

Completing Entrance Counseling and Master Promissory Note (MPN) for Federal Student Loans

The Federal Government requires you to complete:

- Entrance Counseling to ensure that you understand the responsibilities and obligations you are assuming.
- The Master Promissory Note (MPN); 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).

If you are borrowing for the first time at HSSU you will be required to complete Entrance Counseling and sign a new MPN even if you have already completed this for another school.

All items can be completed by going to www.studentaid.gov and logging in with your FSA ID then go to *Loans and Grants*.

Select Complete Entrance Counseling

- Choose **I am an Undergraduate Student** and click Start
- Follow the prompts and enter requested information when asked
- Read very carefully because there is a quiz at the end!

Next Select Complete a Master Promissory Note

- Choose **I am an Undergraduate Student** and click Start
- Verify your information and click continue
- Choose Missouri and enter Harris-Stowe State University then click continue
- Enter your references; one can live at your same address but the other must be at a separate address
- Read through the Agreements carefully and select continue until you get to Review and Edit
- Review your information and make any necessary edits and click continue
- Promises—indicate that you read, understood, and agree to the terms
- Enter your name and hit submit

HSSU system will be updated within the next 1-2 business days after these steps have been completed.



Please note that all loans come in two (2) separate disbursements. If you are awarded a loan for the year you will receive one disbursement in the Fall and one disbursement in Spring. However, if you have a one-semester-only loan, you will receive two equal disbursements on separate dates within the semester. Exact disbursement dates can be found on your *Disclosure Statement*, which can be reviewed at Studentaid.gov after you have completed these steps.