

# University of Wisconsin-Whitewater

## STUDENT 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 **William D. Ford Federal Direct 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 **William D. Ford Federal Direct Loan**. This note will be used to make Direct 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 (Direct Subsidized and Unsubsidized or Grad PLUS) may be used for all subsequent loan(s) you accept in the appropriate Direct Loan Program.

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

**<http://dlenote.ed.gov>**

Go to the above website and follow the instructions for completing a **new MPN for student loans**. Chose the appropriate loan type you accepted with your award letter. If you do not have your FAFSA PIN, you will be instructed on how to obtain a duplicate. You will also need complete addresses and phone numbers for two references.

Your Direct 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.

#### **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>