

Direct Loans

William D. Ford Federal Direct Loan Program

Master Promissory Note (MPN)

For Subsidized/Unsubsidized Direct Stafford Loan:

To expedite the Direct Loan process, it is highly recommended that you complete the required Direct Loan Master Promissory Note (MPN) on-line at:

<http://dlenote.ed.gov>, select “complete new MPN for students”, and then select “Subsidized/Unsubsidized”. You will be required to use your U.S. Department of Education issued PIN to complete an electronic MPN.

How to tell if you have completed the MPN:

Go to the <http://dlenote.ed.gov> website and click on the "Retrieve MPN" button. If, after entering your personal information you receive the response "no record found," then you need to still finish the process. If you see a record of your completed MPN, you have successfully completed your MPN!

If you cannot successfully complete the electronic MPN:

If you want to request a paper Master Promissory Note (MPN), please send an email to: financialaid@academyart.edu. Please include the student's full name, student identification number, and specify which semester the MPN is for. Paper MPN does take longer to process than the electronic version.

NOTE: Any questions about financial aid should be directed to our financial aid staff:

New students:	415-618-6300
New students (Online):	415-618-6455
Continuing Students:	415-618-6190

For Parent or Graduate PLUS Loan:

Parents of dependent students can take out the Parent PLUS loan as part of their child’s financial aid package. The federal Parent Loan for Undergraduate Students (PLUS) lets parents borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. Parent PLUS loans are the financial responsibility of the parents, not the student. You may complete the required PLUS MPN online at: <http://dlenote.ed.gov>, select “complete new MPN for parent”.

Graduate students are eligible to receive the federal direct Grad PLUS Loan up to the full cost of attendance minus other financial aid received. It is recommended that you complete the required Grad PLUS MPN at: <http://dlenote.ed.gov>, select “complete new MPN for students”, and then select “Graduate Plus”.