

*Division of Student Development & Services*  
Office of Student Financial Aid



## Loan Application Process

To apply for the Federal Direct Stafford Loan, there are two important steps that you must complete in order to qualify for the loan.

**Please note that you will not be able to get an award letter until this process is completed.**

1. Complete an on-line Master Promissory Note (MPN) (<http://www.studentloans.gov>) with the Federal Direct Loan Program. You will need to provide your fsa id and password in order to complete the loan process. You cannot receive any loan money until you complete the Direct Loan promissory note.
2. If this is the first time receiving a federal student loan while at Clafin University, you must complete Entrance Loan Counseling (<http://www.studentloans.gov>). If you are unsure if you have received such a loan, we encourage you to complete entrance counseling again. You will not receive any loan money until you complete this entrance loan counseling.
3. If you think you will need additional loan assistance, you should first consider the federal Direct Parent PLUS loan. In order to receive a Parent PLUS loan, your parent must complete the application online (<http://www.studentloans.gov>). Then, if approved, the parent must complete and sign an on-line MPN. **The parent plus MUST be completed by the parent that is listed on the student's FAFSA.**

We encourage you to complete both of these steps even if you are unsure whether you will need a loan for 2017-2018. You may decline any loan that is offered to you and incur no loan repayment obligation.

**(Please note that your 2017-2018 financial aid award package will be placed on HOLD and you WILL NOT be able to receive an award letter until you have completed the above process).**

*Please note that Parent PLUS loans can be completed after May 30, 2017.*

If further assistance is needed with this process, please feel free to contact the Office of Student Financial Aid at 803-535-5334.