



# Nichols College

*Learn. Lead. Succeed.*

## Federal Direct Stafford Loan Instructions

Your financial assistance award may include a Federal Direct Stafford Loan. In order to complete the student loan process, you **MUST** do two things by logging into [www.studentloans.gov](http://www.studentloans.gov) with your FSA ID:

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### Entrance Counseling Interview

- Select “Complete Counseling”
- Choose “Entrance Counseling” from the loan counseling types
- Choose Nichols College as the school to notify
- Select “undergraduate” as student type
- Please complete each section and answer all “check your knowledge” questions
- If you have not borrowed before, your estimated balance will be \$0.
- The session will take about fifteen minutes to complete

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### Master Promissory Note

- Select “Complete Master Promissory Note”
- Then select “Complete Subsidized/Unsubsidized MPN” and proceed to fill out student personal information
- You will also need two references who you have known for at least three years; the first should be a parent, and the second should be a relative or friend living at a different U.S. address
- 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 Direct Loan Servicer will notify Nichols College electronically that the Entrance Counseling and Master Promissory Note are complete.

Please log on to webadvisor for the most current information regarding your financial assistance award package and documents required.

#### Student Financial Services

Email: [sfs@nichols.edu](mailto:sfs@nichols.edu)  
Phone: 508-213-2288  
Fax: 508-213-2118

#### Letters A-K:

**Karen Brennan**  
508-213-2278

#### Letters L-Q:

**Jen Bianco**  
508-213-2340

#### Letters R-Z:

**Lindsay Louis**  
508-213-2372

#### Office Hours:

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

General Inquiries: 508-213-2288