credit hours per semester to receive aid.

Please follow these steps to accept/decline and review your award offers:

**Not yet Admitted?**
1. Please logon to myGateway (link also at top of Tarleton homepage)
2. Enter your Gateway ID and password
3. Click on Financing My Education tab
4. Click on Check your Financial Aid/Scholarship Status link
5. Click on Award
6. Click on Award for Aid Year
7. Select “Award Year 2011-2012”
8. Select “Accept Award Offer” tab
9. Accept/Decline Award

**Current and Admitted Students**
1. Please logon to myGateway (link also at top of Tarleton homepage)
2. Enter your Gateway ID and password
3. Click on Student tab
4. Click on Duck Trax folder
5. Click on “Online Services and Financial Aid”
6. Click on “Financial Aid”
7. Click on “Award”
8. Click on “Award for Aid Year”
9. Select “Award Year 2011-2012”
10. Select “Accept Award Offer” tab
11. Accept/Decline Award

**Attention Student Loan Borrowers**

If you accept a loan you will receive instructions at a later date from the Financial Aid Office directing you to the Department of Education Website to complete the steps necessary for processing and guaranteeing your loan funds.

If you have additional questions, please e-mail the Student Financial Aid Office at finaid@tarleton.edu or call 254-968-9070.

Student Financial Aid