



INSTRUCTIONS FOR BORROWING STUDENT LOANS

*Generally student loans must be disbursed in two equal payments for each loan period. Scheduled disbursement dates are **September 30, 2019 and February 24, 2020.***

You must complete all required steps.

Step 1. Click on this link [Student Loan Acceptance Form](#)

Print and complete Loan Acceptance Form. This form tells us how much you need to borrow and is required each time you borrow a loan. It can be hand delivered, mailed, or faxed to the Financial Aid Office (fax number and address are on the form).

Step 2. Click on this link <https://studentloans.gov>

You will need your FSA user ID and password to log on to this website. On this website, you will complete a **Loan Entrance Counseling** and **Federal Direct Stafford Master Promissory Note (MPN)**. Make sure to go all the way through each one until you get the message that you have “*successfully completed*” each requirement.

- a. ***Complete*** Loan Entrance Counseling for an undergraduate student. Follow all instructions. This is a requirement the first year you borrow a student loan and is recommended the following years.
- b. ***Complete*** Federal Direct Stafford Master Promissory Note (MPN) for a Subsidized/Unsubsidized Loan. Follow all instructions. A single MPN can be used for up to 10 years. This is a requirement the first year you borrow a student loan. *If you have had a Direct Loan before, you can skip this step.*

Loan Exit Counseling is required when a student withdraws, drops to less than 6 credit hours or graduates from GCCC and it is recommended at the end of each loan period. Reminder letters will be sent to all borrowers with instructions on how to complete this requirement. For more information about student loans, contact the Financial Aid Office at 620-276-9519.

REMINDER: Federal financial aid can only be awarded/disbursed for classes that count toward your degree or certificate at Garden City Community College. You must be enrolled in at least 6 credit hours at Garden City Community College that count for federal financial aid in order to receive any student loans requested.