

DIRECT STUDENT LOAN INSTRUCTIONS

Jefferson Community College participates in the Direct Lending program. Under the Direct Lending program, the funds for your loan come directly from the federal government and NOT from a bank, credit union, or other lending institution.

Students who are requesting a student loan for the 2009-10 academic year will be required to complete a Master Promissory Note and Entrance Loan Counseling, even if you have already completed this in the past! The steps to complete this process are listed below. **Please note: If these steps are not completed, your loan funds will not be sent to the College and you will be billed.**

All students wishing to take out a student loan at Jefferson for the first time, must complete the following steps to process their Direct Student Loan.

- 1) **You will need your “Federal PIN” to complete the MPN. If you do not already have a Federal PIN, please apply for one now by logging onto www.pin.ed.gov.**
- 2) **VERY IMPORTANT: Make sure you turn off any pop-up blockers in your browser before starting your MPN**
- 3) **Complete your DIRECT LOAN MASTER PROMISSORY NOTE ****REQUIRED IF YOU HAVE NEVER HAD A DIRECT STUDENT LOAN AT JEFFERSON******
 - Log on to www.dlenote.ed.gov
 - Select "Complete New MPN for Student Loans" on the bottom of the page
 - Select “Subsidized/Unsubsidized”, and then click on “continue”, and then “Proceed to Pin Site Registration”
 - Enter the information requested, including your PIN, then click on “submit”
 - Check the “Agree” box at the bottom of the page and click on “continue”
 - Enter the Borrower Information and click on “continue”
 - To enter the school, select “Jefferson Community College” from drop down box then click on “continue”
 - Review and verify the borrower information, then click on “continue”
 - Read the Borrower’s Rights and Responsibilities Statement, check the box at the bottom of the page, and then click on “continue”
 - Read the next page, check the box at the bottom of the page, and then click on “continue”
 - Enter the borrower information then click on “continue”
 - Read and verify the information provided, check the box at the bottom of the page, then click on “continue”
 - Enter your First name, middle initial and last name, and then click on “Submit Signature”
 - ***Make sure pop-up blockers in your browser are turned off before you continue to the next step*****
 - Read the paragraph, and then click on “continue”
 - Read and verify your information and write down your “MPN Confirmation Code”. This will be located at the bottom on the page. Once you have written down this code, select “click here to close this window”
 - Enter your MPN Confirmation Code in the box provided, and then click on “continue”
 - Read the paragraph, and then click on “Submit Note”
 - Follow the instructions on this page, and then click on “Done”
- 4) **Complete the “Entrance Loan Counseling” ****REQUIRED IF YOU HAVE NEVER HAD A DIRECT STUDENT LOAN AT JEFFERSON******
 - Log onto www.dl.ed.gov
 - Select “Entrance & Exit Counseling” located at the top of the page
 - Select “Entrance Counseling Session”
 - Select “Click here to begin the Entrance Counseling Tutorial and Quiz”
 - Select “Stafford Loan
 - Follow the instructions regarding your rights and responsibilities for borrowing
 - Continue until it says “You have completed your requirement for Entrance Counseling”
 - Select “Show Form for Printing” and print that page for your records

Congratulations! You have completed the necessary requirements for your Student Loan.



2009-2010 Supplemental Student Loan Form

Please complete this side only if you are interested in a student loan and one was not included on your award letter.

Before submitting this request for a student loan, you must also complete the "Student Loan Instructions for All Borrowers" on the other side of this form.

Name: _____ (please print) SS#: _____

Check One:

- _____ I would like a loan in an amount not to exceed \$
- _____ I would like the maximum loan amount.
- _____ I only want a student loan if my expenses (tuition, fees and books) are not covered fully by grants and scholarships.

Loan Period (select only ONE):

- _____ FULL YEAR (August 2009 to May 2010)
- _____ FALL SEMESTER ONLY (August 2009 to December 2009)
*** For students graduating, transferring or withdrawing in December ONLY***
- _____ SPRING SEMESTER ONLY (January 2010 to May 2010)

MAXIMUM YEARLY AMOUNTS A STUDENT MAY REQUEST

\$5500 Freshman Dependent	\$9500 Freshman Independent
\$6500 Sophomore Dependent (24+ credits earned)	\$10500 Sophomore Independent

Please note, you may not be eligible for the maximum requested amount; other aid received and enrollment status will affect loan eligibility amount.

FACTORS AFFECTING LOAN ELIGIBILITY

PLEASE NOTE THAT VA BENEFITS AND FEDERAL WORK STUDY POSITIONS MAY REDUCE LOAN ELIGIBILITY.

CHECK ALL THAT APPLY:

- _____ I am a Work Study student. (Stop! You must talk with the financial aid office to determine if you are eligible for both Work Study and a student loan.)
- _____ I am a student eligible for Veteran's Benefits (Chapter 30, 31, 35, 1606, 1607).

Signature _____ Date _____

Return this completed document to:
Jefferson Community College
Financial Services & Student Records
1220 Coffeen Street
Watertown, NY 13601