

801 Campus Drive Garden City, Kansas 67846 www.gcccks.edu

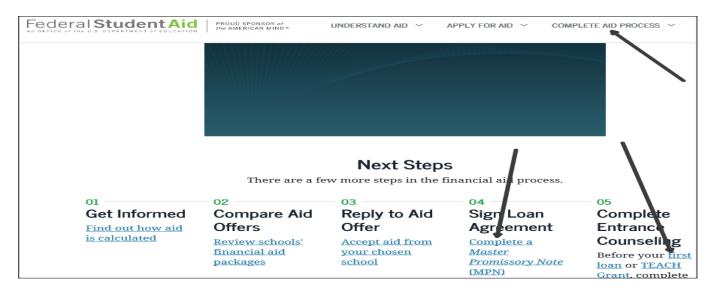
## INSTRUCTIONS FOR BORROWING STUDENT LOANS

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

You must complete all required steps.

## You must complete all required steps:

- **Step 1.** Log on to your GCCC self-service to accept your student loans <u>OR</u> you can print and complete a 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 <a href="https://studentaid.gov">https://studentaid.gov</a> 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 <u>undergraduate student</u>. 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.*



<u>REMINDER:</u> 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