Federal Stafford Loan Application Process

Initial Federal Stafford Loan awards require the completion of a master promissory note.

To accept or decline the Federal Stafford Loan awarded to you, complete the following steps:

Step 1 Log on to https://lbw.tgslc.org
Select “Complete Award” or “Decline Award”

Step 2 Complete the “Entrance Counseling” session
(Answers to questions are in the text.)

Step 3 Complete the “Master Promissory Note” (MPN)
   E-Sign MPN
      • E-Sign the promissory note using your FAFSA Pin # (taking advantage of the E-Sign option will expedite the process)
      • If you have any trouble understanding the E-sign process please call the Customer Assistance number at 1-800-845-6267 or the selected lender.
   or
   Print MPN
      • If the print option is selected: print the MPN, sign, date, and mail to the lender.
      If the lender will not receive the MPN before August 18, 2008 please bring the MPN to Student Financial Services on Registration Day.

Please be aware, if you do not complete this process, the Stafford Loans will be deducted from your awards, and we will assume you plan to pay your college expenses another way. If you have any problems with completing the award or the MPN, you can contact Loans-By-Web Customer Assistance at 1-800-845-6267.

Additional Information about SWAU’s Federal Stafford Loan Awarding Procedures:

SWAU automatically awards the maximum Federal Stafford Loan for which you are eligible. This may be a combination of subsidized and unsubsidized loans depending on your eligibility. Maximum awards are as follows: Freshman - $3,500, Sophomore - $4,500, Junior/Senior - $5,500. If you are an independent student and indicated on your SWAU application that you wanted additional Unsubsidized Stafford Loan, the additional amount is indicated on your Award Notification. During the application process on “Loans-By-Web” you have the opportunity to reduce the amount of the loan we have awarded.

Transfer Students

For your convenience, we are listing the name of your prior lender:____________________________________

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100 W Hillcrest ▪ Keene, Texas 76059 ▪ 817-202-6262 ▪ 800-433-2240 ▪ FAX 817-202-6751 ▪ www.swau.edu