



## Promissory Note:

**ALL FIRST TIME BORROWERS** must complete the Master Promissory Note on line at [studentloans.gov](http://studentloans.gov) by selecting “**Complete a Master Promissory Note**” and then click “**Subsidized/Unsubsidized**” and also “**Entrance counseling**”. Parents and/or graduate students with an adverse credit decision and have obtained a co-signer on the plus loan must complete **Plus Credit Counseling** at [studentloans.gov](http://studentloans.gov).

## Loan Cancellations and Refusals

Students should notify Student Financial Services in writing to decline or refuse an awarded loan prior to disbursement. If the loan(s) has been disbursed, the student is required to notify this office, in writing, within 14 days that they do not want part or all of the loan(s) they have received.

## Student’s Certification/Statement of Educational Purpose

I certify that I do not owe a refund on any grant or loan, am not in default on any loan or have made satisfactory arrangements to repay a defaulted loan and have not borrowed in excess of the loan limits under Title IV programs at any institution. I will notify Tuskegee University if I default on a federal student loan. I will use all Title IV money received only for expenses related to my studies at Tuskegee University.

I authorize Tuskegee University to credit my account with any funds available to me to cover all charges incurred while attending the University.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**Return the completed application to:**

Student Financial Services  
Tuskegee University  
Carnegie Hall, 2<sup>nd</sup> Floor  
Tuskegee, AL 36088  
Telephone: (334) 727-8201  
Fax: (334) 724-4227

## Privacy Act Disclosure Notice

The Privacy Act of 1974 (5 U.S.C.552a) requires that the following notice be provided to you. The authority for collecting the information requested on this form is §451 et seq. of the Higher Education Act of 1965, as amended. Your disclosure of this information is voluntary. However, if you do not provide the information, you cannot be considered for a Direct PLUS Loan. The information on this form will be used to determine your eligibility for a Direct PLUS Loan. The information in your file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called “Title IV Program Files” (originally published on April 12, 1994, Federal Register, Vol. 59 p. 17351) and “National Student Loan Data System” (originally published on December 20, 1994, Federal Register, Vol. 59 p. 65532). Thus, this information may be disclosed to federal and state agencies, private parties such as relatives, present and former employees and creditors, and contractors of the Department of Education for purposes of administration of the student financial assistance program, for enforcement purposes, for litigation where such disclosure is compatible with the purposes for which records were collected, for use by federal, state, local, or foreign agencies in connection with employment matters or the issuance of a license, grant, or other benefit, for use in any employee grievance or discipline proceeding in which the Federal Government is a party, for use in connection with audits or other investigations, for research purposes, for purposes of determining whether particular records are required to be disclosed under the Freedom of Information Act, and to a Member of Congress in response to an inquiry from the congressional office made at your written request. Because we request your social security number (SSN), we must inform you that we collect your SSN on a voluntary basis, but section 484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) provides that, in order to receive any grant, loan, or work assistance under Title IV of the HEA, a student must provide his or her SSN. Your SSN is used to verify your identity, and as an account number (identifier) throughout the life of your loan(s) so that data may be recorded accurately.