

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://StudentLoans.gov>

- ✓ Go to the above website and sign in. You will be asked for the PIN for the borrower (this is the borrower's FAFSA PIN, not the student's FAFSA PIN). If you do not have your PIN you will be given the opportunity to visit the PIN site. If you had previously received a PIN when you assisted the student with their FAFSA, you can request a duplicate to be displayed immediately. You will then be able to continue on to sign your Master Promissory Note.
- ✓ Once you have signed in, proceed to the Master Promissory Note section and click Complete MPN and select Parent Plus.
- ✓ Continue on by completing the information requested.

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.

Student Accounts

Hyer Hall Room 110, 800 West Main Street
Whitewater, WI 53190

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

Website: <http://www.uww.edu/adminaffairs/sfs/>