

## OXY NO/LOW INTEREST LOAN ENTRANCE/MPN/DISCLOSURE INSTRUCTIONS

Occidental College - Financial Aid Office - 1600 Campus Road F-35 - Los Angeles, CA 90041  
323.259.2548 (phone) - 323.341.4961 (fax) - [finaid@oxy.edu](mailto:finaid@oxy.edu) - [www.oxy.edu/financial-aid](http://www.oxy.edu/financial-aid)

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These instructions will guide you in completing your Entrance Interview, Master Promissory Note (MPN), and Disclosure Statements for your Occidental No Interest Loan or Occidental Low Interest Loan only. **These requirements must be completed by the student borrowing the loan, not the parent(s).**

These instructions do not apply to the Federal Direct Subsidized/Unsubsidized Loans. Instructions for completing documents for those loans are available online ([www.oxy.edu/financial-aid/forms](http://www.oxy.edu/financial-aid/forms)).

### PURPOSE OF LOAN DOCUMENTS

Borrowing money to pay for college is an important responsibility. Before you take out a student loan, you must understand the basic principles of borrowing, including your rights and responsibilities. At Occidental College, this counseling is conducted online so you can focus on the important aspects of funding your education with a student loan.

Disclosure Statements provide consumers detailed information when they borrow loans from private lenders. Occidental College is the lender for your Oxy No Interest/Low Interest Loan. Disclosure statements require that you view and accept a series of forms designed by the federal government that outline the terms of the loan and the full cost of borrowing.

When you borrow money, you must make a promise to repay the money loaned to you; you do this by signing a promissory note. This note will outline the legal obligations you have for repaying this money.

### COMPLETING YOUR LOAN DOCUMENTS

All documents are located within the ECSI Electronic Promissory Notes portal.

1. Go to: <https://www.ecsi.net/promf17/>
2. Click on the blue "Get Started" icon to review and complete your loan documents.

Step 1) Enter your SSN, first name, last name and date of birth (MMDDYYYY). Click on "Submit."

Step 2) Click on "Authenticate Me." Enter PIN provided by ECSI (sent to student Oxy email address).

Note: If authentication fails, you will not be able to electronically sign and submit your loan documents. If you are unable to e-sign your promissory note, please print and mail the signed version to:

Occidental College  
1600 Campus Road M-20  
Student Business Services Office  
Los Angeles, CA 90041

Step 3) Select the loan for which you are completing this process, check the box at the end of the page and click on “Submit.” Read your *Private Educational Loan Application and Solicitation Disclosure* and click on “Submit” to continue.

Step 4) Read your *Oxy No/Low Interest Program Statement of Rights and Responsibilities*. Check the box to accept the terms and click on “Submit” to continue.

Step 5) Provide your student information (permanent address), your next of kin (usually a parent), and supply two people as references (someone who knows how to contact you – cannot list same parent used as next of kin). Check the box to authorize this information and click on “Submit” to continue.

Step 6) Read your *Private Educational Loan Approval Disclosure*, check the box to confirm, e-sign the form and click on “Submit” to continue. Follow the same process for the *Self Certification* form, the *Occidental College No/Low Interest Master Promissory Note*, and the *Private Educational Loan Final Disclosure* form.

Step 7) Click on the first “Click here” link in order to view and print a copy of your electronically signed promissory note. You may wish to retain a copy for your records.

## HELPFUL INFORMATION

- If you have any questions or concerns regarding the completion of the entrance counseling and/or MPN, please feel free to contact the Student Loans Office via e-mail at [stuloans@oxy.edu](mailto:stuloans@oxy.edu) or by phone (323) 259-2509.
- Please complete a Loan Verification form to accept, cancel, or reduce this loan. The Loan Verification form is available online ([www.oxy.edu/financial-aid/forms](http://www.oxy.edu/financial-aid/forms)).
- If you have questions regarding your loan, please feel free to contact the Financial Aid Office via e-mail at [finaid@oxy.edu](mailto:finaid@oxy.edu) or by phone (323) 259-2548.