

Instructions to Complete Direct Lending MPN and Entrance Counseling

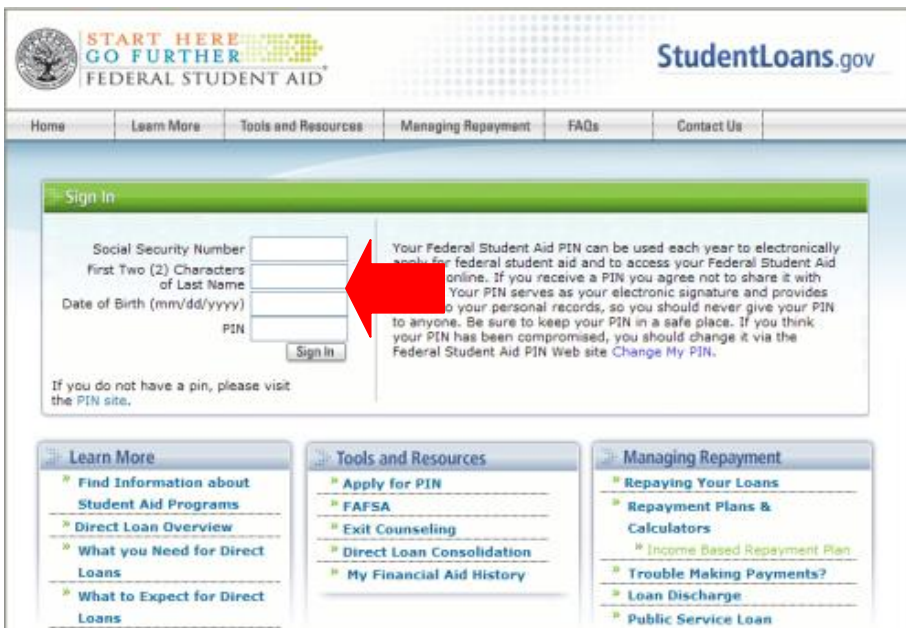
Please log onto www.studentloans.gov. You will need approximately 30-45 minutes to complete the entire process. You will not be able to save and continue at a later time, so please make sure you have set aside enough time.

You will need to gather the following items before beginning this process:

- Your driver's license
- Name, address and phone number of 2 references you have known for over 3 years
- Important: Your references must live in the United States, but not in your household



1.) Click the Green “Sign In” button to begin the process.



2.) Next, fill in your Social Security Number, First 2 Characters of Last Name, Date of Birth and PIN number.

Then click the “Sign In” button.

REEDER FEDERAL STUDENT AID
StudentLoans.gov

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Welcome to StudentLoans.gov

Before you begin, please verify that your personal information is up to date and select your preference for future correspondence.

The personal information displayed is based on the information returned from the Federal Student Aid PIN Web site. If any of the information is incorrect, you must correct it at the Federal Student Aid PIN Web site.

If you have confirmed your information, what do you want to do?

- [Complete Entrance Counseling](#)
- [Start PLUS Application Process](#)
- [Complete Master Promissory Note](#)

Personal Information

Full Name: John A. Student

Social Security Number: xxx-xx-5555

Date of Birth: 01/01/1970

E-mail: jstudent2010@myfit.edu

Confirm E-mail: jstudent2010@myfit.edu

I would like to receive my correspondence electronically. [Learn more](#)

3.) First, update your email address and click the “Update” button.

Next, click on “Complete Entrance Counseling” (Even if you have completed it in the past).

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Complete Entrance Counseling (STEP 1) - Counseling Type

1 Counseling Type 2 Guidelines 3 School Information 4 Counseling Session / Quiz

Full Name: John A Student Social Security Number: xxx-xx-5555

* Required field

Counseling Type

Please identify yourself: Why do we ask?

I am an undergraduate student

I am a graduate/professional student

4.) Identify yourself as an undergraduate or a graduate student and click the “Continue” button.

Helpful Hints

- Look at each link within the text of the site.
- Close the pop up box after reviewing the information by clicking the "x".
- Do not use your browser's Back button to navigate between quiz pages; instead, use the navigation menu to the right of the quiz.

About the Quiz

- Each Counseling Session page will provide you with information about Federal Direct Loans. There will be a quiz at the end of each section. You must complete each section and answer all the questions in order to select the "Continue" button and view the next page.
- Each Counseling Session page will contain right links on the right hand side to indicate the current counseling page. You may select one of the links in order to go to that page. Only completed pages will be accessible via the right navigation links.
- Your answers to the quiz will be saved if you choose to navigate to other screens. If you do not complete the counseling prior to logging out of the DirectLoan web site, your answers will not be saved, and you will have to begin a new counseling session from Step 1.
- Once you have completed the Counseling Session and quiz you will be taken to the Completion Verification page, which will display your information, the date you completed the counseling session and the type of counseling you have completed based on the type of student you told us you are. You may print a copy of the verification page for your records. The school(s) you choose will be informed electronically when you complete your counseling.

Now You are Ready to Begin...


- It should take you approximately 30 minutes to complete the entrance counseling session.
- After completing your counseling session follow the instructions for acknowledging your rights and responsibilities.




5.) Next, please read the text on this page and click the "Continue" button.

* Required field


School and Loan Information

School State: * FLORIDA 

School Name: *

FLORIDA INSTITUTE OF TECHNOLOGY 

DLID:G01469 School Address: 150 WEST UNIVERSITY BOULEVARD
MELBOURNE, FL 329016988



6.) Next, choose **Florida** as the "School State" and **Florida Institute of Technology** as the "School Name".

Then, click the "Continue" button.

The Direct Loan Program offers the following types of loans:

- Direct Subsidized Loans:
 - For students with financial need.
 - You must be enrolled at least half time.
 - No interest is charged while you are in school at least half time, during your grace period, and during deferment periods.
 - You do not have to make payments while you are attending school at least half time and during your grace period.
 - You will receive a six month grace period after you drop below half time.
- Direct Unsubsidized Loans:
 - Not based on financial need.
 - You must be enrolled at least half time.
 - Interest is charged during all periods.
 - You do not have to make payments while you are attending school at least half time and during your grace period, but interest will continue to be charged.
 - You will receive a six month grace period after you drop below half time.
- Direct PLUS Loans:
 - Unsubsidized loans for graduate or professional students (and for parents of dependent undergraduate students).
 - You must be enrolled at least half time.
 - You can borrow up to the school's cost of attendance, less all other financial assistance you receive.

- 1 Direct Loan Types
- 2 Borrow Wisely
- 3 You Must Repay Your Loans
- 4 The Master Promissory Note
- 5 How Your Loans Will Be Disbursed (Paid Out)
- 6 Direct Subsidized and Unsubsidized Loan Limits
- 7 Direct Subsidized Loan and Direct Unsubsidized Loan Interest Rates and Payment of Interest
- 8 Loan Fees
- 9 Changes You Must Report
- 10 Repaying Direct Loans
- 11 Repayment Incentives
- 12 Trouble Making Payments
- 13 Consequences If You Default

7.) You will be directed through 16 screens of text to read and associated questions.

The quiz will indicate if your answers are correct as you go.

Click the “Continue” button at the bottom of each page to continue to the next set of text and questions.

[Click here to view the Borrower's Rights and Responsibilities for Direct Loan Grad PLUS Loan Type](#)

You must view the Borrower's Rights and Responsibilities Statement before you can continue.

If you have questions about the borrower's rights and responsibilities or the terms and conditions of your loan(s), you may contact Applicant Services.

US Department of Education
Attn: COD Applicant Services
P.O. Box 9002
Niagara Falls NY 14302
Phone: 1-800-557-7394
email: codsupport@acs-inc.com

Your school's financial aid office can also assist you if you have questions about the borrower's rights and responsibilities or the terms and conditions of your loan(s).

- 1 Direct Loan Types
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- 7 Direct Subsidized Loan and Direct Unsubsidized Loan Interest Rates and Payment of Interest
- 8 Loan Fees
- 9 Changes You Must Report
- 10 Repaying Direct Loans
- 11 Repayment Incentives

8.) Next, click on the blue “Borrower’s Rights and Responsibilities” hyperlink.

You must view them before you will be allowed to continue.

Once you have viewed this document, click the “Submit” button.

Congratulations! You have successfully completed Entrance Counseling for Direct Loan Sub/Unsub/Perkins with Grad PLUS Loan Type.

First Name:	John
Middle Initial:	A
Last Name:	Student
SSN:	XXX-XX-5555
School Location:	FL
School:	FLORIDA INSTITUTE OF TECHNOLOGY

[Print](#)

[You can view and download completed Counseling Verification Page](#)
[You can submit a Master Promissory Note](#)

9.) Once you have completed the Entrance Loan Counseling, you will receive a Congratulations message.

You may print this as verification the Entrance is completed by clicking on the “Print” button.

Next, click “You can submit a Master Promissory Note” to complete the MPN (Even if you have completed the MPN in the past).

Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan (s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.





Parent borrowers must complete an MPN for each student.

The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 30 minutes to complete.

What You Need

[OR](#)

Select the type of loan you would like to receive

-   **Subsidized/Unsubsidized**
(Federal Direct Loans available to undergraduate or graduate/professional students)
-  **Graduate PLUS**
(Federal Direct Loans available to graduate/professional students)
-  **Parent PLUS**
(Federal Direct Loans available to parents of dependent undergraduate students)

10.) Next, click on the “Subsidized/Unsubsidized” option to begin the MPN.

City: * * State: * --Please Select-- * Zip: * *

Country: UNITED STATES

Is your mailing address different than your street address? Yes No [Why do we ask?](#)

Day Phone:

Evening *

Phone: * *


Email: [Why do we ask?](#)

School and Loan Information

School State: * FLORIDA

School Name: *
FLORIDA INSTITUTE OF TECHNOLOGY

DLID:G01469 School Address: 150 WEST UNIVERSITY BOULEVARD
MELBOURNE, FL 329016988



11.) Next, fill in your personal information. Fields indicated with a RED asterisks must be completed to move forward in the process.

Then, choose **Florida** as the “School State” and **Florida Institute of Technology** as the “School Name”.

Click the “Continue” button.

■ If the reference does not have a phone number, enter N/A

Reference 1

Last Name: * Middle Initial: First Name: *

Address (line 1): *

Address (line 2): City: *

State: --Please Select-- Zip: *

Country: UNITED STATES Day Phone:

Relationship: *

Reference 2

Last Name: * Middle Initial: First Name: *

Address (line 1): *

Address (line 2):

City: * State: --Please Select-- Zip: *

Country: UNITED STATES Day Phone:

Relationship: *

12.) Now it is time to fill in information about your 2 references.

- References cannot share the same address or phone number.
- References cannot have a non-U.S. address.
- You must have known your reference for at least 3 years.
- If the reference does not have a phone number, enter N/A.

Click the “Continue” button below when finished with both references.

information.

E. Unless I notify ED differently, I authorize ED to defer repayment of principal on my loan while I am enrolled at least half -time at an eligible school.

F. I authorize my school and ED to release information about my loan to the references on the loan and to members of my immediate family, unless I submit written directions otherwise.

G. I authorize my schools, lenders and guarantors, ED, and their agents to release information about my loan to each other.

H. I authorize my schools, ED, and their respective agents and contractors to contact me regarding my loan request or my loan, including repayment of my loan, at the current or any future number that I provide for my cellular telephone or other wireless device using automated dialing equipment or artificial or prerecorded voice or text messages.

3. I will be given the opportunity to pay the interest that ED charges during grace, in school, deferment, forbearance, and other periods as provided under the Act, including during in-school deferment periods. Unless I pay the interest, I understand that ED may add unpaid interest that is charged on each loan made under this MPN to the principal balance of that loan (this is called "capitalization") at the end of the grace, deferment, forbearance, or other period. Capitalization will increase the principal balance on my loan and the total amount of interest I must pay.

4. I understand that ED has the authority to verify information reported on this MPN with other federal agencies.

+ SECTION D: PROMISE TO PAY

+ SECTION E: MPN TERMS AND CONDITIONS

+ SECTION G: IMPORTANT NOTICES

***Section F contains instructions for completing a paper MPN and therefore is not displayed here. When you print off your completed MPN all sections print.**

I have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understand, and agree to the Borrower Request, Certifications, Authorizations and Understandings, the Promise to Pay, the MPN Terms and Conditions, and the Borrower's Rights and Responsibilities Statement
(Your response will be recorded and made part of your completed MPN.)

13.) Next, review the terms and conditions.

You must click on the Plus (+) sign by each section, as you will not be allowed to continue until you have reviewed all sections.

Then, click the "Continue" button.

14.) The last step is the Review and Sign your MPN.

Review the document and make sure all information is correct.

Then, fill in your name and click on the "Sign" button.

You must then click "HTML Version" hyperlink to view the completed MPN.

Please make sure to print your confirmation page and keep it for your records.

CONGRATULATIONS!!! You have completed the Entrance Loan Counseling and MPN for Direct Lending.