Midwestern State University students who wish to borrow Subsidized, Unsubsidized, Graduate PLUS and Parent PLUS loans must do so through the Federal Direct Loan Program. Direct loans are funded by the federal government, not a bank or credit union. Additional information regarding the Direct Loan program is available at http://mwsu.edu/finaid/student-loan-information. In order to process and disburse your Direct Loan(s), you may be required to complete Entrance Counseling AND electronically submit your Master Promissory Note (E-MPN) to the Department of Education (see STEP 2 below).

- For Direct Subsidized, Unsubsidized and Graduate PLUS Loans, you will be required to complete ENTRANCE COUNSELING ONLY ONE TIME during your college career (at MSU or any other college/university) provided your college career does not exceed ten (10) years; subsequent loan information updates will be sent to you yearly for your personal information. Entrance Counseling is NOT required for the Direct Parent PLUS Loan.
- For Direct Subsidized, Unsubsidized, Graduate PLUS and Parent PLUS Loans, the electronic MASTER PROMISSORY NOTE (E-MPN) must be completed ONLY ONE TIME during your college career (at MSU or any other college/university) provided your college career does not exceed ten (10) years; however, for the Direct Parent PLUS Loan, your parent must have a credit check performed each year. Your Subsidized, Unsubsidized and/or Graduate/Parent PLUS Loan funds will be disbursed to you only after the MSU-FAO has received confirmation that you have successfully completed Entrance Counseling and the E-MPN, if required.
- If you have been awarded a Subsidized and/or Unsubsidized Stafford Loan for the Fall/Spring semesters, please be aware that your Fall/Spring loan amounts will reduce your loan eligibility for the Summer term(s); therefore, should you borrow your maximum amount for the Fall/Spring semesters, you will not have any remaining eligibility for the upcoming Summer terms.

Follow these easy steps to process and receive your loan funds:

STEP 1: You will receive notification from the MSU Financial Aid Office of the award(s) you are eligible to receive.
- **If you wish to accept your loan(s)**, you must ‘accept’ your loan(s) on MSU’s Portal (available at http://my.mwsu.edu); refer to STEP 2 below.
- **If you wish to decline your loan(s)**, simply ‘decline’ your loan(s) on MSU’s Portal (available at http://my.mwsu.edu).

STEP 2: After you ‘accept’ your loan(s) on MSU’s Portal, please allow 1-2 business days before you complete the Direct Loan process as detailed below:
- **Direct Subsidized, Unsubsidized and/or Graduate PLUS Loan -- go to** www.studentloans.gov, then:
  * click on the green ‘Sign In’ button and complete the information as requested;
  * then, be sure to confirm your ‘Personal Information’ and update if necessary;
  * then, click on ‘Complete Counseling’ (choose ‘Entrance’ if you have not yet completed Entrance Counseling for your Direct Loan) and complete a short quiz regarding the details of the Direct Loan program; be sure to VIEW the information regarding “Borrower’s Rights and Responsibilities” and then click ‘Submit’. Now, you will have the option to print the Borrower’s Rights and Responsibilities and Entrance Counseling confirmation pages for your personal records;
  * now click on ‘Complete Master Promissory Note’ and then select the type of loan you are requesting; complete all information and electronically submit the E-MPN to the Department of Education (you will have the option to print a copy of the E-MPN for your personal records);
  * once submitted, you will receive an email from the Department of Education confirming that your E-MPN has been received.
- **Direct Parent PLUS Loan – go to** http://www.mwsu.edu/finaid/plus-loan for complete instructions.
  * your parent must have a credit check performed each year.
  * your parent MAY be required to complete PLUS Credit Counseling if (a) the PLUS Loan is denied due to adverse credit and your parent submits an appeal, or (b) your parent is required to have an endorser on the PLUS Loan application. You will receive notification from studentloans.gov if Credit Counseling is required for your parent.
STEP 3: **NEW DIRECT LOAN BORROWERS:** Electronically submit your loan information and e-sign your Direct Subsidized, Unsubsidized, Graduate PLUS or Parent PLUS Loan application; OR, if you do not e-sign, print the Master Promissory Note (MPN) and mail the page(s) to the Department of Education. The Department of Education will process your E-MPN application and prepare the loan funds for future disbursement(s), as requested by the MSU-FAO and in accordance with federal law. Remember to complete Entrance Counseling as well (which is only required for Subsidized/Unsubsidized/Graduate PLUS Loans) if you have not already done so.

**REPEAT DIRECT LOAN BORROWERS:** After you electronically submit your loan information to the Department of Education, you will NOT be required to submit another E-MPN for the Direct Subsidized, Unsubsidized, Graduate PLUS or Parent PLUS Loan (you should have retained a copy of the E-MPN from your prior loans); remember, your parent must have a credit check performed each year for the Direct Parent PLUS Loan. The Department of Education will process your loan information and prepare the loan funds for future disbursement(s), as requested by the MSU-FAO and in accordance with federal law.

STEP 4: You will receive your Disclosure Statement from the Department of Education to notify you that your loan funds have been processed.
* Review the Disclosure Statement and immediately report any discrepancies regarding loan amounts and/or loan type (subsidized versus unsubsidized versus PLUS) to the MSU-FAO.
* Review the Disclosure Statement and note the ‘Disbursement Dates’. These dates are NOT the dates in which your loan funds will be disbursed to you (refer to STEP 5 below) but rather the dates in which MSU will receive the loan funds from the Department of Education.
* Upon receipt of the loan funds, edits will be performed by the MSU-FAO to ensure you are currently meeting satisfactory academic progress, registered for the number of semester hours in which you have indicated you will enroll, completed an Entrance Counseling Session, if required, and have provided all previously requested information to the MSU Financial Aid Office.

STEP 5: After all edits have been verified, the NET AMOUNT of your loan will be applied to your tuition/fee expenses (and on-campus room and board, if applicable) on/around regular registration periods. Remember, your total loan amount will be disbursed in two separate disbursements. For example, 1/2 of the loan will be applied at the beginning of the Summer I term or Fall semester and the remaining 1/2 will be applied at the beginning of the Summer II term or Spring semester. However, for ‘Fall Only’ or ‘Spring Only’ or ‘Summer I Only’ or ‘Summer 2 Only’ loan(s), the entire amount will be disbursed at the beginning of each semester/term.

STEP 6: After your loan funds have been electronically applied to your tuition/fee expenses (and on-campus room and board, if applicable), you will receive any “excess funds” in the form of a refund check. Students are encouraged to complete the ACH (Automated Clearinghouse) process, available at www.mwsu.edu/onlinepayments, to have the refund electronically deposited into your bank account.
* Students registering during the university’s Early Registration period can anticipate that a refund check will be deposited into their banks accounts or mailed to the MAILING ADDRESS during the week of the university’s Regular Registration period.
* Students registering during the university’s Regular Registration period can anticipate that a refund check will be deposited into their banks accounts or mailed to the MAILING ADDRESS 2-3 days AFTER the university’s Regular Registration period.
* If grants and/or loans are approved and processed AFTER the Regular Registration period, the refund check will be deposited into their banks accounts or mailed to the MAILING ADDRESS after the funds have been applied to the student’s university account.

STEP 7: The MSU Financial Aid Office will be required to monitor if you withdraw or add/drop classes between regular registration and the official enrollment date (4th class day for Summer term(s) and 12th class day for Fall and/or Spring semester(s)). If you do withdraw or drop a class(es) during this time, you may be required to repay all or a portion of the amount previously refunded to you. Additionally, should you withdraw OR you are administratively withdrawn OR you never attend any of your classes OR you stop attending all classes prior to completing more than 60% of the enrollment period, you will be subject to the Title IV Refund Calculation (details available at http://www.mwsu.edu/finaid/withdrawal-policy) and you may be required to repay all or a portion of the grant/loan funds to the appropriate financial aid programs.