



WEST LIBERTY UNIVERSITY

Office of Financial Aid
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Graduate Student Direct Loan Borrowers

Getting Started:

- ✓ You will need a Department of Education FSA ID to complete the following items. This is the same FSA ID used to complete the FAFSA. If you do not have a FSA ID you may apply for one at fsaid.ed.gov.
- ✓ Gather important information you will need to complete the MPN.
 - Student SSN and FSA ID
 - Information for two References
 - Name, Address, Phone Number

Master Promissory Note

The Master Promissory Note is your agreement to repay your loan. It is required for all first-time borrowers. Please allow approximately 15 minutes to complete the session.

First, visit <https://studentaid.gov> and click the white "Log In" button.

- ✓ Sign in using the information requested. Note that the sign-in information must match the information listed on the borrower's FAFSA.

Welcome to the landing page. Note that you can complete entrance counseling, a master promissory note, and apply for repayment options – right now, we want to click the header “Complete Aid Process.”

Find “Step 04, Sign Loan Agreement” in the middle of the page.

- ✓ Select the link that says “Complete Master Promissory Note.”
- ✓ Select the blue “START” box next to MPN for Subsidized/Unsubsidized Loans to begin.

Step One: Information

- ✓ Fill in the requested fields about yourself. Remember, the information must match what is listed on the FAFSA. You will also include your school information in this step.

Step Two: References

- ✓ Enter information for two loan references and click “Submit.”

Step Three: Review and Edit

- ✓ Be sure to review all addresses and reference information for accuracy, click “Continue.”

Step Four: Sign and Submit

- ✓ Take your time to read through the sections of loan terms and conditions.
- ✓ Type your name to “sign.” It should match your FSA ID Application, “Sign and Submit.”

To Complete:

- ✓ After clicking “Submit,” your confirmation page appears. Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your MPN. If you have questions, please contact our office.

Entrance Counseling

Entrance counseling is an online tutorial that provides detailed information about costs, budgeting, interest, and repayment. Entrance counseling is required for all first-time student borrowers. Please allow 20 minutes to complete this session.

First, visit <https://studentaid.gov> and click the white "Log In" button.

- ✓ Sign in using the information requested. Note that the sign-in information must match the information listed on the borrower's FAFSA.

Welcome to the landing page. Click the header "Complete Aid Process."

Find "Step 05, Complete Entrance Counseling" in the middle of the page.

- ✓ Select the link that says "first loan."
- ✓ Select the blue "START" box in the "I am a Graduate or Professional Student" section.
- ✓ Find "West Liberty University" in the "Search School" section and click the blue "Continue" box.
- ✓ You will then see the Entrance Counseling Modules populate.

Module One: Estimate the Cost of Your Education → Select "Start" for the first module to begin.

- ✓ This module will help you understand both the total cost of your program and how the cost of attendance at WLU is calculated.
- ✓ Read the information about different types of costs and click "Continue".
- ✓ You will then select your specific WLU information then click "View Data".
- ✓ Once you review your Total Estimated Cost of Attendance and all its components, click "Continue".

Module Two: Paying for Your Education → Select "Continue" to proceed.

- ✓ This module will explain the sources of aid you are not required to repay, give you basic loan information, and help you understand loan options available to help pay for your education.

Module Three: Federal Student Loans → Select "Continue" to proceed.

- ✓ This section will specifically focus on federal student loans. Information is provided on how federal loans work, loan types, maximum loan amounts, graduate PLUS loans, student loan processes, and the borrower's rights and responsibilities.
- ✓ Once the module is completed, you will test your knowledge with a quiz - select "Continue".

Module Four: How Much You can Expect to Borrow → Select "Continue" to proceed.

- ✓ In this module, borrowers provide information to estimate their annual and total student loan debt. They will read about knowing the difference between what they are offered in loans and what they actually need. It will also explain the impact of how interest accrues, capitalizes, and contributes to their total debt burden.
- ✓ Once the module is completed, you will test your knowledge with a quiz - select "Continue".

Module Five: Prepare for Repayment after School → Select "Continue" to proceed.

- ✓ The borrower will see how their loan servicer can help through the loan process, understand their rights and responsibilities, know when repayment begins, see whether a payment will likely be affordable, and which repayment plans are available.
- ✓ Once the module is completed, you will test your knowledge with a quiz - select "Continue".

Module Six: Consequences of Not Repaying Your Federal Student Loans → Select "Continue" to proceed.

- ✓ This module will help borrowers learn what happens when there is a missed payment, how to avoid default, and what the consequences of default are. Information is also provided about forgiveness, cancellation and discharge circumstances.

Summary of What You Learned Today During your Entrance Counseling Session:

- ✓ This section of the Entrance Counseling will give a quick summary of all six modules completed, and the borrower will need to select "Submit" for completion.
- ✓ After clicking "Submit," your confirmation page appears. Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your Entrance Counseling. If you have questions, please contact our office.