



BETHUNE-COOKMAN UNIVERSITY

OFFICE OF STUDENT FINANCIAL AID

Attention New Borrowers

If you are borrowing a Federal Stafford Loan (**Subsidized or Unsubsidized**), Federal regulations **REQUIRE** that the following **TWO** items must be completed **BEFORE** you can receive your Federal Stafford Loan funds. The two items are **Loan Entrance Counseling Session** and **Master Promissory Note (MPN)**. Both items are completed **ONLINE**.

1. Loan Entrance Counseling Session

- Go to the Bethune-Cookman University Financial Aid homepage at www.cookman.edu/financial_aid/index.html
- Select Loan Entrance Counseling on the left side of the screen. The Entrance Counseling link is at the top of the page. If you have problems bringing up this site, you may need to adjust your browser settings.*

2. Master Promissory Note (MPN)

- Go to the Bethune-Cookman University Financial Aid homepage at www.cookman.edu/financial_aid/index.html
- Select the “Loans” link on the left side of the page.
- Once on the Loans page select the Federal Stafford Loan Application & Promissory Note.
- The next page will direct you to select a lender.
- Next you will have to Register with the lender you selected, because you are applying for a Stafford Loan as a first-time borrower.

Note: You will be allowed to create your own user ID and password for this process. Upon completion of the above, the information will be sent to us, and your file will be updated. If you have problems contact the *Office of Student Financial Aid*.

* Browser Settings: To adjust, select *Tools* at the top of the browser, and then select *Internet Options*. Click on the *Privacy* tab, and move the *Settings* slider to *Low* or *Accept All*. After completing the loan session, you can restore the browser to your previous settings.

Sustaining a Legacy of Faith, Scholarship and Service

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