

2012-2013 Kellogg **Incoming Student- U.S. Citizens and Permanent Residents** (Financial Aid Award Notice Instructions) Updated May 10, 2012

We have received and reviewed your financial aid application materials for the 2012-2013 academic year. Please follow the 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.

Step 1: Accept/Reduce/Decline your Financial Aid Offer:

Please review this information and complete this step by June 6th for 1Y students or June 29th for 2Y students.

We recommend you use the budget worksheet on our website http://www.kellogg.northwestern.edu/fin_aid/budget.htm to determine how much in offered Financial Aid Loan funds to borrow.

To view and sign your Financial Aid Award Notice, log in to CAESAR at www.northwestern.edu/caesar/ with your NetID and password. Then navigate to: Financial Services>Accept/Decline Financial Aid, Select Aid Year 2013. With this Award Notice you can accept, reduce or decline any offered loan amounts.

For a printable copy of your award information (including budget and student contribution) please navigate to:

- *Financial Services>View My Financial Aid
- * Select Aid Year 2013
- * Click on *Print Award Letter*
- * Click on *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 Notice electronically via CAESAR, you do not need to sign or send a paper copy to our office.

Step 2: Federal Loan Application Process:

Please review this information and complete this step by June 6th for 1Y students or June 29th for 2Y students.

Please note: Students who wish to borrow both a Federal Direct Stafford and a Federal Direct Grad PLUS Loan must complete a separate Master Promissory Note for *each* loan program. However, there is one combined online entrance counseling session for both loan options that all graduate/professional students must complete if borrowing either of these Federal Direct Loans.

Federal Direct Stafford Loan

The Kellogg Financial Aid Office will only process the amount you have accepted on your online award. Stafford borrowers must apply for the Federal Direct Stafford Loan on the Department of Education's website by electronically signing a Master Promissory Note (MPN). The MPN is a multi-year document and does not need to be completed each year. All new Stafford borrowers at Northwestern must also complete an online entrance counseling session. Please check your "To-Do" List in CAESAR and follow the necessary steps below.

1. Complete the MPN at the Direct Loan website.

You will need to electronically sign the MPN at www.studentloans.gov. Under *Master Promissory Note*, please select "Complete MPN." You will then need to select "Subsidized/Unsubsidized" on the MPN Type Selection page. You will be guided through a four-step process and will receive confirmation upon successful completion of your MPN. You will need the PIN used to complete your FAFSA, which is issued by the Department of Education, to sign in to the site and to sign your MPN. (If you completed a paper FAFSA and do not have a PIN, you may request one at www.pin.ed.gov.) Be prepared to include two references and your driver's license number. On your application be sure to only select "NORTHWESTERN UNIVERSITY - DLID: 01739 633 CLARK STREET, EVANSTON, IL 602080001."

2. Complete the Online Entrance Counseling Session at www.studentloans.gov.

Sign in to www.studentloans.gov using your FAFSA PIN. Select "Complete Entrance Counseling." You will then be asked to identify yourself as an undergraduate or graduate/professional student. Please be sure to select the correct status for the program in which you will be enrolled when receiving your loans at Northwestern. (The academic level you indicate on the entrance counseling session should match the level you will be when receiving the loan rather than your 'current' status. For example, if you are currently an undergraduate, but will be a graduate/professional student at Northwestern for the upcoming year, please select "I am a graduate/professional student"). When selecting a school, be sure to select "NORTHWESTERN UNIVERSITY - DLID: 01739 633 CLARK STREET, EVANSTON, IL 602080001."

In addition to the information provided to students during the online entrance counseling session, we are providing information specific to students in your program on the following website in order to help you understand all the terms and conditions of your loan and to provide you with the necessary resources when questions arise regarding your federal student loans. Please go to http://kellogg.northwestern.edu/fin_aid/EntranceInterview.htm view important loan information and statistics.

Northwestern University's Office of Financial Aid adheres to the Code of Conduct as established by the Higher Education Opportunity Act as well as the National Association of Student Financial Aid Administrators' (NASFAA) Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals. View Northwestern University's Code of Conduct at http://ug-finaid.northwestern.edu/docs/Financial_Aid_Code_of_Conduct.pdf.

Federal Direct Graduate PLUS Loan

The Kellogg Financial Aid Office will only process the amount you have accepted on your online award. Federal Direct Graduate PLUS borrowers must apply for the Federal Direct Graduate PLUS Loan on the Department of Education's website by electronically signing a Master Promissory Note (MPN). The MPN is a multi-year document and does not need to be completed every year. However, please know that if your former Grad PLUS was approved with an endorser/co-signer, then you will need to complete a new MPN each year. All new Federal Direct Graduate PLUS borrowers at Northwestern must also complete an online entrance counseling session. Please check your "To-Do" List on CAESAR and follow the necessary steps below.

1. Complete the MPN at the Direct Loan website.

You will need to electronically sign the MPN at www.studentloans.gov. Under *Master Promissory Note*, please select "Complete MPN." You will then need to select "Graduate PLUS" on the MPN Type Selection page. You will be guided through a four-step process and will receive confirmation upon successful completion of your MPN. You will need the PIN used to complete your FAFSA, which is issued by the Department of Education, to sign in to the site and to sign your MPN. (If you completed a paper FAFSA and do not have a PIN, you may request one at www.pin.ed.gov.) Be prepared to include two references and your driver's license number. On your application be sure to only select "NORTHWESTERN UNIVERSITY - DLID: 01739 633 CLARK STREET, EVANSTON, IL 602080001."

2. Complete the Online Entrance Counseling Session at www.studentloans.gov.

Sign in to www.studentloans.gov using your FAFSA PIN. Select "Complete Entrance Counseling." You will then be asked to identify yourself as an undergraduate or graduate/professional student. Please be sure to select the correct status for the program in which you will be enrolled when receiving your loans at Northwestern. (The academic level you indicate on the entrance counseling session should match the level you will be when receiving the loan rather than your 'current' status. For example, if you are currently an undergraduate, but will be a graduate/professional student at Northwestern for the upcoming year, please select "I am a graduate/professional student"). When selecting a school, be sure to select "NORTHWESTERN UNIVERSITY - DLID: 01739 633 CLARK STREET, EVANSTON, IL 602080001."

Please note that the Federal Direct Graduate PLUS Loan is a credit-based loan. As part of the Accept/Decline process, you were asked to authorize the Department of Education to make a credit decision on this loan. If you agreed to this, the Department of Education will make a credit decision on your loan and will contact you with that decision. If you have questions

regarding the credit decision or feel that it was made in error, please contact the Department of Education.

If you selected "No" to the Department of Education credit decision requirement during the accept/decline process, your Federal Direct Graduate PLUS loan will not be certified. The Office of Financial Aid will contact you to determine if you wish to decline this loan or pursue other sources of funding.

Private Loan

If you are borrowing a private loan, please complete the loan application with your lender and fax or mail a copy to our office so that we are able to certify the loan with your selected lender. Our fax number is 847-467-3720. Please complete these steps by June 6th for 1Y students and June 29th for 2Y students.

NOTE: Please know that if you do not borrow all of your offered loan assistance at this time, you may request this loan assistance at a later date during the academic year. 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 2012-2013 academic year.

____ Review the *Kellogg Financial Aid Handbook*.

____ Review the budget worksheet to determine the amount of offered loan assistance you will borrow.

____ Review your 2012-2013 Financial Aid Award Notice on CAESAR and accept, reduce or decline the offered aid.

____ Sign the Award Notice electronically in order to submit to our office for processing.

____ Complete the Federal Direct Stafford Loan Master Promissory Note. (If you are a 1Y and are accepting both the Subsidized and Unsubsidized Federal Direct Stafford Loans, you will only need to fill out one Master Promissory Note for both.)

____ Complete the Federal Direct Graduate PLUS Loan Master Promissory Note.

____ Complete the Online Entrance Counseling Session for the Federal Direct Stafford and Federal Direct Graduate PLUS Loans. First, review the online entrance counseling session webpage on our website.

____ If borrowing a private education loan, please fax a copy of your completed/approved loan application to our office at 847-467-3720.