Financial Aid Award Reduction/Cancellation Instructions

If you would like to reduce or decline loans or work study offered, you need to complete the following steps:

1. Log in to your Financial Aid Portal.
2. Click the aid year you would like to reduce/decline aid in.
3. Click “View Your Award Notice”.
4. Below the summary of your financial aid, there is a link called “Financial Aid Award Reduction Form”.
5. Click “Reduce or decline”.
6. Change the numbers to 0 to decline the aid offered (or change the numbers to a smaller amount to reduce the aid offered).
7. Check the box confirming your submission is complete.
8. Click submit.

Please note: WPI does not allow students to reduce or decline scholarships and grants.