

University of Wisconsin-Whitewater

PLUS MASTER PROMISSORY NOTE INSTRUCTIONS

To proceed with the processing of your **Federal Direct PLUS Loan**, you must complete a promissory note. The Plus Master Promissory Note for the William D. Ford Federal Direct Loan Program functions as a multi-year note that may remain valid for a period of up to ten years. As your student continues their education, the Plus Master Promissory Note may be used for subsequent loan(s) you accept in the Program.

Complete your Plus Master Promissory Note (MPN) online:

<http://dlenote.ed.gov>

Follow the instructions for completing a **new MPN for a Parent Plus Loan**. If you as the borrower do not have a FAFSA PIN (do not use the student PIN), you can follow the directions on the website above or go to <http://www.pin.ed.gov/PINWebApp/pinindex.jsp> to apply for a pin.

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

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

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>