Student Loan Borrowing Requirements
Accepting Via Banweb

As a UWG student, if you plan to borrow student loans you must first accept the loans on your Banweb account. Please follow these instructions to view and accept your award offer:

- Log-in to your account at [www.myuwg.westga.edu](http://www.myuwg.westga.edu)
- Click the “Banweb” tab
- Select “Student Services and Financial Aid”
- Select “Financial Aid”
- Select “My Award Information”
- Select “Award Package Information and Acceptance By Aid Year”
- Select the appropriate year from the drop-down box
- *Click the “Accept Award Offer” tab. You may then do one of the following:
  - **Accept everything** – Select “Accept Full Amount All Awards”
  - **Decide for each award** – Select “Accept” or “Decline” loans from each drop-down box
  - **Accept partial amounts** – Select “Accept” and enter an amount in the “Accept Partial Amount” field

*Any amount that is accepted will be split over two semesters. (Example: $1,000 accepted = $500 for Fall semester and $500 for Spring semester)*

Completing a Loan Entrance Counseling Session and Master Promissory Note

If you choose to accept your federal student loan(s), you are required to complete Entrance Counseling and sign a Master Promissory Note (MPN). These must be completed before any federal student loan can be released to you. These must be completed by the student, not the parent. Please follow these instructions to complete the above requirements:

- **Step 1:** Log-in to [https://studentaid.gov](https://studentaid.gov) using your FSA ID (same FSA ID that was used to sign your FAFSA)
- **Step 2:** Hover your computer’s cursor arrow over “Complete Aid Process” on the top menu. From the drop down menu, click “Subsidized/Unsubsidized Loan MPN”. Complete the MPN.
- **Step 3:** After all sections of the MPN are completed, you will then need to Hover your computer’s cursor arrow over “Complete Aid Process” on the top menu and click ‘Complete Entrance Counseling’. Once the Entrance Counseling Session has been submitted, you will be sent an email confirmation to the email address you used for your FSA ID.
- **Step 4:** Please allow 3–5 business days for accepted loans to be reflected on your bill.
- **Do not** complete the MPN for the PLUS Loan unless you are a Parent that has applied for a Parent PLUS Loan and been approved.