



Financial Aid Office
901 South Flagler Drive
P.O. Box 24708
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Direct Loan Master Promissory Note

You will need the following items to complete Direct Loan Master Promissory Note (MPN):

- 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. Under **Complete Master Promissory Note (MPN)** select from the following three options:
 - a. I'm an Undergraduate student (Subsidized/Unsubsidized Loan MPN)
 - b. I'm a Graduate/Professional Student (Grad PLUS MPN)
 - c. I'm a Parent of an Undergraduate student (Parent PLUS MPN)
4. Click **Log In to Start** under your designation.
5. Enter your FSA ID Username and FSA ID Password.
6. Click **Accept**.
7. Complete the required fields in all 4 sections of the MPN.
 - a. In the first section of the MPN, be sure to select Palm Beach Atlantic University under the *School Information* section.
8. When you have completed either the Subsidized/Unsubsidized, Grad, or Parent MPN you will see a statement informing you that you have successfully completed the process. PBA will be automatically notified within 48 hours of your completion.

**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.*