

Please read all enclosed paperwork relating to your Financial Aid Award Letter very carefully and complete the steps below. If you have already received federal student loans at Northpoint, you may skip to step #3.

1. **Complete** the Master Promissory Note (MPN) for your Federal Direct subsidized and unsubsidized loan(s) by accessing [www.studentloans.gov](http://www.studentloans.gov) if this is the first time you have taken out a Federal Direct Loan at Northpoint Bible College. You will need to have your FAFSA FSA ID (username and password) on hand in order to electronically sign your MPN. You will also need two references. The *first* should be a parent; the *second* a close relative who lives at a different address. If you need help completing the MPN, contact Direct Loan Applicant Services at (800) 557-7394.
2. **Complete** on-line Direct Loan Entrance Counseling by accessing [www.studentloans.gov](http://www.studentloans.gov) if this is the first time you have taken out a Federal Direct Loan at Northpoint Bible College. Log in using your FAFSA FSA ID (username and password) and click on Entrance Counseling. If you need help completing Entrance Counseling, contact Direct Loan Applicant Services at (800) 557-7394.
3. **Complete Section I** of the Addendum to Award Offer and **Sections II and III** if applicable. (Note: **All students** should complete Section I).
4. **Sign and Return** the Financial Aid Award Letter, Addendum to Award Letter, and Authorization to Release Financial Aid Information forms by the deadline requested on your Financial Aid Award Letter.
5. **Access** Northpoint's website at [www.northpoint.edu](http://www.northpoint.edu) to:
  - View Northpoint's Fee Schedule for 2016-2017
  - View lenders for borrowing private loans (*click on the School Lender List*)
  - Obtain scholarship information and application forms
  - Download an Employment Application (for Work Study – see below) \*

\* If you were awarded Work Study funds, **you must apply and be hired** for a job in order to earn these funds. Not all students who are awarded Work Study funds will be employed because funds and jobs are limited.