



**2017-2018**

## 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)

Student ID: 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**

- |  |                                      |
|--|--------------------------------------|
| <b>\$5500 Freshman Dependent</b>                       | <b>\$9500 Freshman Independent</b>   |
| <b>\$6500 Sophomore Dependent (24+ credits earned)</b> | <b>\$10500 Sophomore Independent</b> |

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

**Please Read Before Signing**

I understand that by signing below, I am allowing estimated financial aid to be posted to my student account to use towards tuition, fees and books because my financial aid is currently incomplete. I further understand that I must complete the Student Loan Instructions on the back of this form and I must also complete the financial aid process. Once my financial aid has been completed, if I am not eligible for financial aid or for enough aid to cover my expenses, this student loan will be processed as an actual loan. I will pay Jefferson Community College in full for the amount of liability accrued on my tuition bill. If I fail to repay the college, this account will be placed with a collection agency and I will be responsible for all collection costs. I also understand that if I withdraw or abandon my classes, this does not negate my responsibility to pay these charges. If I do not want the student loan, or would like the student loan reduced, I understand that I must complete the Student Loan Change form to have it removed or adjusted.

Adjustments to a student’s schedule, including withdrawals, may affect financial aid and/or billing. All unpaid financial obligations may be assigned to an external collection agency. Collection and related legal costs will be added to the amount of indebtedness and will be the responsibility of the student.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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 “FSA ID” to complete these steps. If you do not already have An FSA ID, please apply for one now by logging onto <https://fsaid.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](http://www.studentloans.gov)
  - Select "Log In" and enter requested information
  - Select “Complete Loan Agreement” (Master Promissory Note)
  - Select “Start Button”, next to 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](http://www.studentloans.gov)
  - Sign in with your SSN, First 2 Letters of Last Name, DOB and FSA ID
  - 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.**