### 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?**
- 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?**
- FSA ID
- Personal information (address, telephone, email address)
- School Name
- Reference information of two people (with separate addresses)

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

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**Office of Financial Aid & Scholarships**

James Madison University

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

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

1. Log into your MyMadison account
   1. If you are unable to log into your account, you 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).

- 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.
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.