How To Accept Your Financial Aid Award

Accepting Financial Aid

1. Access your myRBC account at www.rbc.edu and select "Info For" then select "Banner "
2. Enter Student ID- your R number- as your User ID.
3. Enter your PIN number (if you are logging in for the first time this number will be your birthday mmddyy). Questions regarding your PIN number should be directed to Admissions (804) 862- 6225 or Registrar (804) 862-6185.
4. Click on **"Financial Aid".**
5. Click on **"Award".**
6. Click on **"Award for Aid Year".**
7. From the drop menu, select **"Aid Year 2019-2020".**
8. Click **"Submit".**
9. Select the **"Resources/Additional Information"** tab to read and answer the question concerning your Title IV funds.
    - Student must review this before they may accept their aid.
10. Click the **"Terms and Conditions"** tab to accept the Terms and Conditions of Financial Aid.
    - Students must review this before they may accept their aid.
11. Select the **"Accept Award Offer"** tab.
    - Note: Federal Pell Grants are automatically accepted.
    - Choose "Accept Full Amount of All Awards" if you want to accept *everything* offered to you.
    - Choose "Submit Decision" if you want to accept only specific awards and have indicated those choices using the drop-down menus.
    - Once you have submitted your decision you cannot change it. To make subsequent changes, contact the Financial Aid Office at financialaid@rbc.edu. You may also submit change requests in-person in the Financial Aid Office (Enrollment Services Building).

* Note: Requirements to complete the above will appear on the "Accept Award *Offer"* tab. If you accept both subsidized and unsubsidized loans, the requirements will appear twice, but needs to be completed only once.