



**Federal Direct Loan Required Documents  
Step by Step Instructions  
Student Borrowers**

The Student who will be accepting Federal Direct Loans will need to complete certain documents in order for the Federal Direct Loans to process legally and properly.

The student must complete a **Master Promissory Note (MPN) and an Entrance Counseling form.**

These documents are available **online at [www.studentaid.gov](http://www.studentaid.gov)**. Use either *Firefox* or *Internet Explorer7* web browser *only*.

**PLEASE REFER TO THESE DIRECTIONS WHEN YOU ARE READY TO GO ONLINE TO COMPLETE THESE DOCUMENTS.**

**STUDENTS BORROWERS:**

**Will need the following items to complete the subsidized/unsubsidized MPN and the Entrance Counseling Form:**

- Your legal address, date of birth and social security number (have cards with you so no errors are made).
- Your US Department of Education (FAFSA) **FSA User ID**. A student borrower who does not have a **FSA User ID** can create one via the [www.fsaaid.gov](http://www.fsaaid.gov) web site.
- Driver's License Number (if applicable).
- Names, addresses and phone numbers of two personal references.
- You must have known the references for at least three (3) years.
- References cannot share the same address or phone number.

**Direct Loan Master Promissory Note (MPN) Instructions:**

- Go to [www.studentaid.gov](http://www.studentaid.gov)
- Click on sign-in located in the middle of the page, or the upper right hand corner of the page.
- Enter your **FSA User ID** and **Password**.
- Select Complete Aid Process – it is the third link at the top of the page
- The middle of the page says “Next Steps” – select step #4 – “Sign Loan Agreement”
- The first option is “MPN for Subsidized/Unsubsidized loans” – click start
- Enter your personal information as prompted and verify emails and phones as prompted.
- Select the school state and school name information (PA, Thiel College, and Federal School Code 003376) from the drop down boxes.
- Enter your personal reference information – references cannot have the same address or phone number
- Verify all information is correct
- Read all sections of the MPN terms and conditions.
- Click on the box stating you have reviewed the information about the MPN.
- Enter your name and click on the “Sign and Submit” box.
- Please note you do not need to print a copy of the MPN, your signature is authenticated when you click on the “Sign Box”.
- You will receive an email from the US Department of Education confirming MPN was received.
- Click on the HTML Version to view your MPN.
- When you have completed this process, you may go to home page and start process for Entrance Counseling.



**Direct Loan Entrance Counseling Form Instructions:**

- Follow steps 1,2,and 3 as above
- Select Complete Aid Process – it is the third link at the top of the page
- The middle of the page says “Next Steps” – select step #5 – “Complete Entrance Counseling”
- You will need to click on the words “first loan”
- In the box that says “I am an Undergraduate Student” --Select Start and then Continue on the next page.
- Select “search for school” and enter the school state and school name information (PA, Thiel College, and Federal School Code 003376) from the drop down boxes.
- Estimate the Cost of Your Education – Start
- Read the information presented and complete the “Check your Knowledge” sections
- Be sure to click Submit at the end of the review!
- When you have completed the Entrance counseling, you will see a statement informing you that you have successfully completed the process.
- You may close the web site.

**There is no need to print and send copies to Thiel.  
The college will receive these documents electronically if they are completed correctly.**

*Thiel College, 75 College Ave, Greenville, PA 16125 Email: [mwork@thiel.edu](mailto:mwork@thiel.edu)*

**Federal Student Loan Origination Fees**

	<b>October 1, 2019 - September 30, 2020</b>	<b>October 1, 2020- September 30, 2021</b>
Direct Stafford Loan - Subsidized (Undergraduate Students)	1.059%	1.057%
Direct Stafford Loan - Unsubsidized (Undergraduate Students)	1.059%	1.057%

**Federal Student Loan Interest Rates (Fixed)**

	<b>July 1, 2020 and June 30, 2020</b>	<b>July 1, 2020 and June 30, 2021</b>
Direct Stafford Loan - Subsidized (Undergraduate Students)	4.53%	2.75%
Direct Stafford Loan - Unsubsidized (Undergraduate Students)	4.53%	2.75%

*\*Interest rates and fees will be updated as final figures are received*