



# Nichols College

*Learn. Lead. Succeed.*

## Federal Direct Loan Instructions

Your financial aid award may include a Federal Direct Loan.

In order to complete the student loan process, you **MUST** have your FSA ID and password.

Go to <https://studentaid.gov> and select the "In School" Tab.

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### Entrance Counseling

- Select "Complete Loan Entrance Counseling"
- Select "I am an Undergraduate Student" as student type
- Select "Log in to Start", log in using your FSA ID and password.
- Choose "Nichols College" in Dudley, MA as the school selected to notify
- Choose "start", complete each section and answer all required questions
- The session will take about fifteen minutes to complete

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### Master Promissory Note

- Select "Complete a Loan Agreement" (Master Promissory Note/MPN)
- Select "I am an Undergraduate Student", as student type. Log in to start.;
- Verify your contact information, update as needed.
- Choose "Nichols College" in Dudley, MA as the school selected to notify
- You will also need two references who you have known for at least three years; the first should be a parent or legal guardian.
- Read through each section under "terms and conditions" outlined with blue tabs
- Review and electronically sign

There is no need to print out any forms at the end. The Dept. of Ed will notify Nichols College electronically that the Loan Entrance Counseling and Master Promissory Note(MPN) are complete.

Please log on to Self Service for the most current information regarding your financial aid award package and required documents.

#### Student Financial Services

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Phone: 508-213-2288  
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#### Letters A-K:

**Karen Brennan**  
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508-213-2340

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**Lindsay Louis**  
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#### Office Hours:

Monday through Friday:  
8:30 am to 4:30 pm

General Inquiries: 508-213-2288