



2013-2014 Direct Student Loan Application and Instructions

Before submitting this request for a student loan, you must also complete the "Direct Student Loan Instructions" on the other side of this form.

Name: _____
(please print)

J#: _____

Check One:

- _____ I would like a loan in an amount not to exceed \$
- _____ I would like the maximum loan amount.

Please note: You must be enrolled for a minimum of 6 credit hours applicable to your degree program to receive a student loan.

MAXIMUM YEARLY AMOUNTS A STUDENT MAY REQUEST

- \$5500 Freshman Dependent
- \$6500 Sophomore Dependent (24+ credits earned)
- \$9500 Freshman Independent
- \$10500 Sophomore Independent

Please note: You may not be eligible for the maximum requested amount; other aid received and enrollment status will affect loan eligibility amount.

Signature _____ Date _____

Return this completed document to:
Jefferson Community College
Financial Services & Student Records
1220 Coffeen Street
Watertown, NY 13601

For Office Use Only:

DIRECT STUDENT LOAN INSTRUCTIONS

Jefferson Community College participates in the Direct Lending program. Under the Direct Lending program, the funds for your loan come directly from the federal government and NOT from a bank, credit union, or other lending institution.

Students who are requesting a student loan are required to complete a Master Promissory Note **and** Entrance Loan Counseling for their **first loan at Jefferson**. The steps to complete this process are listed below. **Please note: If these steps are not completed, your loan funds will not be sent to the College and you will be billed.**

All students wishing to take out a student loan at Jefferson for the first time must complete the following steps to process their Direct Student Loan.

- 1) You will need your “Federal PIN” to complete these steps. If you do not already have a Federal PIN, please apply for one now by logging onto www.pin.ed.gov.
- 2) **VERY IMPORTANT: Make sure you turn off any pop-up blockers in your browser before starting your MPN.**
- 3) **Complete your DIRECT LOAN MASTER PROMISSORY NOTE **REQUIRED IF YOU HAVE NEVER HAD A DIRECT STUDENT LOAN AT JEFFERSON****
 - Log on to www.studentloans.gov
 - Select "Sign In" and enter requested information
 - Select “Complete Master Promissory Note”
 - Select “Subsidized/Unsubsidized
 - Enter Personal Information then click on “continue”
 - Enter References then click on “continue”
 - Read each section of the “terms and conditions” then check the box and select “continue”
 - Sign the Master Promissory Note by entering your First; Middle Initial and Last Name then select “Sign”
 - Select “HTML Version” to view your Master Promissory Note before submitting. Print a copy for your records. Close when finished then select “continue”
 - Congratulations! You have successfully completed your Master Promissory Note and JCC will receive a copy electronically. Please continue to step #4 (Entrance Counseling)**
- 4) **Complete the “Entrance Loan Counseling” **REQUIRED IF YOU HAVE NEVER HAD A DIRECT STUDENT LOAN AT JEFFERSON** - even if you have completed one at another college, you MUST complete at JCC!**
 - Log onto www.studentloans.gov
 - Sign in with your SSN, First 2 Letters of Last Name, DOB and FAFSA PIN #
 - Enter your email address on the side
 - Select “Complete Entrance Counseling” – this will be the entrance for student Stafford loans
~ **DO NOT select Financial Awareness Counseling**~
 - Click “Undergraduate”
 - Select “New York State”, then “Jefferson Community College” from drop down menu
 - Click continue
 - Read each question and answer. You will be told if you answered correctly or not after each question.
To return to questions, click on the X in the pop up box.
 - At Step 16, you will be asked to CLICK on the blue highlighted “Borrowers Rights & Responsibilities” to acknowledge that you have read them (this will open a separate tab). After reading, tab back to the quiz.
 - Once back on the quiz page, CLICK “SUBMIT”
 - You have now completed the ENTRANCE COUNSELING – JCC will receive a copy electronically.**

Congratulations! You have completed the necessary requirements for your Student Loan.