

2009-2010 Kellogg Admitted Student-U.S. Citizens and Permanent Residents (Financial Aid Award Notice Instructions)

We have received and reviewed your financial aid application materials for the 2009-2010 academic year. Please follow the 3 steps below to review and respond to the offered Financial Aid. Note: In conjunction with the Financial Aid Award Notice Instructions please download the "Financial Aid Handbook":

[http://www.kellogg.northwestern.edu/fin\\_aid/handbook.htm](http://www.kellogg.northwestern.edu/fin_aid/handbook.htm)

\*\*\* Step 1 (Accept/Reduce/Decline your Financial Aid Offer):

Financial Aid Award Letter

To view your Award Letter, login to CAESAR

[www.northwestern.edu/caesar/](http://www.northwestern.edu/caesar/) with your net id and password. Once you are logged into CAESAR, please navigate to:

For Students>Financial Services>Accept/Decline Financial Aid, Select Aid Year 2010.

With this Award Letter you can accept, reduce or decline any offered loan amounts. Please review this information and complete this by May 29, 2009 for 1Y MBA Students and June 30, 2009 for 2Y MBA/MMM Students.

The budget worksheet found on the Kellogg website at [http://www.kellogg.northwestern.edu/fin\\_aid/budget.htm](http://www.kellogg.northwestern.edu/fin_aid/budget.htm)

is a good tool to help you decide how much financial aid to borrow.

To review your award information (including budget and contribution), and print a copy for your records, please navigate to:

\*For Students>Financial Services>View My Financial Aid

\* Select Aid Year 2010

\* Click on Print Award Letter

\* Click Generate Award Letter

\* You will receive a message, "please wait while Award Letter is being generated"

\* This should take approximately 30 seconds

\* Click on to view your Award Letter

Please know that if you sign your Award letter electronically via CAESAR, you do not need to sign a paper copy or send a copy to our office.

\*\*\* Step 2 (Federal Loan Application Process):

Federal Stafford Loans

First time borrowers of a Federal Stafford Loan at Kellogg will have to select a lender for their Federal Stafford Loans. A Preferred Lender List is located on the Kellogg Financial Aid website at

[http://www.kellogg.northwestern.edu/fin\\_aid/PreferredLenderList.htm](http://www.kellogg.northwestern.edu/fin_aid/PreferredLenderList.htm)

and is listed within the drop down tab of the electronic Award Letter.

If you decide to use a Stafford Loan Lender not on this list, please select the "other" option on CAESAR and send your completed Federal Stafford Loan Master Promissory Note to our office. Please make sure that

this includes the name and address of your lender, as well as the guarantor agency. We will certify your Federal Stafford Loan with the lender that you have selected.

If you select a Federal Stafford Loan lender on the Preferred lender list, your selected lender will contact you via email or mail to complete the Federal Stafford Loan Application and the Master Promissory Note.

#### Stafford Loan Entrance Interview

First time borrowers of a Federal Stafford Loan as a Kellogg student are required to complete the Stafford Loan entrance counseling session online. First review the website information at [http://www.kellogg.northwestern.edu/fin\\_aid/EntranceInterview.htm](http://www.kellogg.northwestern.edu/fin_aid/EntranceInterview.htm) and this will also provide the link to complete the online entrance counseling session at Mapping Your Future. Please be sure to select Northwestern University-Kellogg School of Management-Full-time Program in Evanston, IL. Please complete this by May 29, 2009 for 1Y MBA students and June 30, 2009 for 2Y MBA/MMM students.

Note: If you selected a Stafford Loan on the preferred lender list within CAESAR, and you completed the Federal Stafford Loan entrance counseling session by the date listed above, beginning in June 2009 (1Y MBA Students) and mid-July 2009 or early August 2009 (2Y MBA/MMM Students), the lender you selected will contact you via email or mail to complete the Federal Stafford Loan Master Promissory Note via their website.

If you selected "other" in CAESAR for your Federal Stafford Loan lender, once you complete the Federal Stafford Loan entrance counseling session by the date listed above, and submit your completed Federal Stafford Loan Master Promissory Note, we will certify your loan beginning in June 2009(1Y MBA Students) and mid July 2009 or early August 2009 (2Y MBA/MMM Students).

\*\*\* Step 3 (Grad PLUS Loan Application Process):  
First time borrowers of a Grad PLUS Loan at Kellogg will have to select a lender for their Grad PLUS Loans. A Preferred Lender List is located on the Kellogg Financial Aid website at [http://www.kellogg.northwestern.edu/fin\\_aid/PreferredLenderList.htm](http://www.kellogg.northwestern.edu/fin_aid/PreferredLenderList.htm) and is listed within the drop down tab of the electronic Award Letter.

If you decide to use a Grad PLUS loan Lender not on this list, please select the "other" option on CAESAR and send your completed Grad PLUS Loan Master Promissory Note to our office. Please make sure that this includes the name and address of your lender, as well as the guarantor agency. We will certify your Grad PLUS Loan with the lender that you have selected.

If you select a Grad PLUS Loan lender on the Preferred lender list, your selected lender will contact you via email or mail to complete the Grad PLUS Loan Application and the Master Promissory Note.

## Grad PLUS Loan Entrance Interview

First time borrowers of a Grad PLUS Loan as a Kellogg student are required to complete the Grad PLUS Loan entrance counseling session online. First review the website information at

[http://www.kellogg.northwestern.edu/fin\\_aid/EntranceInterview.htm](http://www.kellogg.northwestern.edu/fin_aid/EntranceInterview.htm) and this will also provide the link to

complete the online entrance counseling session at Mapping Your Future. Please be sure to select Northwestern University-Kellogg School of Management-Full-time Program in Evanston, IL. Please complete this by May 29, 2009 for 1Y MBA students and June 30, 2009 for 2Y MBA/MMM students.

Note: If you selected a Grad PLUS Loan on the preferred lender list within CAESAR, and you completed the Grad PLUS Loan entrance counseling session by the date listed above, beginning in June 2009 (1Y MBA Students) and mid-July 2009 or early August 2009 (2Y MBA/MMM Students), the lender you selected will contact you via email or mail to complete the Grad PLUS Loan Master Promissory Note via their website.

If you selected "other" in CAESAR for your Grad PLUS Loan lender, once you complete the Grad PLUS Loan entrance counseling session by the date listed above, and submit your completed Grad PLUS Loan Master Promissory Note, we will certify your loan beginning in June 2009 (1Y MBA Students) and mid July 2009 or early August 2009 (2Y MBA/MMM Students).

Other Loan Options:

If you decide to borrow a loan option other than the Grad PLUS loan, please contact the Financial Aid Office at [finaid@kellogg.northwestern.edu](mailto:finaid@kellogg.northwestern.edu) or 847-491-3308, option 1. If you have any questions, please do not hesitate to contact our office.

NOTE: We encourage you to limit your borrowing of optional loan funds as it is in your best interest to graduate with the least amount of loan debt. Please know that if you do not borrow all of your offered loan assistance at this time, including need-based loan assistance, you may request this loan assistance at a later date; our office will email students of the exact deadline dates during the academic year.

#### FINANCIAL AID CHECKLIST

The following is a checklist of the steps to follow to complete the Financial Aid application process for financial assistance during the 2009-2010 academic year.

\_\_\_\_ Review the “Kellogg Financial Aid Handbook”.

\_\_\_\_ Review your 2009-2010 Financial Aid Award Notice on CAESAR, please accept, reduce, or decline the offered aid.

\_\_\_\_ Sign the Award Notice electronically, and it will be submitted to our office for processing.

\_\_\_\_ Review the budget worksheet to assist in the amount of loan assistance borrowed.

\_\_\_\_ Complete the on-line Stafford Entrance Counseling Session. First review the entrance interview webpage on our website.

\_\_\_\_ Complete the Federal Stafford Loan Master Promissory Note for the Stafford Loan funds.

\_\_\_\_ Complete the on-line Grad PLUS Entrance Counseling Session. First review the entrance interview webpage on our website.

\_\_\_\_ Complete the Grad PLUS Loan Master Promissory Note for the Grad PLUS Loan funds.

\_\_\_\_ If borrowing a loan option other than the Grad PLUS Loan, please contact our office at [finaid@kellogg.northwestern.edu](mailto:finaid@kellogg.northwestern.edu)