

## Instructions:

# Federal Direct Subsidized/Unsubsidized Loan Entrance Counseling and Master Promissory Note

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*Please note that Entrance Counseling is used as a tool to insure that you understand the terms of borrowing federal student loans. All of the information needed to complete the counseling can be found within the counseling itself.*

**Please follow the step-by-step instructions below:**

1. Go to [www.studentaid.gov](http://www.studentaid.gov) and click “Log In” at the upper right-hand corner of the page.
2. Log in using your Federal Student Aid (FSA) ID. This is the same log in information you use to complete the FAFSA.


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### Log In

FSA ID Username, Email, or Mobile Phone

[Forgot My Username](#)

Password

SHOW PASSWORD ⊗

[Forgot My Password](#)

Log In

OR

3. At the top of the page hover your cursor over “Complete Aid Process” and select “Complete Entrance Counseling.”


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UNDERSTAND AID ▾
 APPLY FOR AID ▾
 COMPLETE AID PROCESS ▾

Section Overview

How Aid is Calculated

Comparing School Aid Offers

Accepting Financial Aid

Complete Master Promissory Note

Subsidized/Unsubsidized Loan MPN

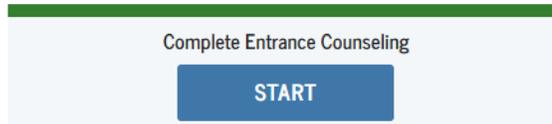
Grad PLUS MPN

Parent PLUS MPN

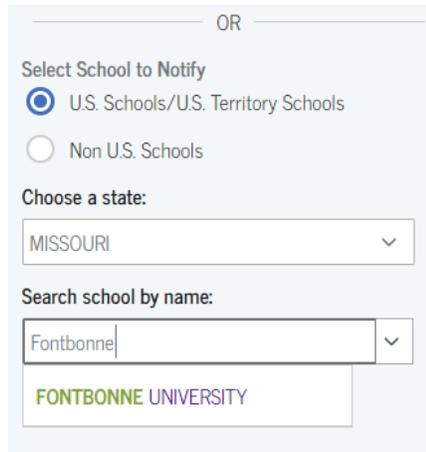
Complete Entrance Counseling 

Get a TEACH Grant

4. Select “Start” under “Complete Entrance Counseling” to begin.



5. For school selection drop down to select Missouri and Fontbonne University.

A screenshot of a form titled "OR" with a dashed line above it. The form has the following elements: "Select School to Notify" with two radio buttons: "U.S. Schools/U.S. Territory Schools" (selected) and "Non U.S. Schools"; "Choose a state:" with a dropdown menu showing "MISSOURI"; "Search school by name:" with a text input field containing "Fontbonne" and a dropdown arrow; and a search result box showing "FONTBONNE UNIVERSITY" in green and purple text.

6. Click “Notify this School”.

7. Select that you are an undergraduate student and click “Continue”.

Select Student Type

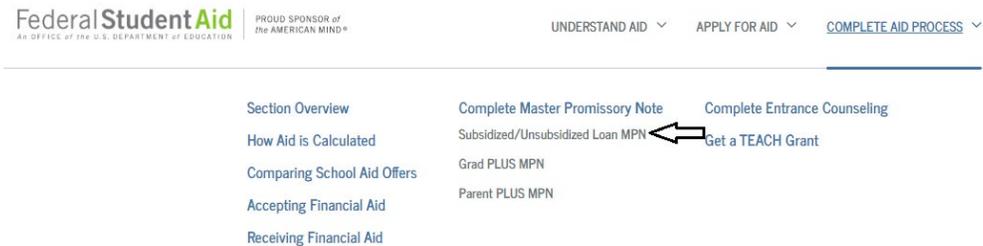
- I am completing entrance counseling to receive Direct Loans as an undergraduate  student.
- I am completing entrance counseling to receive Direct Loans as a graduate or professional  student.

Continue

8. Follow the instructions on the screen to complete the Entrance Counseling. Note that all the information needed to complete Entrance Counseling are found within the counseling itself.

**Once you have complete Entrance Counseling, you will need to complete the Master Promissory Note (MPN)**

- Once again, hover your cursor over “Complete Aid Process” and under “Complete Master Promissory Note” select “Subsidized/Unsubsidized Loan MPN” and Click “Start.”



- Make sure to complete all required fields and click continue at the end of each page until your MPN is complete. Don't forget to add Fontbonne to receive your Electronic MPN.

### School Information

#### Select School to Notify

- U.S. Schools/U.S. Territory Schools  
 Non U.S. Schools

#### Choose a state:

- Select -

#### Search school by name:

Select or type

✓ The school you selected is participating in the electronic Master Promissory Note (MPN) process.

School Name:  
FONTBONNE UNIVERSITY

School Code/Branch:  
G02464

School Address:  
6800 WYDOWN BOULEVARD  
SAINT LOUIS, MO 631053098

[Remove this school](#)

- Once at the end, review all of your information and submit.
- Both Entrance Counseling and Master Promissory Note will be submitted to Fontbonne electronically.

***Your federal student loans will not be disbursed until both Entrance Counseling and Master Promissory Note are complete. If you have any issues or need assistance, please contact the Office of Financial Aid.***