



When To Accept Loans

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

Items to Complete when Accepting Federal Loans for the First Time

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">• FSA ID• Personal information (address, telephone, email address)• School Name• Reference information of two people (with separate addresses)

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">• FSA ID• Personal information (address, telephone, email address)• School Name• Reference information of two people (with separate addresses)

To complete an MPN & Entrance Counseling please go to studentaid.gov and log in with your FSA ID & Password

Office of Financial Aid & Scholarships

738 S. Mason Street
MSC 3519
Harrisonburg, VA 22807

Phone: 540.568.7820

Fax: 540.568.7994

fin_aid@jmu.edu

www.jmu.edu/financialaid



Accepting Student Aid

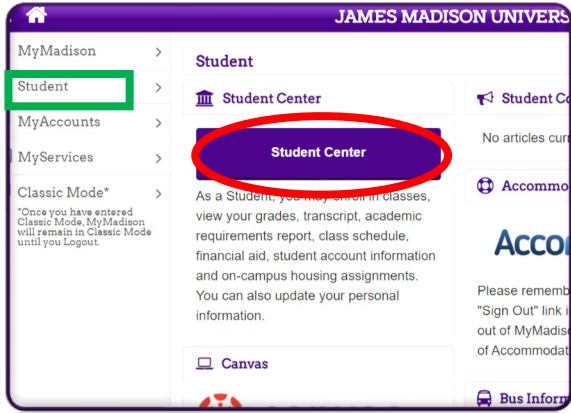
James Madison University

Financial Aid & Scholarships

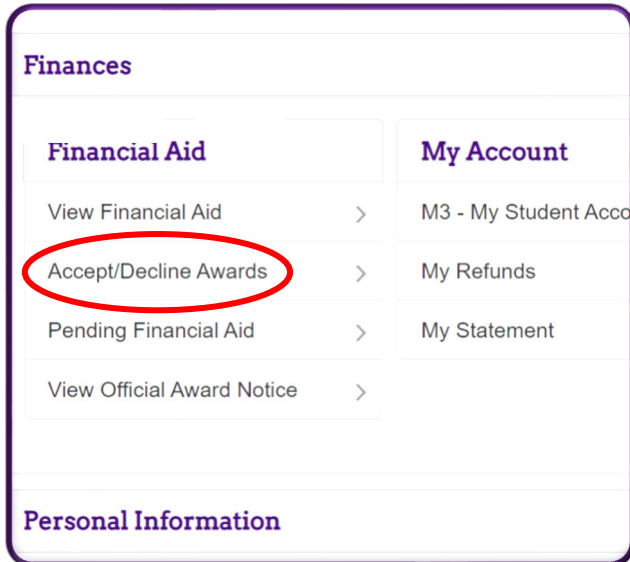


Steps to Accepting Student Loans

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).

MyMadison Employee Student MyAccounts MyServices

Main Menu

List any scholarships for this academic year (fall/spring) using the scholarship's official name. Make sure the scholarships you list are:

1. "Outside Scholarships" (not awarded by JMU departments or Madison Achievement Scholarships).
2. Not already included on a "Supplemental Information Sheet" you turned in this aid year.

Name	Fall Amount	Spring Amount

***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).

Financial Aid > Select Aid Year to View

Select the aid year you wish to view

2024
Institution: James Madison University
Aid Year Description: Financial Aid Year 2023-2024

2023
Institution: James Madison University
Aid Year Description: Financial Aid Year 2022-2023

Aid years listed indicate your access to eligibility information regarding

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

Financial Aid > Award Package > Financial Aid Year 2022-2023

Your acknowledgement and/or changes were successfully processed. Please review the awards for correctness. Remember to "Submit" your changes if you make further adjustments. Back periodically for updates to your financial aid package.

Status: Successful
Last Updated: 03/01/2023 10:48:22AM

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

Currency used is US Dollar
Account Inquiry
Consumer Information

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.*