



To make your final loan decision:

- Logon to MyGWU
- Click "Student Documents and Resources"
- Click "Financial Aid"
- Click "Award"
- Select the current Award Year
- Click the "Terms & Conditions" tab
- Click "Accept"
- View online award
- 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.studentaid.gov
 - Click the "Login" Button
 - Enter the Login Information and Click "Accept"
 - Click on "Loans and Grants" at the top of the web page.
 - Click on "Loan Entrance Counseling" under that menu.
 - Click the blue "Start" button to begin counseling
 - Select "Gardner-Webb University" as the school to notify
 - Follow all prompts to the end of the counseling

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

- You may access the MPN by visiting www.studentaid.gov, as well.
 - Click the "Login" Button
 - Enter the Login Information and Click "Accept"
 - Click on "Loans and Grants" at the top of the web page.
 - Click on "Master Promissory Note (MPN)"
 - 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.