

The following steps will help you complete all processes to be sure your financial aid disburses in a timely manner. Please use this form as a check off sheet to be sure you have all steps completed. Be sure to check your CWC EMAIL on a regular basis.

**STEP 1: REVIEW AND SIGN YOUR AWARD LETTER**

Enclosed is your Financial Aid Award Letter. Please read and review each document in this packet. If you have questions, please ask us.

**STEP 2: CHOOSE YOUR PAYMENT METHOD**

You must choose how you want your excess funds disbursed to you. You can choose 1 of 2 options listed below:

- 1) Money deposited on your Student ID / Discover Debit card **OR** 2) Direct deposited into your personal bank account

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**STEPS TO COMPLETE THE STUDENT LOAN PROCESS**

In order to process your request for a Federal Subsidized Direct Loan and/or a Federal Unsubsidized Direct Loan, you must complete ALL steps listed below.

**STEP 1: FILL OUT THE STUDENT LOAN APPLICATION REQUEST FORM**

Complete the STUDENT LOAN APPLICATION REQUEST FORM. Include the loan type (subsidized / unsubsidized), loan amounts and the terms you are requesting your loan.

**STEP 2: COMPLETE ON-LINE ENTRANCE & SIGN YOUR MASTER PROMISSORY NOTE (MPN)**

The following steps will assist you in completing the on-line entrance counseling and signing your Master Promissory Note (MPN).

**Complete On-line Entrance Counseling:**

- From any computer with internet access, log-on to: [www.studentloans.gov](http://www.studentloans.gov).
- Login using your FSA ID and password used to complete your FAFSA application. If you do not have one or do not remember the one you created click on "Create an FSA ID" under login. Use tab "Edit My FSA ID" to retrieve username and/or password.
- Once logged in from "My Home Page" (Drop down "Menu" select- My Home Page), Click on "Complete Loan Counseling (Entrance, Financial Awareness, Exit)" from the list under "I want to:" main menu.
- Under "Counseling Type" Click the **Start** button next to Entrance Counseling.
- Select "I am completing the entrance counseling to receive Direct Loans as an UNDERGRADUATE student" and find Central Wyoming College from drop down box and click on "Notify this School" to move forward.
- Follow the prompts to get through all 5 sections. **Make sure to click on the + and drop down arrows to open each section or you will be unable to move forward.**

**Complete your Master Promissory Note:**

- From "My Home Page" (Drop down "Menu" select- My Home Page), Click on "Complete Loan Agreement (Master Promissory Note)" from list under "I want to:" main menu.
- Under "Select the type of Direct Loan MPN you would like to preview or complete" Click the **Start** button next to "MPN for Subsidized/Unsubsidized Loans".
- Follow the prompts to get through all 4 sections.
- Your MPN will be submitted electronically to CWC's Financial Aid Office within 24 to 48 hours, so we recommend that you print your MPN and bring it to the Financial Aid Office to ensure that it has gone through. You should be able to print it right after you submit it. Access it under Menu, My Documents, "Master Promissory Note (MPN)".

**LOAN CANCELLATION INFORMATION**

Any time prior to disbursement of the loan, you may cancel all or part of the loan by notifying the CWC Financial Aid Office. No origination fee, guarantee fee, or interest will be charged on the amount of the loan that is cancelled. Any time within 120 days of disbursement, you may pay back all or part of the loan. The loan fees will be reduced or eliminated in proportion to the amount returned