**Federal Stafford Student Loan Application Procedures and Guidelines**

- Students must be registered at least half time (minimum of six credits in a semester) to be eligible for a Federal Stafford Student Loan.

- If you have not previously completed a Federal Direct Loan application and/or Entrance loan counseling, you will need to complete BOTH before any loan funds will be available on your CCC account. The procedures for completing these processes are listed below.

- You must follow the procedures on the Award Notification to Accept your student loan should you wish to borrow in the Federal Direct Loan program. **You should accept the loan even if you wish to apply for an amount that differs from the amount shown.** Read on for information on how to change the amount requested.

- If you wish to borrow a different amount than that shown on your Award Notification, please send an e-mail to mschroer@cccneb.edu specifying the amount that you would prefer. The maximum loan eligibility varies depending upon enrollment status, dependency status, and other sources of funding. Refer to the “Cost of Attendance” link for an estimate of your expected college costs.

### Loan Application

2. Select the green “Log In” option. You will need your FSA ID username and password to log in.
3. Select the blue “Complete a Master Promissory Note” link in the middle of the page.
4. Select “Subsidized/Unsubsidized” and complete the application.
5. Once you have completed your application, you should be able to see it in the Completed MPNs folder on the left side of the page.

### Entrance Counseling

1. Go back to [www.studentloans.gov](http://www.studentloans.gov) and select “Complete Counseling”.
2. Complete “Entrance Counseling” for an “Undergraduate” student.
3. Once you have completed your counseling session, you should be able to see it in the View Completed Counseling folder on the left side of the page.

Your Stafford Student Loan funds will be disbursed to you in two payments, one each semester if you attend during the fall and spring. If you attend only one term or request funds for just one term, half of your loan funds will be disbursed about two weeks into the semester, and the remainder will be disbursed midway through the semester.

If you are a new student at CCC, you are subject to federal delayed disbursement guidelines. This means that you will not receive your first loan disbursement until at least 30 calendar days after your start date.

The Federal Direct Loan application, entrance loan counseling, and 30-day delayed disbursement are one-time requirements at CCC. During subsequent award years, you simply need to indicate on the FAFSA that you want a student loan, then accept the loan(s) on the Award Notification.

The financial aid director on each campus may refuse to certify a Stafford loan or certify a loan for less than the requested amount. This must be done on a case-by-case basis according to the guidance provided by federal regulations. The reason(s) for the decision will be provided to the student in writing upon request.