SUBMITTING A MASTER PROMISSORY NOTE

You must complete a Master Promissory Note for each type of loan you borrow as a graduate/professional student once to the Arkansas Colleges of Health Education. If you will be using Direct Loan(s) to cover your payment due, you must submit a completed Master Promissory Note in a timely manner prior to the payment due date for the semester.

HOW TO SUBMIT

1) Visit the website, https://studentloans.gov
2) Log in with your verified FSA ID.
3) Read the Disclaimer and click “Accept” if you agree and to continue.
4) Click on “Complete a Loan Agreement (Master Promissory Note)” in “My Home Page”.
5) Read “What is a Master Promissory Note?”.
6) Select the type of Master Promissory Note (MPN) you would like to preview or complete.
   • Click the blue box “Start” next to the following type of loan you are borrowing as a graduate/professional student:
     o Direct Unsubsidized Loan
     ▪ MPN for Subsidized/Unsubsidized Loans as a graduate student
     o Direct PLUS Loans
     ▪ PLUS MPN for Graduate/Professional Students
7) Complete Borrower Information
8) Complete School Information for “Select School to Notify”
   • State – “Arkansas”
   • School – “Arkansas Colleges of Health Education”
   • Click the blue box “Continue”
9) Complete Reference Information
   • List two persons with different U.S. addresses, who do not live with you, and who have known you for at least three years. If you are a parent borrower, do not list the student.
     o References must have different addresses and telephone numbers.
   • Click the blue box “Continue”
10) Review & Edit
   • After reviewing/edit, click the blue box “Continue”.
11) Sign & Submit
   • Read and check at the bottom of page if you agree and understand the MPN.
   • Type in an electronic signature.
   • Click the blue box “Sign & Submit”
12) A confirmation page will display
   • The Arkansas Colleges of Health Education will receive results electronically within 24 hours but will not be matched to your student account any earlier than May 1st. You can view documents that were submitted, by logging into StudentLoans.gov and clicking on “My Documents” and choose to filter the document you would like to view.

If you have any questions, please contact the Office of Financial Aid at financialaid@acheedu.org.

WARNING: If you knowingly and willfully provide false or misleading information you may be fined, sentenced to jail, or both.