



# How to Finalize Your Federal Direct Loans

## Student

1. Complete Loan Entrance Counseling  
<https://studentaid.gov/entrance-counseling/>
2. Complete a Master Promissory Note (MPN)  
<https://studentaid.gov/mpn/subunsub/landing>
3. Complete Title IV Federal Student Aid Entrance Counseling – Arbitration and Class Action Waiver Disclosure –  
E-mail to [gregory@ibw.edu](mailto:gregory@ibw.edu)

## Parent

1. Apply for a Parent PLUS Loan  
<https://studentaid.gov/plus-app/parent/landing>
2. Complete a Master Promissory Note (MPN)  
<https://studentaid.gov/mpn/parentplus/landing>
3. Complete a Parent – PLUS Loan – Title IV Federal Student Aid Entrance Counseling – Arbitration and Class Action Waiver Disclosure  
E-mail to [gregory@ibw.edu](mailto:gregory@ibw.edu)

If you have any questions or comments, please contact:  
Gregory Mathews, Financial Aid Administrator  
[gregory@ibw.edu](mailto:gregory@ibw.edu) 414-319-7581



**Title IV Federal Student Aid Entrance Counseling:  
Arbitration and Class Action Waiver Disclosure**

The Institute of Beauty and Wellness and Aveda Institute Madison requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement applies to any dispute the student may bring against the Institute of Beauty and Wellness and Aveda Institute Madison, or any of its parents, subsidiaries, officers, directors, or employees, or which the Institute of Beauty and Wellness and Aveda Institute Madison may bring against the student, no matter how characterized, pleaded or styled. The class action waiver provides that any dispute or claim the student may bring against the Institute of Beauty and Wellness and Aveda Institute Madison shall be brought solely in his/her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action. The arbitration may be commenced by filing a Consumer Demand for Arbitration with the American Arbitration Association (“AAA”). Information about the AAA arbitration process and the AAA Consumer Rules can be obtained at [www.adr.org](http://www.adr.org). The Arbitration Agreement does not affect the student’s or the Institute of Beauty and Wellness and Aveda Institute Madison’s right to seek relief in small claims court for disputes or claim within the scope of the small claims court’s jurisdiction.

The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the Institute of Beauty and Wellness and Aveda Institute Madison prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Financial Aid Department at the Institute of Beauty and Wellness and Aveda Institute Madison: 414.319.7581 or [gregory@ibw.edu](mailto:gregory@ibw.edu) or [gregory@aimadison.com](mailto:gregory@aimadison.com)

**My signature below acknowledges that I have read and fully understand this Disclosure.**

Student Name \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Title IV Federal Student Aid Entrance Counseling:  
Arbitration and Class Action Waiver Disclosure  
Parent – Federal Direct PLUS Loan**

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**My signature below acknowledges that I have read and fully understand this Disclosure.**

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_