Direct Federal Stafford Loan Application Process
2009-2010

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

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

**Step 1**
(Click on Go in the Entrance & Exit Counseling box at the top)
- Click Go in the Entrance Counseling box
- Click Tutorial and Quiz (New Session) in the Stafford box
- Read 20 small sections
- Take Quiz (you must correctly answer 12 of 15 to pass or will have to retake)
- Complete 4 steps
  o 1 – enter name, social security number, birthdate, & click continue
  o 2 – save and acknowledge rights and responsibilities
  o 3 – add school, search **Southwestern Adventist University** (if the full name does not fit the search will work anyways)
  o 4 – click show form for printing & print

**Step 2**
Complete the “Master Promissory Note” (MPN), [www.dlenote.ed.gov](http://www.dlenote.ed.gov)
- Follow all steps
- Must have FAFSA pin, [www.pin.ed.gov](http://www.pin.ed.gov)
- Birthdate must have the /’s
- Select **Southwestern Adventist University**
- Customer Assistance number 800-557-7394

**Step 3**
If completing Entrance and MPN on registration day please bring Entrance Counseling confirmation and signed MPN to conference room 3 in Findley Administration Building to be approved.

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.

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 indicated on your SWAU application that you wanted additional Unsubsidized Stafford Loan, the additional amount is reflected 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.