



# TOCCOA FALLS COLLEGE

## Office of Financial Aid

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### **Direct Loan Master Promissory Note (MPN)**

Any student who accepts any federal student loans must have an active Direct Loan MPN on file. If you intend on accepting your federal student loans, please follow the directions below.

If you do not intend to accept your federal student loans, you are not required to fulfill this requirement. Please submit your signed Financial Aid Offer indicating that you are not accepting your loans in order for us to remove this required document from your account.

#### **How to Complete a Master Promissory Note**

- Log in to your Federal Student Aid account (using the same login information you used to complete your FAFSA®) at this link: <https://studentaid.gov/>.
- After logging into your Federal Student Aid account, navigate to the “Complete Aid Process” tab and select the appropriate MPN in the drop-down menu.
  - If you are an undergraduate student, you will choose to complete the “MPN for Undergraduates.”
  - If you are a graduate student, you will complete the “MPN for Graduate/Professionals Students.”
- You will need to scroll down on the page and press the blue “Start” button.
- You will need to follow the prompted steps to complete and submit the MPN.
- Our office will receive your completed MPN the next business day.

***Our office will not accept paper copies of MPNs. All MPNs must be submitted electronically via the Federal Student Aid website.***

If you have any questions, feel free to call or email us (*see top of page*). If you would prefer, you can also schedule a Zoom meeting, in person meeting, or phone call with a member of our Financial Aid Team at <https://calendly.com/tfc-financial-aid/>.