

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

## INSTRUCTIONS FOR BORROWING STUDENT LOANS

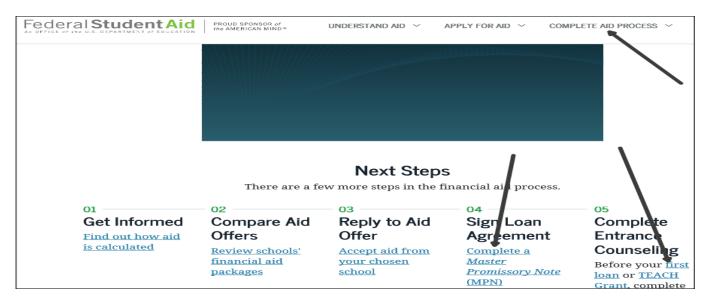
Generally student loans must be disbursed in two equal payments for each loan period. Scheduled disbursement dates are **September 30, 2019 and February 24, 2020.** 

## You must complete all required steps:

**Step 1.** Click on this link <u>Student Loan Acceptance Form</u>

**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 <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.

## **DEADLINES FOR SUBMITTING LOAN REQUIREMENTS:**

FALL ONLY LOANS- DECEMBER 3, 2019 OR 7 BUSSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.

<u>FALL/SPRING AND SPRING ONLY LOANS</u>- MAY 5, 2020 <u>OR</u> 7 BUSSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.