

# University of Wisconsin-Whitewater

## PERKINS MASTER PROMISSORY NOTE INSTRUCTIONS

You should have already received an e-mail to your UW-Whitewater e-mail account. If you have completed your Master Promissory Note for the **Perkins Loan** then please disregard this letter. If you have not completed your Master Promissory Note then please continue with the following.

In the information you received in your financial aid award package, it indicates you must complete a Master Promissory Note for the **Perkins Loan**. This note will be used to make Perkins Loan disbursements until one of the following occurs: you inform our office in writing that you no longer want the note to be used for additional loans, or if in twelve months after the date you sign the note there was not a disbursement, or the ten year expiration date occurs from the date you sign the note.

As you continue your education, the Master Promissory Note may be used for all subsequent loan(s) you accept in the Perkins Loan Program.

### **Complete your Master Promissory Note (MPN) online:**

**<http://www.ecsi.net/proms2>**

Your FAFSA PIN **is required** to complete this process. If you do not have a valid PIN, you must go to the Department of Education's PIN site at <http://www.pin.ed.gov>. You must also provide complete reference information for yourself, next of kin (a relative) and two additional references. Failure to complete electronic documents accurately will keep this loan from disbursing to your account.

Your Perkins Loan is credited directly to your student account no earlier than 10 days prior to the start of the term once eligibility and requirements are met. If there is an overpayment a refund will be processed. **Complete your Promissory Note promptly to avoid delays!**

If you have any questions regarding this process, please contact our office.

### ***UW-Whitewater, Financial Services – Student Accounts***

Hyer Hall Room 110, 800 West Main Street

Whitewater, WI 53190

(262) 472-1373 or (800) 621-7244

E-Bill/On-line Payments: <https://touchnet.uww.edu>

Website: <http://www.uww.edu/adminaff/studentfinsvs.htm>