



## 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.

**Step 2.** Click on this link <https://studentaid.gov> and then click on “COMPLETE AID PROCESS”

You will need your FSA user ID and password to log on to this website.

- 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.*

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### Next Steps

There are a few more steps in the financial aid process.

01	02	03	04	05
<b>Get Informed</b>	<b>Compare Aid Offers</b>	<b>Reply to Aid Offer</b>	<b>Sign Loan Agreement</b>	<b>Complete Entrance Counseling</b>
<a href="#">Find out how aid is calculated</a>	<a href="#">Review schools' financial aid packages</a>	<a href="#">Accept aid from your chosen school</a>	<a href="#">Complete a Master Promissory Note (MPN)</a>	<a href="#">Before your first loan or TEACH Grant, complete</a>

**REMINDER:** Federal financial aid can only be awarded/dispensed 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.

### DEADLINES FOR SUBMITTING LOAN REQUIREMENTS:

**FALL ONLY LOANS-** DECEMBER 3, 2019 **OR** 7 BUSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.

**FALL/SPRING AND SPRING ONLY LOANS-** MAY 5, 2020 **OR** 7 BUSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.