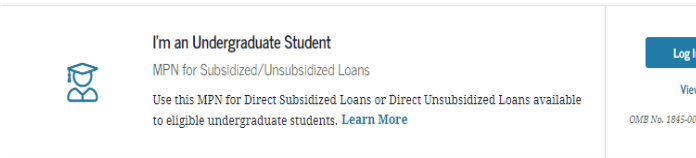
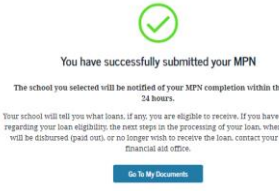


# Federal Direct Loan Master Promissory Note Guide

## STEPS:

- 1) Go to [studentaid.gov](https://studentaid.gov)
- 2) Click on [Complete Aid Process](#)
- 3) Click on the “04” option, [Sign Loan Agreement/Complete Master Promissory Note](#)
- 4) Then, select this option and click [Log In To Start](#) →  

- 5) Log in using your (the student's) FSA ID
- 6) Review your contact information and communication preferences, and edit if necessary. Review the terms and conditions and check the box. Then click [Continue](#)
- 7) Verify your phone number and email address is correct and click [Continue](#)
- 8) Answer the questions and click [Continue](#)
- 9) Type in [Ohio](#), click on it, then type in [Polaris](#), and click on it. Then, click [Continue](#)
- 10) Read the important information about references and provide contact information for 2 references. When you are finished, click [Continue](#)
- 11) Read through the entire agreement. Please note that this could possibly take 30 minutes to an hour to review. You will have the option to save it as a pdf or print it at the end.
- 12) Review the information you submitted on the MPN and edit if necessary. Click [Continue](#)
- 13) Read the [Promises](#) box and if you agree, check the box to sign the Agreement.
- 14) Read the [Sign & Submit](#) box and type your info, then click [Continue](#)
- 15) You should receive a confirmation that looks like this →  
This is your opportunity to save or print your MPN document  


## Federal Direct Loan Entrance Counseling Guide

**Note:** Should the student utilize a federal direct loan, the loan will be in the student's name and the student's responsibility. Therefore, it is imperative that the **student** complete this process to ensure he/she understands the terms and responsibilities that accompany a federal direct loan.

### STEPS:

- 1) Go to [studentaid.gov](http://studentaid.gov)
- 2) Click on [Complete Aid Process](#)
- 3) Click on the "05" option, [Complete Entrance Counseling \(select the "first loan" link\)](#).
- 4) Then, select this option and click [Log In To Start](#) →
- 5) Log in using your (the student's) FSA ID
- 6) Read the information on the screen and then click [Continue](#)
- 7) Type in [Ohio](#), click on it, then type in [Polaris](#), and click on it. Then, click [Continue](#)
- 8) Review the content of each module and then click [Start](#) to begin the Entrance Counseling Session
- 9) Read the information on the screen and then click [Continue](#)
- 10) Enter Polaris, in-state, off campus, and 1 year (2 for Cosmetology Academy). Select [View Data](#)
- 11) Review the information and click [Continue](#). Then select [Continue](#) again
- 12) Read the information presented in each box carefully. Please note that Polaris Career Center does not offer Work-Study or Parent PLUS Loans. Once you've finished reading each section, you will come to a quiz to ensure that you understood what you read. Answer the questions and then click [Continue](#)
- 13) On the next screen, select [Undergraduate Certificate](#) and [View Data](#). Do not enter [Field of Study](#)
- 14) In the next box, the amount you enter will determine your estimated monthly payment amount. This number is not recorded and is not the amount you are necessarily going to receive. The amount you are able to borrow is based on your dependency status according to the FAFSA and the program you choose at Polaris. The loan amount allowed ranges from \$3685 to \$9500. Please see the chart on the next page for loan amount eligibility based on your individual situation. For length of program, enter 1 year (2 for Cosmetology Academy).
- 15) Continue to read the information presented and click [Continue](#) to move to the next page of info.



I am an Undergraduate Student ⓘ

Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.

You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.

Log In to Start

View Demo

- 16) Take the next quiz, click *Continue*, and keep reading.
- 17) You will arrive at a box which asks you to re-enter your estimated loan amount and also requests an estimate salary range. Our Adult Education Job & Career Training programs have average starting salaries between \$24,000-\$40,000. You can view [www.bls.gov/ooh](http://www.bls.gov/ooh) for information specifically related to your chosen career field or enter an amount within this range.
- 18) You will continue to read and take one final quiz before being presented with a summary of your entrance counseling session. You may choose to print or save your session for future reference. Finally, click *Submit* and wait for your confirmation that the document has been received.

<b><u>MAXIMUM LOAN ELIGIBILITY AMOUNTS</u></b>	
<b>600-CLOCK HOUR PROGRAM (AUTO, COS YR 2, HVAC/R, PRM/CNC, WELDING)</b>	
DEPENDENT STUDENT	\$3685
INDEPENDENT STUDENT	\$6365
<b>700-CLOCK HOUR PROGRAM (EARLY CHILDCARE EDUCATION)</b>	
DEPENDENT STUDENT	\$4290
INDEPENDENT STUDENT	\$7410
<b>765 CLOCK HOUR PROGRAM (POLICE ACADEMY)</b>	
DEPENDENT STUDENT	\$4675
INDEPENDENT STUDENT	\$8075
<b>900+ CLOCK HOUR PROGRAM (COS YR 1, DA, MA, MBC)</b>	
DEPENDENT STUDENT	\$5500
INDEPENDENT STUDENT	\$9500

NOTE: The U.S. Department of Education retains a loan fee of approximately 1.06%, therefore the net amount of loan funds applied to a student's account will be slightly less than the gross amount listed here.

**NOTES:**