



INSTRUCTIONS FOR BORROWING STUDENT LOANS

Summer disbursement dates vary depending on class start and end dates.

You must complete all required steps.

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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.*

Federal Student Aid
An Office of the U.S. Department of Education

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Next Steps

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

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

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.

THE DEADLINE FOR SUBMITTING LOAN REQUIREMENTS IS 7 BUSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE