



## When To Accept Loans

Students should wait for their Official Award Notice before accepting any loans.

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## Items to Complete when Accepting Federal Loans for the First Time

[www.studentaid.gov](http://www.studentaid.gov)

### Master Promissory Note (MPN)

What is an MPN?	A legal document that says you promise to repay your federal student loan(s) and any accrued interest and fees to your lender or loan holder
Who completes this?	Eligible undergraduate & Graduate/Professional Students
What information is needed?	<ul style="list-style-type: none"><li>• FSA ID</li><li>• Personal information (address, telephone, email address)</li><li>• School Name</li><li>• Reference information of two people (with separate addresses)</li></ul>

### Entrance Counseling

What is entrance counseling?	A short program that ensures you understand the responsibilities and obligations you are assuming when borrowing
Who completes this?	Eligible undergraduate & Graduate/Professional Students
What information is needed?	<ul style="list-style-type: none"><li>• FSA ID</li><li>• Personal information (address, telephone, email address)</li><li>• School Name</li><li>• Reference information of two people (with separate addresses)</li></ul>

*To complete an MPN & Entrance Counseling please go to [studentaid.gov](http://studentaid.gov) and log in with your FSA ID & Password*

## Office of Financial Aid & Scholarships

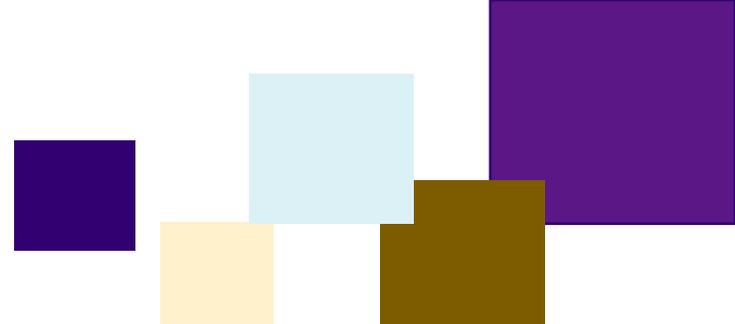
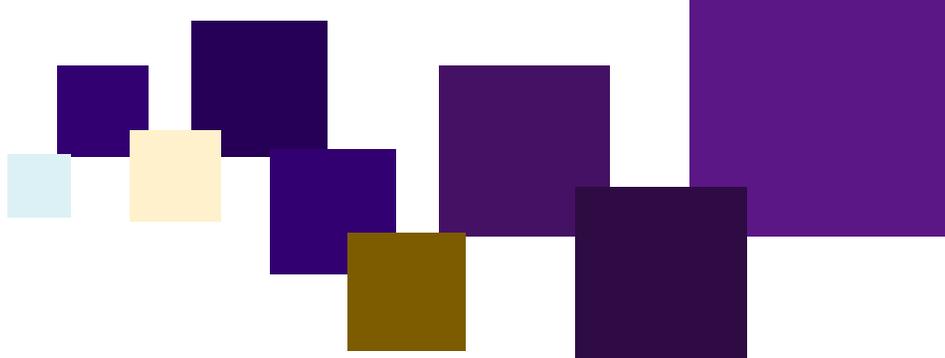
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[fin\\_aid@jmu.edu](mailto:fin_aid@jmu.edu)

[www.jmu.edu/financialaid](http://www.jmu.edu/financialaid)



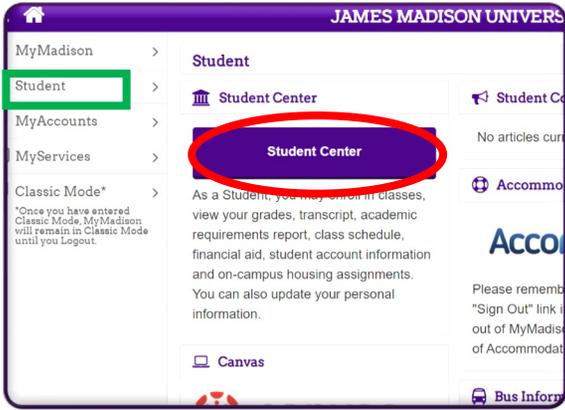
# Accepting Student Aid

James Madison University

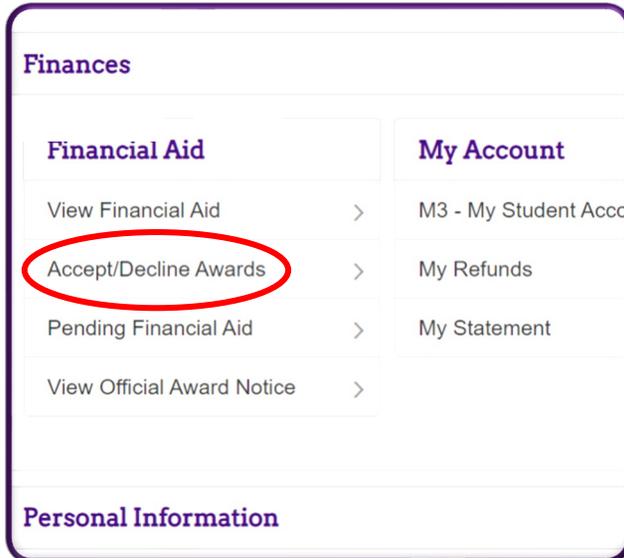
## Financial Aid & Scholarships

# Steps to Accepting Student Loans

1. Log into your **MyMadison** account
  1. If you are unable to log into your account, you will need to contact the JMU Help Desk (540.568.3555).
2. Go to the **Student** tab.
3. Click on **“Student Center”**.



4. Once in the **Student Center**, select **“Accept/Decline Awards”** under **Finances**.



# First Time Accepting for the Academic Year

If this is your first time accepting aid for the academic year, you will need to answer a brief questionnaire after completing Step 4 (see image below).

**Career**

Undergraduate or Continuing Education  
 Graduate or Doctoral

**Fall Semester (Undergrad / Continuing Education students)**

Are you planning on enrolling full time in the fall(12+ Credit Hours)?  
 Yes  
 No

**Spring Semester (Undergrad / Continuing Education students)**

Are you planning on enrolling full time in the spring(12+ Credit Hours)?  
 Yes  
 No

**Select Electronic Participation and Check Acknowledgment**

I consent to participate in electronic transactions, including email and information I enter in MyMadison, for all financial notices and authorizations.

I decline to participate in electronic transactions, which means that any information about my aid will have to be mailed to me. Furthermore, I understand that I will have to complete paper forms, sign them, and deliver them to JMU's Office of Financial Aid and Scholarships whenever I request aid or an adjustment to my existing aid package. I also understand by choosing this option, it may take longer to process my aid requests.

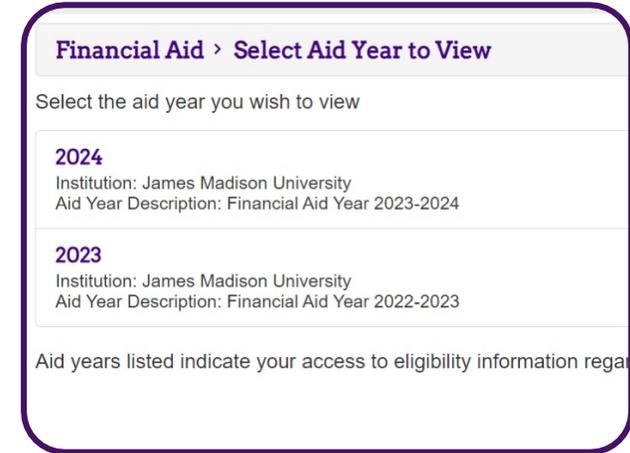
I acknowledge that, unless I make other arrangements with the financial aid office, 1) part of my loans will disburse in the fall to cover fall semester expenses, and 2) a second disbursement will occur in the spring to cover spring semester expenses. (NOTE: Unlike loans, a grant's fall allocation can only disburse in the fall to cover fall expenses, and a grant's spring allocation can only disburse in the spring to cover spring expenses).

If you are receiving an outside scholarship please indicate the amount in the top portion. If not leave this section blank.

Click **“Submit”** when finished to proceed to Step 5.

# Steps to Accepting Student Loans

5. Select the **APPROPRIATE AID YEAR** (2024 for the 2023-24 academic year).



6. Check **“Accept”** next to the desired loan to receive the full amount.

AWARD	CATEGORY	CAREER	OFFERED	ACCEPTED	ACCEPT	DECLINE
Federal Pell Grant	Grant	Undergraduate	3,448.00	3,448.00	<input checked="" type="checkbox"/> Select	<input type="checkbox"/> Select
Tuition Scholarship	Waiver	Undergraduate	112.00	112.00	<input checked="" type="checkbox"/> Select	<input type="checkbox"/> Select
Add Federal Unsub Direct Loan	Loan	Undergraduate	4,000.00	4,000.00	<input checked="" type="checkbox"/> Select	<input type="checkbox"/> Select
Federal Subsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	<input checked="" type="checkbox"/> Select	<input type="checkbox"/> Select
Federal Unsub Direct Loan	Loan	Undergraduate	2,000.00	2,000.00	<input checked="" type="checkbox"/> Select	<input type="checkbox"/> Select
Federal Work Study Program	Work Study	Undergraduate	0.00	0.00	<input type="checkbox"/> Select	<input checked="" type="checkbox"/> Select
			14,060.00	14,060.00		

7. Click **“Submit”**
8. Select **“Yes”** on the following page to save and submit changes.

*\*\*Please Note: if you have not completed Entrance Counseling and/or a Master Promissory Note, the following page will direct you to do so.*