



COMPLETING THE MASTER PROMISSORY NOTE (MPN) AND LOAN ENTRANCE COUNSELING

In the event you are notified by the Brenau Financial Aid Office or Accounting Office that you need to complete the Master Promissory Note (MPN) **and/or** the Loan Entrance Counseling required for receipt of Federal Direct Loan funds, please follow these instructions to accomplish this requirement.

REQUIRED ACTIONS TO OBTAIN A FEDERAL DIRECT LOAN: FIRST-TIME BRENAU BORROWERS

If this is the first time for you to borrow Federal Direct Loan funds at Brenau University, you must complete a **Master Promissory Note (MPN)** and **Entrance Counseling**. *If you borrowed funds through the Federal Direct Loan program at Brenau in a prior year, you are not required to complete these requirements again, unless it has been a significant amount of time since you last borrowed, in which case, it's possible that your previous Master Promissory Note could have expired.*

1. Go to www.studentloans.gov, the comprehensive website for managing federal student loans. On the opening page, click on the **Sign In** button. There you will sign in using the Federal Student Aid **PIN** assigned to you for completion of your FAFSA.
2. Review and verify the **Personal Information** that appears on the screen and confirm your email address.
3. If the Master Promissory Note (MPN) is needed, click on **Complete Master Promissory Note**. Select **Subsidized/Unsubsidized** as the type of loan you want to receive. Complete all 4 sections of the online Master Promissory Note, making sure to **Submit** at the end.
4. If Loan Entrance Counseling is needed, click **Complete Counseling**. On the next screen, click **Entrance Counseling** and follow the instructions to the end of the session.

We will be notified electronically when you have completed these requirements. Please note that we will not request approval from the U.S. Department of Education to disburse Federal Direct Loan funds until you have completed the above requirements.

FOR FINANCIAL AID QUESTIONS

If you have written confirmation that you have already completed one or both of the above requirements, but you've been informed that Brenau has not received evidence of that, please contact the Financial Aid Office by phone at **770.534.6152** or via email at financialaid@brenau.edu.