Federal Direct Stafford Loan Process

Entrance Counseling, Financial Awareness Counseling
Master Promissory Note (MPN) Instructions:

- Go to [https://studentloans.gov](https://studentloans.gov)
  Sign in using your FSA User ID and Password
  If you are a new user or have forgotten your ID or password: [https://fsaid.ed.gov/npas/index.htm](https://fsaid.ed.gov/npas/index.htm)

**Complete Step 1, Step 2 and Step 3**

**Step 1: COMPLETE ENTRANCE COUNSELING**
Click on Complete Counseling
Select Entrance Counseling (1st option)
Follow all steps to completion.
Note: This step must be done if you have never completed this counseling before. It is also highly encouraged if you have not completed this counseling recently due to the many changes with student loans.

AND

**Step 2: Complete Financial Awareness Counseling**
Click on Complete Counseling
Select Financial Awareness Counseling (2nd option)
Follow all steps to completion
Note: This step must be done only if you are requesting any additional loans during the current academic year.

AND

**Step 3: SIGN A NEW MASTER PROMISSORY NOTE (MPN)**
Click on MPN (Master Promissory Note)
Select 'Subsidized/Unsubsidized'
Follow all steps to completion.
Note: Borrowers who signed a MPN in the previous year do not need to complete a new MPN.

- Electronic confirmation will be received within 24 - 48 hours for each of these sessions.

**Step 4:** Complete the Federal Direct Stafford Loan Form indicating the amount of loan requested.


- All pages of this form must be completed, signed and returned to the Financial Aid Office
2016-2017 Federal Direct Stafford Loan Request Form

Use blue/black ink when filling out this application

Student’s Name: _____________________________________ Student’s ID#: _____________________________

Date of Birth: _______________ Social Security Number: _______________ Driver’s License State& Number: _______________

Home Telephone Number: ___________________________ Cell Telephone Number: ___________________________

Permanent Address: ___________________________ Mailing Address: ___________________________

Address City State Zip Code Address City State Zip Code

Please allow two weeks or more for this loan request to be processed by the TSJC Financial Aid Office. IF ANY PART OF THIS LOAN REQUEST APPLICATION, ENTRANCE COUNSELING, MASTER PROMISSORY NOTE (MPN), AND/OR FINANCIAL AWARENESS ARE INCOMPLETE THE APPLICATION PROCESSING WILL BE DELAYED. This form must be submitted no later than three weeks prior to the end of the semester for which you are requesting funds. TSJC reserves the right to reduce or deny this loan request in accordance with the Higher Education Act [Amd. 1998–Title IV, Part F, Section 479A(c)] (Code of Federal Regulations: 34 CFR 682.603(e)) which allows a school to refuse to certify a loan (or a portion of a loan) if the reason is documented and provided to the student in writing.

Indicate the TOTAL amount of Stafford Loan you are requesting. (You may not receive all that you request)

$ ___________________________ A dollar amount must be entered. (The word maximum amount entered here will not be processed)

I would like my original amount requested to be (circle a type of loan): subsidized only unsubsidized only both

This loan is for (circle a term): Fall/Spring Fall Only Spring Only Summer Only

• If one or neither of the above requests is circled, your loan will automatically be processed as a fall/spring and/or subsidized only loan.

I DO NOT want any unsubsidized loans. I understand that I must submit an additional loan application if this is initially declined. (Initial) _____

Degree/Certificate Program at TSJC __________________________________________________________

Anticipated Date of Graduation: ___________________________ (month/year)

(If you will be graduating in August or December, your loans may be prorated for the final term)

In order to receive a loan, you must agree to the following conditions:

• I understand that my financial aid file must be complete before my loan is processed.
• I understand that I must be in an approved degree or certificate program.
• I understand that I must be making satisfactory academic progress.
• I understand that my loan could be denied due to failure to pass a previous semester.
• I understand that I must be enrolled, not withdrawn, for at least 6 credit hours at the time of certification and disbursement of my loan to my bill.
• I understand that the loan will be disbursed to TSJC FIRST, and any remaining funds will be refunded through the Higher One Refund Card. Late start classes will affect the disbursement and refund date.
• I understand that if I decide not to attend my classes, I must officially drop or I will be billed for the classes.
• I understand that the total loan amount approved will be disbursed in two payments, based on the loan period requested.
• I understand that if I am a first time borrower there will be a 30 day delay on the first disbursement of my loan.
• I understand that I am required to complete Exit Counseling every time I graduate, withdraw or drop below 6 credit hours.
• I understand that a ‘hold’ will be placed on my official transcripts and diplomas/certificates for failure to complete exit counseling.

By signing below, I am acknowledging that I have read and understand the above conditions.

Student Signature: _____________________________________ Date: _____________________________

School Use Only:

Loan Period
From ___________________________ Certified Loan Amount
Subsidized $ ___________________________

To ___________________________ Unsubsidized $ ___________________________

Trinidad Campus: 600 Prospect Street, Trinidad, CO 81082
Alamosa Campus: 1011 Main Street, Alamosa, CO 81101
719-846-5017 (Office); 719-846-5420 (fax) 719-846-5017 (Office); 719-846-5420 (fax)
Federal government regulations (34 CFR 682.604, 34 CFR 685.304, 34 CFR 668.165 and 34 CFR Subpart D) require you to complete the following:

REFERENCES FOR STUDENT (Please provide separate addresses for each reference) the purpose of the references is to enable TSJC and loan servicers to contact you regarding your student loan should your current contact information become outdated. Please include references that DO NOT share the same permanent address as yourself.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, State Zip</th>
<th>Phone Number</th>
<th>Email</th>
<th>Relationship to you</th>
</tr>
</thead>
</table>

THIS INFORMATION WILL BE PROVIDED TO ANY AUTHORIZED AGENT SHOULD YOU BECOME DELINQUENT ON ANY ACCOUNT WITH THE COLLEGE.

Student Signature___________________________________________ Date__________________________

CONSEQUENCES OF DEFAULT

- The Department of the Treasury may offset your federal and/or state tax refunds and any other payments, as authorized by law, to repay your defaulted loan.
- You may have to pay additional collection costs after your loan is assigned to a private collection agency for collection.
- Also, you may be subject to Administrative Wage Garnishment, whereby the Department will require your employer to forward 15% of your disposable pay toward repayment of your loan.
- Federal employees face the possibility of having 15% of their disposable pay offset by the Department toward repayment of their loan through Federal Salary Offset.
- The Department may take legal action to force you to repay the loan.
- Credit bureaus may be notified, and your credit rating will suffer.
- No access to an Official Transcript from TSJC (impacting your ability to transfer to another school, secure employment, or enroll for more classes).

My current loan debt is $_________________ (The amount you owe before this loan is processed)

You can access the National Student Loan Data System at http://www.nslds.ed.gov and research your current loan debt. This information will be verified for accuracy before your loan may be certified/awarded. You will need to know your Department of Education (FAFSA) Username and Password to access this information.

I have read through the above information regarding student loans and understand the consequences of default.

Student Signature___________________________________________ Date__________________________

Printed Name___________________________________________ S#____________________________

Note: Please allow at least two weeks for this loan request to be processed. If any part of this form is incomplete, processing will be delayed.