

Loan Entrance Counseling and Master Promissory Note

Prior to receiving any Federal Direct Subsidized/Unsubsidized Loan funds from Northwest University, the U.S. Department of Education requires that you complete Loan Entrance Counseling & sign a Loan Agreement/Master Promissory Note (MPN).

How to complete Loan Entrance Counseling

Follow the instructions below to complete **Loan Entrance Counseling**:

1. Go to <https://studentaid.gov/>.
2. Select the **Log In** button.
3. Enter your **FSA ID** login information and select **Log In** (you must have created an FSA ID Username and Password to complete Entrance Counseling).
4. Once successfully logged in, hover over the “COMPLETE AID PROCESS” menu item located at the top of your main dashboard page and select **Complete Entrance Counseling**.
5. Select the **Start** button located under **Complete Entrance Counseling**.
6. Under the “Add School to Notify” heading, choose the **State of Washington** and locate **Northwest University**, and then select **Notify This School**.
7. Under the “Select Student Type” heading, indicate whether you are an undergraduate or graduate student, and select **Continue** to begin your Entrance Counseling session.
8. Carefully read each section of information, and answer all of the **Check Your Knowledge** questions at the bottom of each section (a box will pop up letting you know the correct response after you answer each question), and enter estimated dollar amounts where requested to help you better understand the loans you are borrowing. Select **Continue** at the bottom of each page.
9. Continue following the instructions listed in step 8 above, until you reach the final page of the Entrance Counseling session. When all sections are complete, you will select **Submit Counseling**.
10. You have now completed your **Entrance Counseling**. If you wish to proceed directly to completing your **Master Promissory Note (MPN)**, select **Complete a Master Promissory Note** located under the “Next Steps” heading on the Entrance Counseling Summary page, and skip to step 5 on the reverse side of this page.

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How to complete a Master Promissory Note

Follow the instructions below to complete and sign a **Master Promissory Note (MPN)**:

1. Go to <https://studentaid.gov/>.
2. Select the **Log In** button.
3. Enter your **FSA ID** login information and select **Log In** (you must have created an FSA ID Username and Password to complete an MPN). If you are a parent applying for a PLUS Loan, you must log in with your own FSA ID to complete the PLUS MPN.
4. Once successfully logged in, hover over the “COMPLETE AID PROCESS” menu item located at the top of your main dashboard page and select **Complete a Master Promissory Note**.
5. Under the “Choose the Direct Loan MPN you want to preview or complete” heading, choose which MPN you wish to complete:
 - ✓ Undergraduate student → Select the **Start** button next to **I’m an Undergraduate Student**.
 - ✓ Graduate student → Select the **Select MPN Type** button next to **I’m a Graduate/Professional Student** and locate the type of loan you wish to borrow.
 - Unsubsidized Loan → Select **Start** button next to **MPN for Subsidized and Unsubsidized Loans**.
 - Graduate PLUS Loan → Select **Start** button next to **MPN for Direct PLUS Loans**.
 - ✓ Parent of undergraduate student → Select the **Start** button next to **I’m a Parent of an Undergraduate Student**.
6. Enter the requested borrower information (if you are a parent applying for a PLUS Loan, enter your information here).
7. Under the “School Information” heading, choose the **State of Washington**, locate **Northwest University**, and select **Continue** (if you are a parent applying for a PLUS Loan, also enter your child’s information in the Student Information section).
8. Under the “Reference Information” heading, enter the required reference information, and select **Continue**.
9. **Carefully review the terms and conditions** under each section/page of the MPN. The MPN is a legal document in which you agree to the terms and promise to repay your loan(s) to the U.S. Department of Education.
10. **Review and confirm all information entered** (be sure to amend any incorrect entries prior to proceeding.) Once you have confirmed the accuracy of all data entered, select **Continue**.
11. Once you reach the “Sign & Submit” heading, select the box indicating that you have thoroughly reviewed all of the information included in the MPN, and understand and agree to all of the terms and conditions, and enter your **E-signature** in the corresponding boxes (first name, middle initial, last name) and select **Submit**.
12. You have now completed your **Master Promissory Note (MPN)**. If you wish to proceed directly to completing your **Loan Entrance Counseling**, select the **MENU** option at the top right corner of the page, then **My Account** and **My Home Page**, and skip to **step 4** on the reverse side of this page.

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