

# Direct Loan(s) Awarded – Action Required

*You have been awarded a student loan. Important instructions below!*

## What To Do With Your Master Promissory Note:

**To ACCEPT the entire amount of the loan awarded, you must:**

1. Read and sign the enclosed Master Promissory Note and submit the original form to the Office of the Bursar (keep one copy for your records) to the address below. Faxes are not acceptable.
2. Complete Entrance Counseling, accessible at <http://www.dlssonline.com>

**To REDUCE the loan amount, you must:**

1. Read and sign the enclosed Master Promissory Note and submit the original form to the Office of the Bursar (keep one copy for your records). Faxes are not acceptable.
2. Complete Entrance Counseling, accessible at <http://www.dlssonline.com>
3. E-mail [Loans@nau.edu](mailto:Loans@nau.edu) (*this is the preferred method of communication*) and include your name, id#, whether you are declining or reducing the loan, phone# and the specific amount of reduced subsidized and unsubsidized loan; OR telephone (928) 523-LOAN (523-5626) and leave a voicemail message including the same information

**To DECLINE the entire amount, you may:**

Contact us by following the same instructions as for #3 above.

*To confirm that your Master Promissory Note has been processed, we recommend you check LOUIE. Log into [www.nau.edu/louie](http://www.nau.edu/louie) (then choose Personal Portfolio > Tasks > To Do List) to ensure that 'Master Promissory Note' is no longer listed on your LOUIE 'To Do List'. Acceptance of the loan requires your attendance at NAU.*

*To confirm that your loan has been cancelled or reduced, we recommend you check LOUIE 48 hours after informing us of the action you would like taken. Log into [www.nau.edu/louie](http://www.nau.edu/louie) (then choose Finances > View My Financial Aid > Select Aid Year To View > choose the appropriate academic year)...if you have cancelled your loan, you should see \$0 listed under 'Offered' and 'Accepted'...or the reduced amount requested. Acceptance of the loan requires your attendance at NAU.*

**Northern Arizona University Office of the Bursar**  
PO Box 4079, Flagstaff AZ 86011-4079  
*Located in Gammage Administration Building #1, First Floor*