

**Federal Direct Loan Required Documents
Step by Step Instructions 18-19
Student Borrowers**

The Student and parent(s), who have accepted the federal loans on the award letter, 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 (e-MPN) and an Entrance Counseling form**. These documents are available **online at www.studentloans.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.fsaid.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.

1. Direct Loan Master Promissory Note (MPN) Instructions:

1. Go to www.studentloans.gov
2. Click on sign-in located in the Manage My Direct Loan box.
3. Enter your **FSA User ID** and **Password**.
4. Click on Complete Loan Agreement (Master Promissory Note) link. (Third link on list)
5. Click on MPN for "*Subsidized/Unsubsidized*". Select Start.
6. Enter your personal information as prompted and verify emails and phones as prompted.
7. Select the school state and school name information (PA, Thiel College, and Federal School Code 003376) from the drop down boxes.
8. Enter your personal reference information and continue through the four (4) tabs/pages
9. Read all sections of the MPN terms and conditions.
10. Click on the box stating you have reviewed the information about the MPN.
11. Review personal, school and personal reference information.
12. Enter your name and click on the "Sign 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.

2. Direct Loan Entrance Counseling Form Instructions:

- 1. Follow steps 1,2, and 3 as above
- 4. Select Complete Loan Counseling (Second on the list)
- 5. Select Entrance Counseling.
- 6. Click on the drop down “school state” box in the “School and Loan Information” box and select “Pennsylvania”.
- 7. Select the school state and select “Thiel College” from the drop down box.
- 8. Select Student Type... Undergraduate.
- 8. Read the information presented and answer the questions listed after each section.
- 9. 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.**

Should you have any questions or issues with this process it is best to contact StudentLoans directly.

GO TO: www.studentloans.gov

Direct Application Dedicated Phone: 1-800-557-7394

Thiel College, 75 College Ave, Greenville, PA 16125 Email: regelsky@thiel.edu

Federal Student Loan Origination Fees

	October 1, 2017 - September 30, 2018	October 1, 2016 - September 30, 2017
Direct Stafford Loan - Subsidized (Undergraduate Students)	1.066%	1.069%
Direct Stafford Loan - Unsubsidized (Undergraduate Students)	1.066%	1.069%

Federal Student Loan Interest Rates (Fixed)

	July 1, 2018 and June 30, 2019	July 1, 2017 and June 30, 2018
Direct Stafford Loan - Subsidized (Undergraduate Students)	5.045%	4.45%
Direct Stafford Loan - Unsubsidized (Undergraduate Students)	5.045%	4.45%