



FEDERAL STAFFORD DIRECT LOAN PROGRAM REQUIREMENTS

If you accepted a loan on your award letter, there are some federal requirements that need to be completed prior to your loan(s) being disbursed from the government to your Lakeland College tuition account. These requirements include completing entrance counseling (for first-time borrowers) and completing the Master Promissory Note (MPN). All Stafford loans will be borrowed from the U.S. Department of Education through the Federal Direct Loan Program. The instructions are below:

(1) ENTRANCE COUNSELING (for first-time borrowers)

Entrance Counseling is designed to inform you of important information you should know before you borrow a loan. As a first-time borrower, the government requires you to participate in Entrance Counseling prior to Lakeland College receiving your loan funds.

1. Go to www.studentloans.gov.
2. Click on the green "Log In" button.
3. Fill in the requested information.
 - a. Your social security number;
 - b. First two characters of your last name;
 - c. Date of birth;
 - d. Department of Education PIN number.

This is the same number used to sign the Free Application for Federal Student Aid (FAFSA).
4. Click on the "Complete Counseling" link.
5. In the Entrance Counseling row, click on the "Start Entrance Counseling" button to begin.

Our office will receive electronic notification (in approximately 2-3 business days) upon successful completion of this federal requirement.

(2) 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); for instance, it will include information on how interest is calculated and what deferment and cancellation provisions are available to you. The government requires you to complete the MPN prior to Lakeland College receiving your loan funds.

1. Go to www.studentloans.gov.
2. Click on the green "Log In" button.
3. Fill in the requested information.
 - a. Your social security number;
 - b. First two characters of your last name;
 - c. Date of birth;
 - d. Department of Education PIN number.

This is the same number used to sign the Free Application for Federal Student Aid (FAFSA).
4. Click on the "Complete a Master Promissory Note" link.
5. Click on the "Subsidized/Unsubsidized" link to begin.

The master promissory note will get marked as "received" in your Lakeland College financial aid record upon the successful link of the origination of your federal loan(s) to the master promissory note as on file with the U.S. Department of Education. Therefore, there may be a delay for the status of the master promissory note to be marked as received in your Lakeland College financial aid record.

If you have any questions concerning the loan process, call the Financial Aid Office at 920-565-1032 ext. 2372.