



Academic Year 2013-2014

Federal Direct Student Loan Request Form

BORROWER INFORMATION

Incomplete applications will not be accepted.

Student Name (Last) (First) (MI) Date of Birth Student ID #

Home Phone # Cell Phone# E-mail Expected Graduation Date
 @email.vccs.edu

Permanent Address (Street) (City) (State, Zip)

Please adhere to the following deadlines when submitting this form:

Semester	Priority Filing Dates	
	Begin	End
Fall/Spring or Fall Only	July 1 st	September 1 st
Spring Only	November 1 st	January 1 st

Loan applications will be accepted after these dates; however they will be processed in the order the loan requests are received.
 * If you requested the maximum amount of loan for both fall and spring, there will be no aid for summer.*

Requested Loan Period (Please check one) **Fall/Spring** _____ **Fall Only** _____ **Spring Only** _____

Federal Stafford Subsidized Loan (3.86% Interest) Federal Stafford Unsubsidized Loan (3.86% Interest). 1.072% loan fee with no rebate. This applies to both Subsidized and Unsubsidized loans.

Enter the amount you would like to request to borrow. The Department of Education will subtract a loan fee of 1.072% from the amount requested. \$ _____

If you are not eligible for the maximum amount of subsidized loan, do you want your unsubsidized loan increased if possible? Yes No

My signature below certifies that I understand that to obtain a loan at LFCC, I must complete and return this form to the LFCC Financial Aid Office, have completed the Master Promissory Note and completed the online Entrance Counseling with the Department of Education. By signing this Loan Request Form, I give consent to LFCC to initiate the loan process for the requested loan period and if necessary, update my LFCC student record to include only the first initial of my middle name. I understand that I must be enrolled for a minimum of 6 credit hours at the time of disbursement in order to receive my loan funds.

 Signature Date

Complete and return this form to the LFCC Financial Aid Office closest to you.

For Office Use Only

COA \$ _____
 EFC _____
 AID _____
 Rem. Sub Elig _____
SUB Amt \$ _____
UNSUB Amt. \$ _____
Verification Complete _____
Amount Explained _____
 FA STAFF Initials _____
 Date _____

Privacy Act Disclosure Notice

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting the information requested on this form is §451 et. seq. of the Higher Education Act of 1965, as amended. Your disclosure of this information is voluntary. However, if you do not provide this information, you cannot be considered for a Federal PLUS loan. The information on this form will be used to determine your eligibility for a Federal PLUS loan. The information in your file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called "Title IV Program Files" (originally published on April 12, 1994, Federal Register, Vol. 59 p. 17351) and "National Student Loan Data System" (originally published on Dec. 20, 1994, Federal Register, Vol. 59 p. 65532). Thus, this information may be disclosed to federal and state agencies, private parties such as relatives, present and former employers and creditors, and contractors of the Department of Education for purposes of administration of the student financial assistance program for enforcement purposes, for litigations where such disclosure is compatible with the purposes for which the records were collected, for use by federal, state, local or foreign agencies purposes in connection with employment matters or the issuance of a license, grant or other benefit, for use in any employee grievance or discipline proceeding in which the Federal Government is a party, for use in connection with audits or other investigations, for research purposes, for purposes of determining whether particular records are required to be disclosed under the Freedom of Information Act, and to a member of Congress in response to an inquiry from the congressional office made at your written request.

Because we request your Social Security number (SSN), we must inform you that we collect your SSN on a voluntary basis, but section 484(a)(4) of the HEA (20 U.S.C. 1091 (a)(4)) provides that, in order to receive any grant, loan, or work assistance under Title IV of the HEA, a student must provide his or her SSN. Your SSN is used to verify your identity and as an account number (identifier) throughout the life of your loan(s) so that data may be recorded accurately.

IMPORTANT NOTICE

As a result of legislation enacted in July 2012, eligibility for the Direct Loan interest subsidy will be limited for new borrowers effective July 1, 2013. [The law](http://www.lfcc.edu/files/documents/current-students/financial-aid/Direct%20Subsidized%20Loan%20Limit%20150%20percent.pdf) (please see [http://www.lfcc.edu/files/documents/current-students/financial-aid/Direct Subsidized Loan Limit 150 percent.pdf](http://www.lfcc.edu/files/documents/current-students/financial-aid/Direct%20Subsidized%20Loan%20Limit%20150%20percent.pdf) for additional information) restricts the period of time for which a borrower may receive subsidized loans, in the aggregate, to 150 percent of the published length of the student's current educational program. Once the student reaches that limit, he or she may borrow only unsubsidized loans, and interest begins to accrue on the student's outstanding subsidized loan.

Instructions for the Federal Direct Stafford Student Loan Process

Federal Direct Stafford Student Loans are financial aid that must be repaid, typically 6 months from the point you are no longer enrolled or drop below 6 credit hours. Federal Direct Stafford Student Loans are subject to the same rules and regulations as Federal Pell Grants and other federal aid. *Loans are to be used for expenses associated with your education.* Using loan money to purchase a car, pay legal expenses, make investments, consolidate consumer debts, or pay other non-educational related debts, violates federal law and could result in the loss of your borrowing privileges at the college.

1. **Apply** to the college and be admitted into an approved Degree or Certificate plan, and be making Satisfactory Academic Progress in that plan <http://www.lfcc.edu/startnow>.
2. **Complete** the FAFSA (Free Application for Federal Student Aid) at <http://www.fafsa.ed.gov/> for the current year.
3. **Submit all FAFSA verification items to the Financial Aid Office if not previously requested.** Please check your To-Do list on your MYLFCC account.
4. **Complete** Loan Entrance Counseling. This will take about 30 minutes. All returning and first time borrowers at LFCC are required to complete Loan Entrance Counseling. You can do this online at: <https://studentloans.gov/>. Once you access this website, click "Sign In" and enter the requested information. *Please note: You will need your FAFSA pin #. Next click on "Complete Entrance Counseling".
5. **Complete** the electronic Master Promissory Note (MPN) at the secure Department of Education site at <https://studentloans.gov>. Once you access this website, click "Sign In" and enter the requested information. *Please note: You will need your FAFSA pin #. Next click on "Complete Master Promissory Note" then select "Subsidized/Unsubsidized" as the type of loan you would like to receive.
6. **Determine** how much you need to borrow as well as the loan period. All loans come in TWO disbursements. We recommend Fall/Spring loans. BEWARE of student loan debt and borrow only what you need. The maximum amounts per year listed in the chart below. Students taking a one semester loan are only entitled to half the maximum amount per semester.

Student Type	Completed Credits	Subsidized	Unsubsidized	Annual Max (Sub & Unsub)	Total Debt Permitted
Dependent	Less than 30	\$3,500	\$2,000	\$5,500	\$31,000 (\$23,000 sub max)
Dependent	30 or more	\$4,500	\$2,000	\$6,500	\$31,000 (\$23,000 sub max)
Independent	Less than 30	\$3,500	\$6,000	\$9,500	\$57,500 (sub & unsub)
Independent	30 or more	\$4,500	\$6,000	\$10,500	\$57,500 (sub & unsub)

7. **Complete** the Loan Request Form on or before the recommended completion date each semester. This form is available on the website or in the Financial Aid Office.
8. **View** award at your MyLFCC >Student Center>View Financial Aid (Be sure to turn in any documents listed under your "To Do List" as well as these will need to be turned in before an award will be processed.
9. **Enroll & attend your classes.** You must attend your classes to be eligible for the loan disbursements. **If you drop or withdraw to below half-time (6 credits) before your loan is disbursed, the funds will be returned.** Loan checks (balances remaining after tuition & books) will be mailed between the fifth and sixth week each semester. Please plan your finances accordingly.

Please allow 4-6 weeks for College Processing, depending on the time of year.

LORD FAIRFAX COMMUNITY COLLEGE

Financial Aid Office

Middletown Campus 540-868-7130 (phone) 540-868-7274 (fax)

Fauquier Campus 540-351-1519 (phone) 540-351-1530 (fax)

E-mail: finaid@lfcc.edu

Web site www.lfcc.edu/directloans