Federal Direct Loan Program Information and Procedures

Please read these instructions carefully, and then promptly take the required actions if you plan to borrow Federal Direct Loan funds you have offered.

**Required Actions to Obtain a Federal Direct Loan: First-Time Brenau Borrowers**

If you have elected to borrow all or a portion of the Federal Direct Loan funds that have been offered to you for the academic year in question and this will be the first time you have borrowed Federal Direct Loan funds at Brenau University, you must complete a Master Promissory Note (MPN) and Entrance Counseling. Please follow the instructions below to accomplish this requirement. Students who borrowed funds through the Federal Direct Loan program at Brenau in a prior year are not required to complete these requirements again.

1. Go to [www.studentloans.gov](http://www.studentloans.gov), the comprehensive website for managing federal student loans. On the opening page, click on the Sign In button. There you will sign in using the FSA ID assigned to you for completion of your FAFSA.

2. Review and verify the Personal Information that appears on the screen and confirm your email address.

3. Click on Complete Master Promissory Note. Select Subsidized/Unsubsidized as the type of loan you want to receive. Complete all 4 sections of the online Master Promissory Note, making sure to Submit at the end.

4. On the left side menu bar, click on Complete Entrance Counseling and follow the instructions.

We will be notified electronically when you have completed these requirements. Please note that we will not request approval from the U.S. Department of Education to disburse Federal Direct Loan funds until you have completed the above requirements.

**Federal Direct PLUS Loans: Graduate Students and Parents of Dependent Students**

Students enrolled in graduate programs or parents of dependent undergraduate students may qualify to borrow additional funds through the Federal Direct PLUS Loan program. Information on this program, as well as application procedures, are listed below:

- The PLUS Loan requires the applicant (graduate student or parent) to be creditworthy or to have a creditworthy co-signer, and applying for PLUS credit approval instigates a hit on the applicant’s credit report.

- To apply for a PLUS Loan and undergo credit screening, go to [www.studentloans.gov](http://www.studentloans.gov) on or after May 1st. Sign In using your FSA ID, click on Complete PLUS Request Process, and follow the instructions. (Be sure to sign in using your own parent FSA ID, not your dependent student’s FSA ID.

- If you are approved for a PLUS Loan and decide to borrow funds through that program, make sure to e-sign the PLUS Loan Master Promissory Note before you leave the site.

- If you list Brenau University on your PLUS application, we will be notified electronically regarding your eligibility to borrow funds, and will proceed with processing your loan. Likewise, we will be notified if you are denied as well.

- If you, the parent, are denied a PLUS Loan as a result of credit pre-screening, your dependent student may be eligible to borrow additional Unsubsidized Federal Direct Loan funds. We will notify the student of any additional eligibility and how to request those funds.

- For more information about Federal Direct PLUS Loans as well as all other federal student aid programs, please visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**For Financial Aid Questions**

If you have questions or need additional information about financial aid, please contact the Office of Financial Aid by phone at 770.534.6152 or via email at financialaid@brenau.edu.