



All first time borrowers are required by the Department of Education to complete an online Federal Loan Entrance Counseling and Master Promissory Note **before** any federal loans can be released to their student account. These two loan acceptance steps are designed to assist you in better understanding how student loans work and your rights and responsibilities as a student borrower. Please complete these two steps after June 1, 2022 for the 2022-23 school year.

## 1. LOAN ENTRANCE COUNSELING

- Use your FSA ID to sign into [studentaid.gov](https://studentaid.gov).
- From the homepage's upper menu select '**COMPLETE AID PROCESS**'.
- Under this menu, select '**COMPLETE ENTRANCE COUNSELING**'.
- Click the blue '**START**' button next to '**ENTRANCE COUNSELING**'.
- Under '**SELECT STUDENT TYPE**', respond undergraduate or graduate as appropriate.
- Under '**ADD SCHOOL TO NOTIFY**', select **Benedictine University**.
- Read each page until you fully understand the information covered.
- Answer each '**CHECK YOUR KNOWLEDGE**' question.
- Review the Borrower's Rights and Responsibilities.
- Print the Counseling Completion Verification page for your records.

## 2. MASTER PROMISSORY NOTE

- Use your FSA ID to sign into [studentaid.gov](https://studentaid.gov).
- From the homepage's upper menu select '**COMPLETE AID PROCESS**'.
- Under this menu, select '**COMPLETE A MASTER PROMISSORY NOTE**'.
- Click the blue '**START**' button next to '**MPN FOR SUBSIDIZED/UNSUBSIDIZED LOANS**'.
- Under '**ADD SCHOOL TO NOTIFY**', select **Benedictine University**.
- Where prompted, enter your current personal information.
- Where prompted, provide information for **two references**.
- Using your FSA ID, sign the loan agreement.
- Print the MPN Completion Verification page for your records.

After the above steps are completed, the Office of Financial Aid will be notified within 3 business days and can schedule appropriate dates for the transmission of loan funds. The Business Office receives funds via electronic transfer and will credit your account.

If you need assistance, contact Direct Loan Applicant Services at 1-800-557-7394.

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