



Financial Aid Office
901 South Flagler Drive
P.O. Box 24708
West Palm Beach, FL 33416-4708
Phone: (561) 803-2126
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Direct Loan Entrance Counseling

You will need the following items to complete the Loan Entrance Counseling:

- Your address, date of birth, and social security number
- Your FSA ID Username and FSA ID Password
- Driver's License Number (if applicable)
- Names, addresses and phone numbers of two personal references
 - You must have known the references for at least three years
 - References cannot share the same address or phone number

Instructions:

1. Go to <http://www.studentaid.gov>.
2. Hover over the second tab **Loans and Grants**.
3. Click **Loan Entrance Counseling**.
4. Select your student type and click **Log In to Start**.
5. Enter your FSA ID Username and FSA ID Password and click **Accept**.
6. In the *Search School* box, choose **Florida** for the state and search **Palm Beach Atlantic University** in the *Search School by Name* field.
7. Click **Continue** button once PBA's information appears to the right.
8. There are six (6) sections that must be completed in the order presented. Start with the *Estimate the Cost of Your Education* module and work your way through the counseling session completing all Check Your Knowledge questions throughout the session.
9. Once you have completed the counseling session you should see confirmation that your counseling session was successfully completed. PBA will be automatically notified within the next 24 hours.

**All loan documents must be submitted prior to semester bill deadlines. If all loan documents are not received prior to this deadline, the Financial Aid Office will remove the loans from the student's account. The student will need to contact the Financial Aid Office to have the loans added back to the account after completing all loan documents.*