



SOUTHWESTERN LAW SCHOOL

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www.swlaw.edu/student-services/finaid

Instructions for E-Signing

*For recipients of Federal Perkins and Institutional Loans
(Parker, Keck, Themis, Hearst, Mindlin, and Rosenberg)*

STEPS TO GETTING YOUR MONEY

- **Complete the Entrance Counseling**

You must complete the Loan Entrance Interview. If you have not already done so, go to www.swlaw.edu/student-services/finaid/counseling and click on the appropriate link(s) – this is only required once while at Southwestern for any loan(s) you are receiving.

- **Sign the Promissory Note(s)**

We strongly recommend you **Electronically** Sign (or E-Sign) your Promissory Notes to save time and avoid making errors when completing the Promissory Note.

- **Ready to E-Sign?**

- ♦ You must receive an email telling you to E-Sign. If you are not sure whether or not you have received the email, you may proceed to the site and see if your name is in the database: <http://www.acs-education.com/bac/perkinsesign/home.html>.
- ♦ In order to complete the process, you need your FAFSA PIN and Driver's License Number. If you need a copy of your PIN (takes 1-2 days), go to <http://www.pin.ed.gov>. The Financial Aid Office receives daily confirmations for those who have completed the E-Sign process.

- **Paper Process**

(Note – this process is **slower**)

- ♦ Signing a **PAPER** Promissory Note requires the following:
 - If you choose **not** use the **E-Sign** option, you will be presented with an opportunity to print and sign a paper copy of the Promissory Note from the website mentioned above.
 - You may also request a Paper Promissory Note from the Financial Aid Office.
- ♦ Read and complete the Promissory Note. You must then mail or bring it to the Financial Aid Office. You **may not** fax a Promissory Note.

Additional Information for Federal Perkins Borrowers

- ♦ You will notice that there is no place to enter an amount. This note is called a Master Promissory Note and requires you to only sign it once. It is then good for the next **10 years** worth of disbursements.
- ♦ This is exactly how the Stafford Promissory Note works. You will be notified each time a loan is posted to your account.

Additional Information for Parker, Keck, Themis, Hearst, Mindlin and Rosenberg Borrowers

- ♦ You will note that the amount has already been entered for you. This is the amount you are scheduled to receive for the entire year (one-half each semester).
- ♦ You only need to sign this once (it is good for the following semester). You will be notified each time a loan is posted to your account.

How the Money is Divided and Disbursed

- ♦ The school will disburse your loan money by crediting it to your school account. Your loan money will usually be disbursed in at least two installments, one half for the Fall semester and the other half for the Spring semester. For students taking summer school courses, these loan funds may be split into thirds.
 - ♦ The terms and conditions of the promissory note obligate you only for funds disbursed. As a rule, all loan funds are typically disbursed the week before the first of day of classes for each semester.
- **Getting Your Money**
 - ♦ Once the funds are credited to your student account (usually the week before classes start), the Accounting Office will generate any refund that is owed to you.
 - ♦ Refund checks are available on Fridays.
 - ♦ If you would like refunds directly deposited into your bank account, sign up through WebAdvisor (go to Financial Information > Bank Information). Electronic refunds are generally available sometime on Fridays, depending on your bank.

If you have any questions or believe an error has been made, please ask **before** you sign the Promissory Note.

Questions may be directed to the Financial Aid Office at (213) 738-6719 or finaid@swlaw.edu.