



# WEST LIBERTY UNIVERSITY

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Office of Financial Aid  
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## Undergraduate Student Borrowers

### Getting Started:

- ✓ You will need a Department of Education FSA ID to complete the following items. This is the same FSA ID used to complete the FAFSA. If you do not have an FSA ID you may apply for one at [studentaid.gov](http://studentaid.gov) by clicking on "[Create Account](#)". Click "Get Started" to begin.
- ✓ Gather important information you will need to complete the MPN.
  - Student SSN and FSA ID
  - Information for two References
    - Name, Address, Phone Number

### **Master Promissory Note**

The Master Promissory Note is your agreement to repay your loan. It is required for all first-time borrowers. Please allow approximately **15 minutes** to complete the session.

First, visit <https://studentaid.gov> and click the "[Log in](#)" button.

- ✓ Sign in using the information requested.
- ✓ Note that the sign-in information must match the information listed on the borrower's FAFSA.

Welcome to the landing page. Note that you can complete entrance counseling, a master promissory note, and apply for repayment options – right now, we want to click the header "Loans and Grants."

### Find the first column "Get a loan"

- ✓ Select the third link that says "[Master Promissory Note \(MPN\)](#)."
- ✓ For Undergraduate Students use the first option- "I'm an Undergraduate Student".
- ✓ Select the blue "START" box to begin.

### **Step One: Information**

- ✓ Fill in the requested fields about yourself.
- ✓ Remember, the information must match what is listed on the FAFSA.

### **Step Two: References**

- ✓ Enter information for two loan references and click "Submit."

### **Step Three: Agreements**

- ✓ Please read the MPN Agreement.
- ✓ Take your time to read through each section of the loan terms and conditions.

### **Step Four: Review and Edit**

- ✓ Be sure to review all addresses and reference information for accuracy, click "Continue."

### **Step Five: Sign and Submit**

- ✓ "Promises"- If you agree, check the box.
- ✓ Type your name to "sign." It should match your FSA ID Application, click "**Submit**".

### To Complete:

- ✓ After clicking "Submit," your confirmation page appears. Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your MPN. If you have questions, please contact our office.

## Entrance Counseling

Entrance counseling is an online tutorial that provides detailed information about costs, budgeting, interest, and repayment. Entrance counseling is required for all first-time student borrowers.

Please allow **20-30 minutes** to complete this session.

First, visit <https://studentaid.gov> and click the “Log in” button.

- ✓ Please note that the sign-in information must match the information listed on the borrower's FAFSA.
- ✓ Once logged in, click the header “Loans and Grants.”

Find the first column “Get a loan”

- ✓ Select the fourth link that says "[Loan Entrance Counseling](#).”
- ✓ For Undergraduate Students use the first option- “I am an Undergraduate Student”.
- ✓ Select the blue “START” box to begin.

Entrance Counseling Overview

- ✓ Read “What you’ll learn and do in Entrance Counseling”. Click “Continue” to proceed.

Let’s Notify Your School

- ✓ Click on the second tab, “Search for a School”- West Virginia- West Liberty University- School Code G03823
- ✓ Click the “+Add”
- ✓ In the second box, “Schools You Selected to Notify”- West Liberty University should now be in this box.
- ✓ Click “Continue”.

**Module One: Estimate the Cost of Your Education** → select “Start” for the first module to begin.

- ✓ This module will help you understand both the total cost of your program and how the cost of attendance at West Liberty University is calculated.

**Module Two: Paying for Your Education** → select “Continue” to proceed.

- ✓ This module will explain the sources of aid you are not required to repay, give you basic loan information, and help you understand loan options available to help pay for your education.

**Module Three: Federal Student Loans** → select “Continue” to proceed.

- ✓ This section will specifically focus on federal student loans. Information is provided on how federal loans work, loan types, maximum loan amounts, Parent PLUS loans, student loan processes, and the borrower’s rights and responsibilities.
- ✓ Once the module is completed, you will test your knowledge with a quiz.

**Module Four: How Much You Can Expect to Borrow** → select “Continue” to proceed.

- ✓ In this module, borrowers provide information to estimate their annual and total student loan debt. They will read about knowing the difference between what they are offered in loans and what they actually need. It will also explain the impact of how interest accrues, capitalizes, and contributes to their total debt burden.
- ✓ Once the module is completed, you will test your knowledge with a quiz - select “Continue”.

**Module Five: Prepare for Repayment after School** → select “Continue” to proceed.

- ✓ The borrower will see how their loan servicer can help through the loan process, understand their rights and responsibilities, know when repayment begins, see whether a payment will likely be affordable, and which repayment plans are available.
- ✓ Once the module is completed, you will test your knowledge with a quiz - select “Continue”.

**Module Six: Consequences of Not Repaying Your Federal Student Loans** → select “Continue” to proceed.

- ✓ This module will help borrowers learn what happens when there is a missed payment, how to avoid default, and what the consequences of default are.
- ✓ Once the module is completed, you will test your knowledge with a quiz - select “Continue”.

**Summary of What You Learned Today During your Entrance Counseling Session:**

- ✓ This section of the Entrance Counseling will give a quick summary of all six modules completed, and the borrower will need to select “**Submit**” for completion.
- ✓ After clicking “Submit,” your confirmation page appears. Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your Entrance Counseling. If you have questions, please contact our office.