



To make your final loan decision:

- Logon to WebbConnect
- Click the “Financial Aid” folder
- Click “Award”
- Select the current Award Year
- Click the “Terms & Conditions” tab at the top of the page
- Click “Accept”
- Click the “Accept Award Offer” Tab
- Select ACCEPT, DECLINE, or ACCEPT PARTIAL AMOUNT

Completing the Loan Entrance Counseling and Master Promissory Note are federal requirements. Your loan(s) WILL NOT disburse without these requirements.

❖ **Completing Loan Entrance Counseling**

- You can complete this requirement by visiting the following website:
www.studentloans.gov
 - Click the Blue “Login” Button
 - Enter the Login Information and Click “Accept”
 - Click on “Complete Loan Counseling (Entrance, Financial Awareness, Exit)”
 - Click the first Blue “Start” button beside “Entrance Counseling (Required)”
 - Select “Gardner-Webb University” from the drop down menu on the left side and select the “Undergraduate” or “Graduate/Professional” option for Student Type. Click “Continue.”
 - Answer all questions in the green “Check Your Knowledge” boxes.

❖ **Completing the Master Promissory Note (MPN)**

- You may access the MPN by visiting www.studentloans.gov, as well.
 - Click the Blue “Login” Button
 - Enter the Login Information and Click “Accept”
 - Click on “Complete Loan Agreement (Master Promissory Note)”
 - Click the first blue “Start” button beside “MPN for Subsidized/Unsubsidized Loans”
 - Enter all of your (the student) information and Select “Gardner-Webb University” from the drop down menu.
 - Click “Continue”
 - List two persons with different U.S. addresses who have known you for at least three years.
 - The first reference should be a parent or legal guardian.
 - References must have different addresses and telephone numbers.
 - If the reference does not have a telephone number, enter N/A.