

The following steps will help you complete all processes to be sure your financial aid disburses in a timely manner. Please use this form as a check off sheet to be sure you have all steps completed. Be sure to check your CWC EMAIL on a regular basis.

STEP 1: REVIEW AND SIGN YOUR FINANCIAL AID OFFER

Login to your MyCentral account and click on the Rustler Central Icon (graduation cap), then on the Financial Aid Tab. From there you should be able to review your award package. Accept or decline the awards available.

STEP 2: SELECT A REFUND PREFERENCE (if applicable)

If you are expecting a refund/overage to be disbursed to you – you will need select a refund preference with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. For more information about BankMobile Disbursements, visit this link <https://disbursements.bmtx.com/refundchoices/>.

STUDENT LOAN PROCESS STEPS - if you are accepting and are requesting a student loan – the following additional steps need to be completed:

STEP 1: ACCEPT YOUR AWARDS ONLINE IN MY CENTRAL

Login to your MyCentral account and click on the Rustler Central Icon (graduation cap), then on the Financial Aid Tab. From there you should be able to review your award package. Accept the loan funding you want to apply for. Loans will not be certified until both below steps are completed.

STEP 2: COMPLETE ON-LINE STUDENT LOAN ENTRANCE COUNSELING

- From any computer with internet access, log-on to: <https://studentaid.gov/>.
- Log in using your FSA ID and password (this is the same log in and password for completing your FAFSA application). If you do not remember your FSA ID and/or password, click on 'Forgot my Username' or 'Forgot my Password' links to retrieve them.
- Once you are logged into <https://studentaid.gov/> hover over 'Loans and Grants' and under 'Get a Loan' click on 'Loan Entrance Counseling' from the drop down menu then click the **Start** button (on the right side) of 'I am an Undergraduate Student'.
- Next, under the Add School to Notify (on the left side – choose Wyoming and Central Wyoming College, it will populate our address, click on the **NOTIFY THIS SCHOOL button**. Next select 'I am completing the entrance counseling to receive Direct Loans as an undergraduate student'. Read and follow the prompts to get through all the sections. Once you have completed all the sections, you will have completed the Entrance Counseling requirement.

STEP 3: COMPLETE YOUR MASTER PROMISSORY NOTE

- Once logged into <https://studentaid.gov/>, hover over 'Loans and Grants' and under 'Get a Loan' click on 'Master Promissory Note' from the drop down box.
- Click the **Start** button (on the right side) of 'I am an undergraduate Student'.
- You will fill in all information under the 5 sections (Information, References, Agreements, Review & Edit, and Submit).
- Your MPN will be electronically sent to CWC Rustler Central within 24 to 48 hours, so we recommend that you print page 1 of the MPN and bring or email it to CWC's Rustler Central. Print a copy of your MPN for your records.

LOAN CANCELLATION INFORMATION

Any time prior to disbursement of the loan, you may cancel all or part of the loan by notifying CWC Rustler Central. No origination fee, guarantee fee, or interest will be charged on the amount of the loan that is cancelled. Any time within 120 days of disbursement, you may pay back all or part of the loan. The loan fees will be reduced or eliminated in proportion to the amount returned.