

PLEASE READ & COMPLETE ALL FORMS WITHIN THIS PACKET OF INFORMATION



Financial Aid Process: The Next Step

"FAILURE" TO COMPLETE ANY OF THESE STEPS WILL RESULT IN NON-PAYMENT OF FINANCIAL AID FUNDS

1. Please **Sign Award Offer** within fourteen (14) days
 - Each semester you must be enrolled and actively attending 6 credits to receive Federal Student Loans
 - **Award** Offer must be signed on your SIS (Student Information System)
2. **Entrance Online Counseling for the Undergraduate** – **REQUIRED** - **ALL** First-time borrowers
 - Helps you understand your rights and responsibilities as a Direct Loan Borrower
 - Provides information and terms to help you make the right choices
 - Entrance Counseling is a Federal requirement, and you are required to complete it, **loans will not pay out before completion**
3. **Master Promissory Note** - **REQUIRED** - **ALL** First-Time borrowers
 - The Master Promissory Note is a Federal Requirement, and you are required to complete it, **loans will not pay out before completion**

PLEASE NOTE:

- When registering for classes, make sure that all classes are **required** in your program of study (***Financial Aid cannot pay for them if they are not in your program of study***)
- Please visit www.studentaid.gov to complete your Master Promissory Note (MPN) and Entrance Online Counseling for the Undergraduate
- You will need to have your Department of Education issued Account ID to begin the process. If you do not have your Account ID, visit this site at www.studentaid.gov
- Parents completing a PLUS MPN must use their own Account ID number, and not their child's Account ID
- Entrance Online Counseling for the Undergraduate and Master Promissory Note are Federal Requirements, and must both be completed, **loans will not pay out before completion**
- All **three** requirements listed above **must** be completed if accepting loans.
- All Financial Aid policies can be viewed in the 2024/2025 Student Financial Aid Handbook at <https://www.ccsnh.edu/financial-aid-documents>. Please make sure to read through this handbook as it contains important information about your financial aid.